

FINANCE COMMITTEE MEETING

November 12, 2014  
City Manager's Office  
7:00 P.M.

Members Present:

Mayor Jean  
Deputy Mayor Varney  
Councilor Keans  
Councilor Lauterborn  
Councilor Larochele  
Councilor Walker  
Councilor Torr (7:38 P.M.)

Other Present

Councilor Gray  
Councilor Bogan  
Councilor Hamann  
Councilor Collins (7:50 P.M.)  
Councilor Gates (7:38 P.M.)  
City Manager Fitzpatrick  
Deputy City Manager Cox  
Police Chief Allen  
Dave Ouellette, Trustee of Trust  
Funds

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:02 P.M.

2] Public Input

There was no public input.

3] Old Business

3.1. Buildings and Grounds Outsourcing - Update Report

Mayor Jean summarized the information contained on the Agenda Item form in the meeting packet. The Mayor directed that this item be held in Committee.

3.2 Codes Software

Mayor Jean summarized the information contained on the Agenda Item form in the meeting packet. The Mayor directed that this item be held in Committee.

4] New Business

4.1 Trustees of the Trust Fund

Mr. Dave Ouellette, member of the Trustees of the Trust Funds, provided the Finance Committee with an update on the work of the Trustees. The other members of the Trustees of the Trust Fund are Robert Pallas and Tracy Walbridge.

Mr. Ouellette outlined the following Trustee projects - History of Rochester book and maintenance of Hanson Pines. Ongoing work of the Trustees includes Spaulding High School scholarships, as well as, administration of the Widow and Indigent Maidens Fund.

Mr. Ouellette informed the Committee that the Trustees meet as a board at least monthly and meet with the investors at Charter Trust four times each year. A future project will be a review of the cemetery trust funds.

Mayor Jean indicated a need to comply with State law stipulating that a Trust Funds report be included in the City's Annual Report. Deputy Mayor Varney stated that the Trustees' meetings should be posted per the Right-To-Know Law and minutes of their meetings should be available to the public on the City's website. A brief discussion ensued regarding the number of Trustees serving on that board and Mr. Ouellette indicated an increase from 3 to 5 members would be welcomed.

#### 4.2 Bonds Proceeds Repurpose

Mayor Jean summarized the information contained on the Agenda Item form in the meeting packet.

**Councilor Walker MOVED to recommend to the full Council that the unspent bond proceeds of \$586,218.66 from the Granite State Business Park Bridge Project be re-purposed to the Salmon Falls Road/Milton Road infrastructure improvements project, to replace the private funds that have not been realized. Councilor Varney provided a second to the motion. The MOTION PASSED on a unanimous voice vote.**

#### 4.3 City Engineer Position

**Councilor Torr MOVED to recommend to the full City Council that the position of Assistant City Engineer be created. Councilor Walker provided a second to the motion. The MOTION PASSED on a unanimous voice vote.**

#### 4.4 Deputy Finance Director Position

**Councilor Walker MOVED to recommend to the full City Council that the position of Deputy Finance Director be reclassified. Councilor Larochelle provided a second to the motion. The MOTION PASSED on a unanimous voice vote.**

#### 4.5 Debt Service Report

Deputy City Manager Cox discussed the debt service data contained in the meeting packet. He suggested, and the Committee agreed, that the data be amended to depict

future estimated increases to debt service based upon a 3 to 5 year average of recent past increases.

#### 4.6 Review of Non-Union/Union Merit Increases

Mayor Jean informed the Committee that he recently attended a Police Commission meeting to discuss merit salary adjustments. A lengthy discussion of the Finance Committee ensued pertaining to the salary adjustment process for non-union personnel. The Committee discussed changing the merit plan salary adjustment range from the current 0% to 5% down to 0% to 3%, as well as inserting language creating a "merit pool" of funds that would limit the amount of funds that could be expended for merit salary adjustments.

**Councilor Walker MOVED to recommend to the full Council that the merit plan salary adjustment be reduced to 3%. Councilor Lauterborn provided a second to the motion. The MOTION PASSED on a 6 yes and 1 no vote (Councilor Laroche).**

Mayor Jean directed the City Manager to draft language to add to the merit plan that would establish a specific "merit pool" fund to be a part of the annual budget process.

#### 5] Finance Director's Report

Mayor Jean informed the Committee that he, Deputy Mayor Varney, City Manager Fitzpatrick and Deputy City Manager Cox met with School Board Chair Harkinson, Superintendent Hopkins and Business Administrator Casey regarding the health insurance refunds.

Councilor Torr indicated he would be willing to consider allowing the City to use a parcel of land near the Post Office to store winter snow. He will contact Commissioner Nourse.

#### 6] Monthly Financial Statements

There was no discussion on the Financial Statements.

#### 7] Other

Councilor Collins offered complimentary remarks regarding the paving on Chamberlain Street.

8] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Mayor Jean provided a second to the motion which was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 9:19 P.M.

Respectfully Submitted,

Blaine M. Cox  
Deputy City Manager

BMC:sam