

FINANCE COMMITTEE MEETING
September 12, 2013
Police Department Lecture Hall
7:00 PM

Present: Mayor Jean, Councilor Varney, Councilor Keans, Councilor Walker, Councilor Lauterborn, Councilor Larochelle, Councilor Torr

Others Present: City Manager Fitzpatrick, Deputy City Manager Cox, Assessor Mullin, Tom French of French Engineering

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:00 P.M.

2] Public Input

There was no public input.

3] New Business

3.1 GSBP Bridge Project

Tom French of French Engineering presented an update on the bridge construction project. The construction work is complete. The only remaining work involves finalizing the wetlands mitigation arrangements. Mr. French provided a three page handout (attached) summarizing the project's finances.

3.2 Water and Sewer Rates Proposal

Deputy City Manager Cox informed the Committee that the Utility Advisory Board did not finalize a rates proposal at their September meeting. He anticipates that the UAB will have proposed rate changes for the October meeting.

3.3 Elderly Exemptions

City Assessor, Tom Mullin, reviewed several of the data sheets he provided in the Committee's packet. He also alerted the Committee to recently adopted legislation, as well as proposed legislation, at the State level that would affect the City's Veteran's Credits.

COUNCILOR WALKER MOVED TO RECOMMEND TO THE FULL COUNCIL TO INCREASE THE SINGLE INCOME LEVEL FOR DISABLED AND ELDERLY EXEMPTIONS BY 10% TO \$29,900.

COUNCILOR KEANS PROVIDED A SECOND TO THE MOTION. THE MOTION PASSED ON A UNANIMOUS VOICE VOTE.

The Mayor requested details on the position of the NHMA on the state legislation pertaining to Veteran's Credits.

3.4 Community Center Rental Rates

Assessor Mullin reviewed his report titled the "Community Center Leasable Space."

MAYOR JEAN MOVED TO DIRECT THE CITY MANAGER TO BRING THE SOLE CITY DANCE LEASE AGREEMENT FORWARD FOR COUNCIL ACTION AT THE CURRENT RENTAL RATES. COUNCILOR WALKER PROVIDED A SECOND TO THE MOTION. THE MOTION PASSED ON A UNANIMOUS VOICE VOTE.

3.5 Budget Process for Social Service Agencies

Deputy City Manager Cox described for the Committee the budget development process being developed by the Community Development Committee for social service agency funding requests.

3.6 Stillwater Circle

After a lengthy discussion, the Mayor indicated that this item would be kept in Committee.

3.7 LGC Surplus

The Mayor requested that Deputy City Manager Cox bring back a detailed breakdown of what amount of the refunded surplus came from employee contributions.

The Mayor indicated that this item would be kept in Committee.

3.8 Consent Agenda

Councilor Lauterborn stated her confusion stemmed from not knowing if items in the Consent Agenda needed to be read aloud to meet the requirements of a "first reading" and a "second reading."

Councilor Walker stated that he prefers items needing a public hearing not be placed in the consent agenda.

Councilor Varney reminded the Committee that the original use of the consent agenda was for de-authorizations only.

Mayor Jean concluded the discussion and indicated that the consent agenda would be reviewed in the future to make sure it is used only for mundane and non-controversial items.

3.9 TIF Allocation Report

Deputy City Manager Cox reviewed the TIF allocation spreadsheet.

Councilor Varney questioned the additional \$42,450.38 of principal contained in the Business Finance Authority debt service.

4] Finance Director's Report

Mr. Cox explained to the Committee the Purchasing Policy change from \$501 to \$1,001 for Department Head approval.

COUNCILOR VARNEY MOVED TO RECOMMEND TO THE FULL COUNCIL THAT CITY ORDINANCE 4.3 (a) BE AMENDED FROM "...FIVE HUNDRED ONE DOLLARS (\$501) ..." TO INSTEAD STIPULATE "...ONE-THOUSAND ONE (\$1,001) ..." AND ORDINANCE 4.3 (b) BE REMOVED ENTIRELY. COUNCILOR WALKER PROVIDED A SECOND TO THE MOTION. THE MOTION PASSED ON A UNANIMOUS VOICE VOTE.

The Committee discussed at length the Rochester Fair outstanding receivable for Police and Fire details. The Committee consensus was that next year all outstanding balances should be paid before the City provides additional services.

5] Monthly Financial Reports

There was no discussion on the Financial Reports.

6] Other

No other topics were brought forth for discussion.

7] Non Public Session per RSA 91-A:3, II (a) and (c)

Councilor Walker **MOVED** to enter non-public session per RSA 91-1:3, II (a) and (c). Councilor Torr provided a second to the motion. The **MOTION PASSED** on a unanimous roll call vote.

The Committee entered the non-public session at 8:20 P.M.

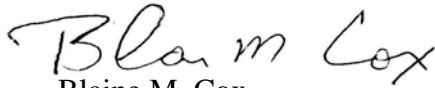
Councilor Walker **MOVED** to exit the non-public session and to seal the minutes indefinitely. Councilor Lauterborn provided a second to the motion. The **MOTION PASSED** on a unanimous voice vote.

The Committee came back in to public session at 8:50 P.M.

8] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Councilor Torr provided a second to the motion. The **MOTION** was **ADOPTED** on a unanimous voice vote. The meeting adjourned at 8:50 P.M.

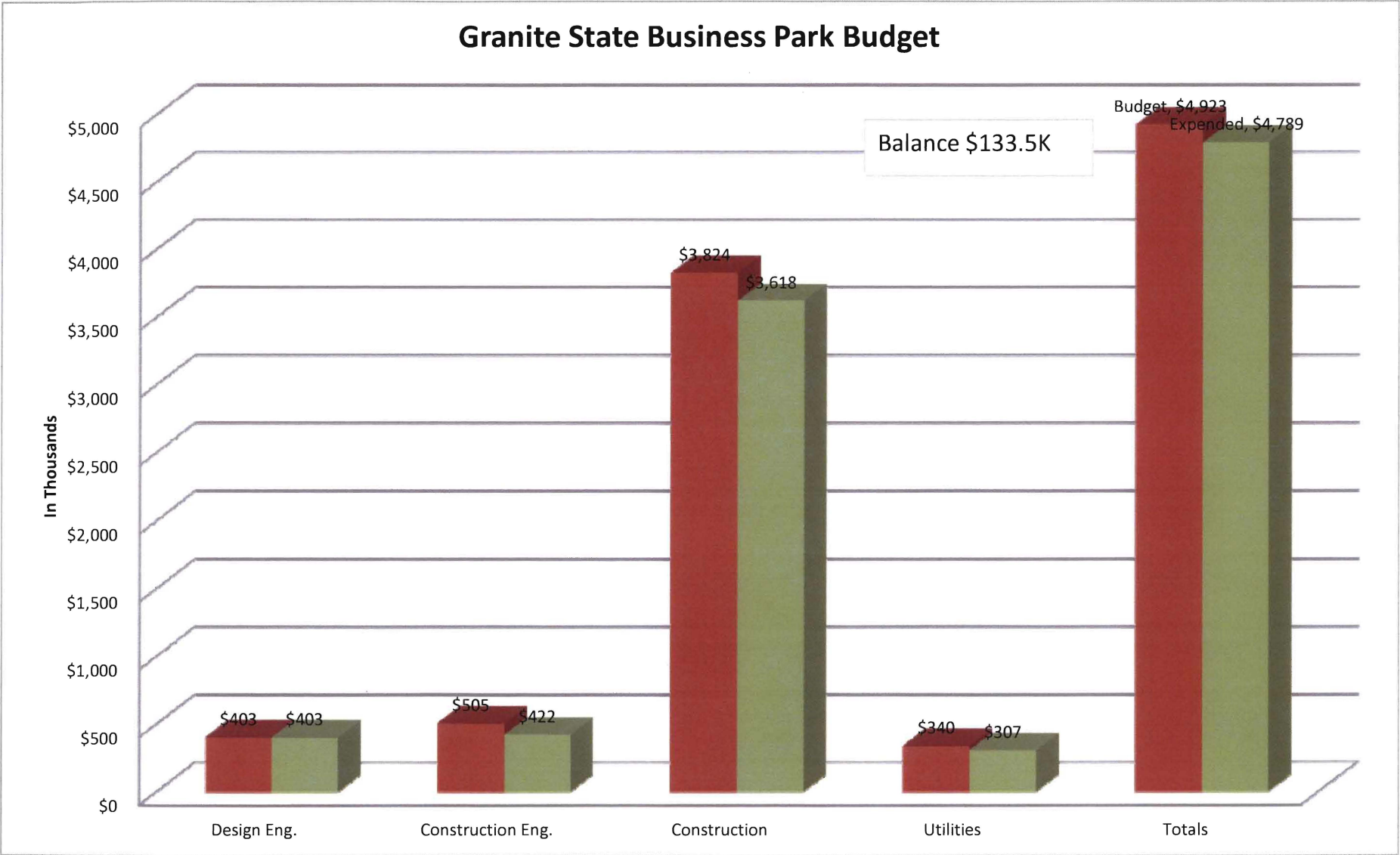
Respectfully submitted,

A handwritten signature in cursive script that reads "Blaine M. Cox".

Blaine M. Cox
Deputy City Manager

BMC:sam

Granite State Bridge Project Data from French Engineering



<u>Phase</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>		
Design Eng.	\$403	\$403	\$0		1
Construction Eng.	\$505	\$422	\$83		0.836039
HTA	\$429	\$344	\$85		0.801449
FE	\$76	\$78	(\$2)		1.031601
Construction					
SUR	\$3,824	\$3,618	\$206		0.946201
Utilities	\$340	\$307	\$33		0.90315
Environmental	\$-	\$38	(\$38)		
Totals	\$4,923	\$4,789	\$134		0.972873

Total Project Balance **\$133,545**

Design Engineering

HTA	PO 5968	\$310,214.00
HTA	PO 1615	\$46,424.00
NPA	PO 1627	\$21,500.00
HTA	add'l eng'g	\$25,000.00
Total Design/permitting		\$403,138.00

9/10/2013

Construction

HTA	to date	contract amt	est outstanding
French Eng'g	\$344,135.67	\$429,392.00	\$ -
(clerk of the works)	\$78,350.07	\$75,950.00	\$ 3,500.00
Total Construction Eng'g		\$422,485.74	

SUR (net)	\$3,618,402.97	Orig. Contract	CO#1*	CO#2*	CO#3*	CO#4*	CO#5	CO#6	CO#7	CO#8	CO#9
Total Construction	\$4,040,888.71	\$3,570,890.00	\$9,840.00	\$237,119.10	\$ 6,290.30	\$ 15,558.55	\$ 10,885.14	\$ (210,599.73)	\$ (547.00)	\$ 7,461.70	-28,495.09
		Feb '12	May '12	May '12	June '1	Nov. '12	2/5/2013	2/5/2013	2/19/2013	5/31/2013	7/11/2013

Total Engineering & Construction **\$4,444,026.71****Force Account**

NorthCoast	flaggers	Total	Paid to Utility	Reimbursed
PSNH	elec install	\$103,000.00	\$103,000.00	\$0.00
Metrocast	cable install	\$70,226.00	\$ 79,162.57	\$ (8,936.57)
Unitil	gas install	\$0.00	\$ -	\$ -
Sewer		\$134,128.65	\$ 163,088.00	\$ (28,959.35)
FairPoint	tele install	\$0.00	\$ -	\$ -
Water		\$0.00	\$ -	\$ -
Legal				

Environmental Fees	Misc	\$14,530.00	(from Blaine Cox-fund 6096 5/21/12)
	Copper Stewardship	\$9,800.00	
	Copper SR Fees	\$2,934.00	
	NWP fees	\$5,500.00	
	Henderson Stewardship	\$5,243.00	
	total	\$38,007.00	

Total	\$4,789,388.36	previous June '13	Change since last
		\$ 4,900,739.71	-\$111,351.35
			Balancing Change Order for -\$28,495.09
			Updated Const Engineering to actual usage -\$95,530.23

Budget **\$4,922,933.40****Remaining \$133,545****Estimated Value**

CO#1	Change from Detention Pond to Treatment Swales per AoT Permit
CO#2	Additional retaining wall and Access Road revisions per Wetlands Permit & Traffic Control Additions
CO#3	Additional Access Road (\$2,424), RR crossing (\$2,600), add'l pipe bedding (\$1,266)
CO#4	200a pump service (\$1,890), revs to Gas line (\$6,795), revs to Sewer (\$1,388), add Newport conduit (\$7,560), decrease pavement removal (-\$2,463), guardrail revs (\$388)
CO#5	Revise DN 9 & 11, relocate hydrant, granite curb inlets, yard hydrant at pump station, remove rr crossing @ Haskell
CO#6	Mod pump station for winter use, install temp barway at bridge
CO#7	Partial balancing CO to remove items due to overhead utilities.
CO#8	Partial balancing CO
CO#9	Added Bollards @ pump station, revising float in pump station, modifications to bridge sidewalk, striping @ roundabout
CO#9	FINAL BALANCING CHANGE ORDER