

CITY COUNCIL BUDGET WORKSHOP MEETING
May 13, 2014
COUNCIL CHAMBERS
7:05 PM

MEMBERS PRESENT

Councilor Collins
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Keans
Councilor Kittredge
Councilor Lachapelle
Councilor Larochelle
Councilor Lauterborn
Councilor Torr
Councilor Varney
Councilor Walker
Mayor Jean

OTHERS PRESENT

City Manager Dan Fitzpatrick
Deputy City Manager Blaine Cox
Roland Connors, Assistant Finance
Director
Mark Sullivan, Sr. Staff Accountant
Brian Sylvester, Rochester Library
Peter Nourse, Commissioner of Public
Works
Doreen Jones, Tax Collector
Tom Mullin, Assessor
Dennis Schafer, MIS Supervisor
Kelly Walters, City Clerk
Todd Marsh, Director - Welfare
Karen Pollard, Economic Development
Manager

MINUTES

1. Call to Order

Mayor Jean called the City Council Budget Workshop Meeting to order at 7:05 PM. Deputy City Clerk Marcia Roddy took a silent roll call. All councilors were present. *Councilor Lauterborn arrived at 7:15 PM.*

1.1 Public Input

Mayor Jean invited members of the community to come forward to speak on issues concerning the budget for the City of Rochester. No one came forward.

Public Input was closed at 7:06 PM.

2. Communications from the City Manager.

No communications.

3. Communications from the Mayor

No communications.

4. Communication from the Deputy City Manager

Deputy City Manager Blaine Cox presented a graphic outlining the Host Fees and the Economic Development Fund. This was to clarify any questions previously raised regarding the Economic Development funding.

4.1 Brian Sylvester, Library Director, presented the budget for the Rochester Public Library. He updated the Council on one the Item Security System in place at the library. He explained that the current system is out of date and can no longer be repaired. The system needs to be replaced.

Mr. Sylvester pointed out that the 2015 library budget does not contain any significant changes from the previous year. There are some small adjustments to the materials line.

The heating budget for the library has changed as there was a natural gas meter installed last fall and at this time there is not an accurate reading on the natural gas usage as it will stabilize over time.

Councilor Keans questioned the lease/copier budgeted amount, citing the cost for the leases that is appearing in all department budgets. Mr. Sylvester explained the library's equipment usage and how there is a savings for the library with the lease program.

Councilor Varney pointed out the library's section in the Issues and Options book regarding a request for ergonomic equipment. He said that should be done. Mr. Sylvester agreed.

Councilor Varney asked why the line item for Admin. Equipment and Other Equipment has gone up substantially. Mr. Sylvester said the Admin. Equipment is primarily furnishings, while Other Equipment is electronics, such as e-book readers and tablets.

Mayor Jean asked Mr. Sylvester about the significant change in the gas usage. Mr. Sylvester said Unitil has said they will replace the current meter as a test to see which one is working properly. He has not been able to get a definitive time from Unitil and has been told only that it is scheduled. Mayor Jean said that if Mr. Sylvester does not hear back from Unitil to let him know and he will reach out to a government affairs representative for assistance.

Mr. Sylvester discussed the library's staffing issues, noting that the proposed budget is requesting an additional part-time (25 hours) staff member as staff is now being shifted around to accommodate the increased work load. He added that the library has not added to the staff since 2008 and it is time to address that.

Councilor Keans noted that several of the library staff work 35-hour weeks and asked if increasing hours for some to 40 hours a week if that would help. Mr. Sylvester said that would have to be deferred to the Human Resources Department and he believes it is also a matter for the bargaining unit (Teamsters) to approve that. He said that would certainly alleviate the staff shortage. City Manager Fitzpatrick suggested putting this matter on the list of items to get back to the City Council on.

Councilor Walker reminded Mr. Sylvester that the City is at the cap and if the library needs to increase staff it would be necessary to prioritize and see what things can be cut.

- 4.2 Public Works Department**
- 4.3 Public Buildings and Grounds**
- 4.4 Community Center**
- 4.5 Water Works Department**
- 4.6 Sewer Works Department**

Commissioner Peter Nourse introduced staff members of his department. He also distributed hats to the City Council with the city logo on them.

-- Public Works Department

Mr. Nourse started his discussion with the CIP budget proposed highway projects: Chesley Hill Road; Franklin Street; and Howard Brook culverts. He said that Project #38 (Milton Rd./Salmon Falls Rd. Drainage) can be struck as it has been replaced by Crossroads EDA project.

Councilor Varney **MOVED** to remove Project #38 from the CIP budget. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse explained the request for Project #39 - Milton Road Improvements Study for Economic Growth. Councilor Varney **MOVED** to change the funding source from cash to Economic Development Fund Balance. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

In discussing Project #40 - North Main Street Gap Project Design, Councilor Varney asked if it could be put off to the FY 16 budget as the Roundabout is not expected to be completed until FY 16. Mr. Nourse said yes, it could wait.

Councilor Larochelle questioned Project #41 - Pavement Maintenance (Crack Sealing), and asked Mr. Nourse if the roads had been crack sealed in recent years. Mr. Nourse said they were done in 2013-14, but had not been sealed for several years prior to that. He did not know why, but said it is something that should be done every year.

Councilor Laroche supported the crack sealing projects as an every year budgeted item.

Mr. Nourse said that the pavement rehabilitation plan that had been approved by the Council the week before would need an additional \$188,000 to carry out the plan. That total would include the paving of Chamberlain Street should that project go forward.

Councilor Varney asked Mr. Cox if there was going to be another refund from HealthTrust. Mr. Cox said yes, although it would be much smaller than the previous refund and would be somewhere around \$100,000.

Mr. Nourse said that there is approximately \$100,000 left from previous years for sidewalk repair and he anticipates that Charles Street will be completed with that money and with additional FY 15 funding another street should be started.

Councilor Walker asked if there is a target street yet. Mr. Nourse said North Main Street, Charles Street, and possibly Wakefield Street are being considered. Other streets are being considered, as well.

Mr. Nourse said that the Strafford Square Roundabout is about a \$2 million project, in his estimation. He said there is much to do in order to get government funding for the project. He said application for the government funding cannot be before October of 2015. There is a significant amount of work that can be started in FY 15, including moving underground electrical work and moving telephone poles. The city has about \$560,000 to use toward utility relocations.

Councilor Varney said that money has been appropriated three times (in FY05, FY12, and FY13) and wanted to know if that money has been spent. Mr. Nourse said the FY05 amount of \$1.45 million was set up as a state reimbursement account, with a current level of \$695,000.

Councilor Walker **MOVED** to reduce the \$1.5 million roundabout project in FY15 to \$500,000 and reallocate the \$1 million to FY16. Councilor Gray seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse explained the various vehicles and equipment that needs to be replaced. There is some equipment that can be refurbished; other equipment that needs to be replaced due to age and condition; and other equipment that needs to be purchased.

Councilor Varney questioned the mower that should be replaced and asked if there is some line item that can be used for that. He asked about the street sweeper and whether or not the department can get by with just one. Mr. Nourse replied yes.

Councilor Keans complimented Mr. Nourse's department on the excellent job of street sweeping that was done this year.

Councilor Larochelle commented on the roadside brush cutting that was done on Chesley Hill Road and was impressed with the tremendous amount of work that was done. He asked Mr. Nourse if the city uses a combination of herbicides and mechanical equipment to control brush growth. Mr. Nourse said yes, herbicides are used except for areas near reservoirs. He added that poison ivy is a big problem and using an enclosed cab brush cutter would greatly reduce that risk.

Councilor Torr asked if it is possible to purchase the needed snow blower outright and not go out to bid on it. He said that going out to bid often ends up with inferior equipment and that by buying what the department needs could avoid that problem. City Manager Fitzpatrick said that usually the bid that is accepted is for the bidder who can provide the equipment with all of the specifications that the Commissioner writes.

Councilor Varney **MOVED** to defer the street sweeper purchase to FY16, thus reducing the equipment appropriation by \$160,000 cash. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse explained the design component of the Wakefield Street reconstruction project. Councilor Walker questioned the project and Mr. Nourse said it is the highway component of the project.

Councilor Varney said that this is a similar project to that of North Main Street and that project was funded by bond rather than cash as proposed for the Wakefield Street project.

Councilor Varney **MOVED** to change the funding for Project #46 from cash to bond. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse said the FY15 highway O&M budget reflects a 1.5 decrease from FY14. He went through several items in the budget book.

Money for snow removal is moved around due to the uncertainty of the need for snow removal. Mr. Nourse said that the Finance Department moves funds between accounts for this purpose.

Mr. Nourse said that the hot top and patch line has been cut when it was necessary to bring down the cap. He cited lack of enough crew to do the hot top work and that the \$55,000 is a manageable amount for this line. Other items, such as utilities, have gone down.

-- Public Buildings Department

Mr. Nourse cited the City Hall Annex project in the amount of \$3 million. His estimate is the cost will be approximately \$300 per square foot.

The budgeted amount for downtown streetlight maintenance is to fix the nearly 200 street lamps. Many lamps have been damaged; the electrical work inside is deteriorated and/or improperly installed. Mr. Nourse said they are unreliable.

Mr. Nourse said the generator for the Fire Department went down seven years ago and had a temporary interim fix using the Annex generator which services the Fire Department, Police Department, and certain circuits for the City Hall. The budgeted item is for a dedicated unit for the Fire Department and EOC.

Councilor Varney said he thinks this generator should be put off until the needs of the Annex are determined.

Councilor Walker **MOVED** to defer Project #16 from FY15 to FY16. Councilor Varney seconded the motion.

Councilor Larochelle asked Mr. Nourse if there is any redundancy with generators by which a failure at one location, such as the Police Department, there would be backup. Mr. Nourse said no, there is no backup at this point. Mayor Jean said that the EOC has emergency access through a state link. The Police Department does have some emergency equipment that could be used.

Mr. Fitzpatrick said that this issue will need to be addressed, but to put it off for another year is not critical. The work at the Annex will help in determining what will be needed.

Councilor Kittredge asked about the condition of the unit; does it run on diesel fuel; how many hours has it run; and if it has been maintained. Mr. Nourse said it is powered by gasoline; it has low hours on it considering it was purchased in 1990; and it has been maintained.

Council discussed the use of the generator and the functions and location of the EOC during an emergency.

The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse said the request for heating and cooling units at the library was addressed and approved with CDBG funds in April, so this item can be removed.

Councilor Walker **MOVED** to strike Project #17 in the amount of \$50,000 cash for replacement of rooftop heating and cooling units. Councilor Hamann seconded the

motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Councilor Walker asked when the replastering of the pools would be done (Project #18). Mr. Nourse said it would be done in the spring of 2015 before the pool season would open.

Mr. Nourse explained the need to replace the F350 1 ton truck service body. It has high mileage and is very old. Councilor Varney asked if the truck has a plow and if it would be replaced in entirety. Mr. Nourse said yes; replacement would be the complete unit of service body and plow.

Mr. Nourse explained that Project #20 is for FY15 (there was a typographical error in budget book). He said that this item can be struck as the Recreation Commission is going to removing the structures.

Councilor Walker **MOVED** to strike Project #20 in the amount of \$15,000 cash from the proposed CIP budget. Councilor Lachapelle seconded the motion. Deputy City Manager Cox said that the project was, in fact, for FY16. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse discussed the Water Works CIP budgeted amount of \$1 million for the Chamberlain Street project. He said it is a project that the department does not recommend.

Councilor Larochelle **MOVED** to extend the project out to FY16, at which time there will be a water and sewer extension policy. He said this is a lot of money for the 16 potential customers.

Councilor Torr asked if the drainage ditch on Chamberlain Street was going to be closed. Mr. Nourse said no, the plan is to wait until the water and sewer project is done and the road is ready to be reclaimed and paved.

Councilor Walker said that the Chamberlain Street project should not be put off much longer. He said the residents have waited a long time for water and sewer upgrades. He said this is a quality of life issue due to the impact from other projects that are affecting their properties. Councilor Keans agreed with this assessment. Mayor Jean added that the connections would mandate transfers of funds.

Councilor Torr said he did not think building permits should be issued for more development on Chamberlain Street until the water and sewer issues are resolved, as well as the open drainage system.

The Council discussed the Chamberlain Street issue as it has many pros and cons for the residents there. City Manager Fitzpatrick said it is up to the Council to put a

policy in place for the project. They discussed the source of funding for the water projects. Councilor Varney suggested bonding all of the water projects at the same time.

Councilor Larochelle asked if the UAB had taken a look at all of the projects. Commissioner Nourse said yes. Councilor Keans asked if the UAB had discussed cash vs. bonding. Mr. Nourse said no.

Mayor Jean reminded the Council that a motion had been made regarding the Chamberlain Street project. As there was no second, the motion is void.

Councilor Varney **MOVED** to change the funding source of Project #76 relative to the Chesley Hill Road construction from cash to bond. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse explained the distribution system upgrades as a continuous upgrading of older water mains (Project #77).

Councilor Larochelle **MOVED** to reduce the total project cost of Project #77 to \$100,000. Councilor Kittredge seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse said that Project #78 is a very large project previously approved and is currently under construction.

Mr. Nourse said the Gina Drive Pump Station on the north end of the city is a very small pump station in a shed-type structure that is in need of repair. This is Project #79.

Mr. Nourse said the Granite State Business Park Water Loop (Project #80) is a large project that may be partially funded by CDBG. He explained the cross-country route of the water loop and why it is being considered. The recent failure of the Rochester Hill water tank meant that the fire fighting demand for water at the business park could not be satisfied.

Councilor Keans **MOVED** to remove Project #80 because it intends to provide water service to buildings that do not exist yet, while questioning providing water to people who have lived in the city for more than 30 years. Councilor Walker seconded the motion and asked if part of this project could be CDBG funded.

Councilor Torr questioned the need for this water loop. He said that Shaw Drive is very short and parts of the proposed loop area are wetlands. He wanted to know why this was not provided for in the initial project plan. Mayor Jean said that it is important to have redundancy water systems in place and there is merit in the project.

Mr. Fitzpatrick said this was a major discussion in the fall as part of a CDBG plan and urged the Council to approve the project.

Councilor Larochelle questioned the need for redundancy and the need for redundancy at this price. Mr. Nourse said there is a need for the tenants at the park now and for future growth.

Councilor Gray asked how close this area is to the Somersworth water line and if Rochester could tap into this line. He felt it was worth looking into.

Mayor Jean said that the Granite State Business Park is available for large growth in the future and it makes sense to have the water system capable of servicing other large businesses such as the ones that are there now.

The **MOTION TO STRIKE** Project #80 from the FY15 budget was repeated. The **MOTION CARRIED** by majority voice vote of the Committee of the Whole.

Mr. Nourse said he would like the city to explore groundwater development as outlined in Project #81. The process has been evaluated and he would like to see it implemented.

Councilor Larochelle pointed out that water levels in sources such as the Cocheco River are dependent on weather conditions and during a drought the levels go down significantly. He wanted to know if there are any other backup water supplies, such as wells.

Mr. Nourse said yes, and that the Cocheco Well has been underutilized. He said the well has a capacity of 864,000 gallons a day and there has been a gradual increase in its daily use. There is potential for better use of groundwater through this well.

Mr. Nourse pointed out that Project #82 is a dual project involving Fieldstone Village and Lilac City Estates. The metering systems in both parks are equitable. The meters at Fieldstone Village are not registered with the State and the meter at Lilac City is 25+ years old. Councilor Keans asked who would pay for the new meters. Mr. Nourse said it would be the city. Fieldstone Village does not have the means to pay for it. The meters at Lilac City are registering at only at low flow and the city is losing money there.

Project #83 is to for work on the West End Spillway for which the State has issued a Letter of Deficiency. Mr. Nourse said that this is required to meet State requirements. \$75,000 was encumbered in FY13, but an additional \$150,000 will be needed for the project.

Mr. Nourse briefly explained the need to replace one of the 2 backhoes that was due for replacement in 2013 (Project #84). At this time, due to its disrepair, it is highly unreliable.

Mr. Nourse said that Project #85 is the Water component of the Wakefield Street project.

Councilor Varney **MOVED** to change the funding source for Project #85 to bond. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse discussed the water tank work desired for three water tanks, including painting, installation of mixer, and other repairs.

Mr. Nourse described the Water Treatment Plant pump upgrades as outlined in Project #87. This would upgrade equipment built in 1986.

The Water Treatment Plant needs roof repair according to Project #88. Mr. Nourse said there are 4 or 5 leaks in the roof that was installed in 1986. He said in FY15 it would be prudent to look at what repairs are necessary. It is likely that the \$50,000 figure can be reduced.

Mayor Jean clarified that the Gina Drive Pump Station (Project #79) was a \$10,000 cash project.

Councilor Walker questioned why portions of certain salaries (such as the City Manager and the Deputy City Manager, among others) are included in the Water Works budget. City Manager Fitzpatrick said it is appropriate in "fund accounting" for various funds to pay the full cost for operations.

Councilor Lauterborn referred to the salaries in the proposed Water Works budget and questioned why the salaries have gone up but the engineering services are down. She wanted to know if some engineering services have been included in the salaries. Mr. Nourse explained the transferring of funds when full time employees leave and the position is covered by contracted personnel.

Councilor Varney asked about the transfer of \$25,000 to the General Fund. Mr. Cox said that it is for the creation of the Legal Department which is being funded by several departments.

Mr. Nourse said the plant will be using less and less chemicals over the next several months and therefore the cost of supplies will be going down and will reduce that line of the budget.

Mr. Nourse cited the sewer component of several projects, including the Chamberlain Street, Chesley Hill Road, and Colonial Pines projects. In particular, he noted that the Colonial Pines area would be a large area of town that would benefit from sewer hookups.

Councilor Varney **MOVED** to change the funding source for Project #99 (Milton Road Improvements Study for Economic Growth) in the amount of \$10,000 from cash to Economic Development Fund Balance. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse explained that Project #101 - Pump Station Replacement Program - was necessary due to the fact that the city's 30 pump stations need to be replaced every 30 years or so, meaning that there should be one pump station redesigned and replaced every year.

Mr. Nourse said that the backhoe replacement as budgeted is for a Water/Sewer split.

The Vacon truck, according to Mr. Nourse, is a 1998 unit with significant mechanical and electrical problems. One of the functions of the unit is for cleaning catch basins. He said the City does not do enough of this work because of the poor equipment and that there will be an increased need for this to be done with the MS4 permit coming in the near future.

Mr. Nourse said that the need for a hoist truck is necessary for sewer pump maintenance.

Councilor Torr asked Mr. Nourse why the city does not have an excavator instead of relying on backhoes. Ken Henderson of the Public Works Department said the highway department has an excavator, but there are certain jobs that require a backhoe due to the limited work space involved and the backhoe is easier to move.

Councilor Varney **MOVED** to change the funding source of Project #103 (Wakefield Street Reconstruction) in the amount of \$50,000 from cash to bond. Councilor Walker seconded the motion. Councilor Lauterborn asked for clarification on the project and the fact that the water and sewer projects are just for evaluation and design. She asked if these projects will be sent out for bid as one project and is this just an estimate. Mr. Nourse said yes to both questions. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Mr. Nourse described the functions of the lagoons at the Wastewater Treatment Plant, in particular the buildup of sludge over time. The sludge has not been removed and it is not decomposing at the rate that it should. He said it is a critical project that the City needs to address.

Councilor Varney asked Senior Accountant Mark Sullivan to get the City Council an updated water and sewer detailed analysis to show what the net cash balances are in those funds in order to see what is on hand at this time. Mr. Sullivan said there could be an estimate done, but actual figures would not be available for some time.

Mr. Nourse went over some of the operations budget and summarized various service. Funding requests are up and down with no major changes. Chemical use is going down, as well as electricity use.

Mr. Nourse said the Community Center as budgeted for air conditioning in the recreation office. Councilor Lachapelle pointed out that the office has window air conditioners at this time and the City Council pushed off their replacement proposal last year. He said it can probably be pushed off another year, but there will come time in the future when this will have to be dealt with.

Mr. Nourse said there is a proposal to buy a sander to be mounted on a truck solely dedicated for use at the Community Center. He said there have been numerous complaints about ice in and around the parking lot and on sidewalks at the center. Councilor Keans said she has seen this first-hand.

Mayor Jean asked Mr. Cox a question regarding property insurance and why the rates have gone up and down everywhere. Mr. Cox said that changes have been made in the methodology of property insurance resulting in changes in budgeting for some departments.

Mr. Nourse said there is an increase in the budgeted amount for lights, saying that this is mainly for signal light repair.

Councilor Varney asked Mr. Nourse if he has any idea how many lights do not work in the city. He said it seems like there are a lot that are out. Mr. Nourse said no, he did not know how many. Lisa Clark, Office Manager of the Public Works Department, said that the City pays for use of the lights, not the usage.

Mayor Jean asked if the City uses LED lights. Mr. Nourse said yes, many of the lights are now LED, mostly in the downtown area. He said to replace existing lights it would cost about \$1,000 per fixture.

Councilor Gray pointed out that if people have functioning water wells they are not compelled to connect to city water if it is being installed on their street. There had been some discussion that if city water was put in on street that residences had to connect to it, or if a homeowner sold their house that it would have to be connected to city water. Councilor Lachapelle said this is part of Chapter 17 of the City Ordinances and it has been the subject of a Public Hearing and will be going to full council for adoption. It is not in place yet.

Mr. Nourse ended his presentation and was thanked by Mayor Jean.

4.7 Tax Collector

4.8 Assessing

4.9 Management Information Systems Department

4.10 Government Channel Department

4.11 City Clerk**4.12 Elections****4.13 Welfare Department**

Deputy City Manager introduced the Department Heads for the remaining budget presenter: Doreen Jones, Tax Collector; Tom Mullin, Assessor; Dennis Schafer, MIS Supervisor; Kelly Walters, City Clerk; and Todd Marsh, Welfare Director.

Mr. Cox led the City Council to the summary of all of these departments and pointed out changes, increases, and decreases in the budgets.

Councilor Walker asked City Clerk Walters how old the present voting machines are and why a program is being created to replace them. Ms. Walters said the machines are 20 years old and are not being made any longer. Councilor Walker asked if it is possible to get replacement parts for the machines. Ms. Walters said that is the uncertainty of going forward; the parts may be scarce or not available at all. Mayor Jean said that what is bothersome is that these machines are extremely accurate and hopes that any new machines would be as accurate.

Ms. Walters pointed out the security measures that New Hampshire has in place for the machines. She said that only representatives of LHS are allowed to touch the security tapes in the machines.

Councilor Hamann asked if the plan was to replace only one machine at a time. Ms. Walters said yes; the machines are \$7,000 each and it would spread the cost out over seven years rather than expending the \$42,000 now. She said she plans on purchasing seven machines in order to have a backup.

Council discussed the new voter machine plan. It was suggested that all of the machines should be replaced and the old ones be kept for backup. There are programming expenses with the machines that also have to be considered.

Ms. Walters gave an overview of the codifying of the City Ordinances. She said she had met with the Codes and Ordinances Committee regarding the codification process. The Committee suggested looking for a grant to assist with the funding of the codification and Ms. Walters, along with Elena Engle of the Planning Department, looked into several possibilities for grants, but found that there are none available at this time. Ms. Walters said she has received three proposals so far and, based on the proposals, the initial cost of implementing the program would be approximately \$20,000, with a yearly maintenance fee of \$1,100. Although expensive, Ms. Walters did see this project as a positive investment for the City of Rochester.

Mayor Jean asked Ms. Walters if, in her opinion, the codification is a priority, or something nice to have. Ms. Walters said that now that there has been so much work done on certain ordinances recently, particularly Chapter 42, it would make the work so

much easier to have them indexed. She reiterated that this would be a very good investment.

Councilor Varney asked MIS Director Schafer a question regarding Project #4 and the replacement of the Government Channel hardware and camera equipment. He said he thought that money was paid for by a Metrocast contribution. Mr. Schafer said that money had been used for the console upgrade.

Councilor Varney said that the MIS Department's CIP budget is carrying over \$84,000 from last year that has not been spent yet. Mr. Schafer said that the money is split between the City and School Department. He said the IT Self Directed Work Team is looking at changing the way the information services are used in the city.

Councilor Torr questioned the volume level needed to view the Government Channel 26 is inconsistent. Mr. Schafer said Celeste Plaia has been working diligently with Metrocast to correct this problem. Councilor Lachapelle agreed and said that Ms. Plaia has worked very hard on this. Several councilors complained about the quality and cost of Metrocast Cablevision.

Councilor Varney questioned the amount of \$30,000 in the operating budget under consulting. Mr. Schafer said that was for a Data Base Administrator. The money had been previously budgeted for a part time position and money has been transferred to pay for a full time position.

Mr. Schafer said there is also a request for another full time Information Systems Technician. He said that there used to be two part time people working at the Police Department, but when one person left the position was never filled. He added that this is a 24/7 department that needs to have coverage at all times. It is time for the City to have a dedicated IT person for emergency services.

Councilor Lauterborn reminded the City Council and Mr. Schafer that this was a discussion that has been had with the Police Department. She said that this position is one that needs to be seriously considered.

Mr. Schafer said he has two other man hours issues. He is asking for the Government Channel position to be made a full time position. Councilor Lauterborn cited the Government Channel Coordinator position as currently a .75% position, but if increased to a 100% position the salary calculations differ greatly. Mr. Schafer explained that currently the position is 30 hours a week with no benefits. By changing the position to full time benefits would be added.

The City Council discussed the funds received from Metrocast and how they are used. The Government Channel Coordinator's position is paid from these funds and the rest goes into the general fund. There was agreement that the cable provider's rates as a franchise have gotten out of hand.

The other issue regarding man hours that Mr. Schafer has concerns "on call" services. The departments that operate on a 24/7 basis need to have access to a technician for an "on call" as needed service. Mayor Jean asked Mr. Schafer if he still comes in seven days a week to change tapes. Mr. Schafer said yes.

Mr. Cox provided information on the Self Directed Work Team that was created by the City Manager regarding IT functions in the City. Tom Mullin, Assessor and Chair of the team, gave a report from the team.

Mr. Mullin said the team is recommending two positions for consideration by the City Council. The first one is for a full time IT position. He said that it is great to have the City budget for new equipment and technology, but if there is no staff to install it and maintain it then what is the sense of having it. Therefore, they are strongly recommending Mr. Schafer's request for an additional full time Information Systems Technician.

The second recommendation is for adequate continuing education for the IT staff. Because of budget cuts and therefore being short staffed has caused the immediate needs of the city to reduce the available time for staff development. The amount that has been allowed by the City Council is grossly inadequate for the needs of the IT staff in educating themselves in the newest technology. By taking online courses the staff can avail themselves of the training for current technology at a reduced amount due to the fact that there is no travel or outside expense incurred.

Councilor Varney asked Mr. Mullin how much is being recommended for IT staff development. Mr. Mullin said it is recommended to increase the budget by \$2,500. He said that in researching staff development in the IT department that there has not been any in the last two years. Councilor Varney pointed out that by increasing that part of the budget that money has to come from somewhere else.

The City Council as Todd Marsh, Welfare Department, to come forward and comment on the department's budget. He was thanked by several councilors.

Councilor Keans asked Mr. Cox where the savings will be for all of the departments by leasing copier/printers rather than the previous system of owning the equipment and paying for supplies as needed. Mr. Cox said he will get that information to the Council.

Tax Collector Doreen Jones was thanked for her department's budget.

5. Other

Karen Pollard, Economic Development Manager, gave a PowerPoint presentation regarding the Granite Ridge Tax Increment Financing (TIF) District. She explained that the TIF has enabling legislation at the local level which is RSA 162-K. It

is a local option that the governing body can adopt and the City of Rochester voted to adopt the provisions approximately five years ago.

Councilor Lauterborn questioned the timeline for the adoption of the TIF District. Mayor Jean said that the first reading and Public Hearing will be at the May 20, 2014, meeting. Any modifications or discussions will be at the May 27, 2014, meeting. The earliest date for consideration and approval is June 10, 2014, (after the mandatory 15 day period).

Mayor Jean said that he and Karen Pollard, along with four other seacoast-area mayors, went to a meeting held at Pease International Tradeport with Governor Hassan, the Commissioner of the Department of Resources and Economic Development, and the Canadian Consulate General for Trade. The intent is for international collaboration with supply chain resources and vendors in the seacoast area.

6. Adjournment

Councilor Walker **MOVED** to adjourn the City Council Workshop Meeting at 11:00 PM. Councilor Kittredge seconded the motion. The **MOTION CARRIED** by unanimous voice vote of the Committee of the Whole.

Respectfully submitted,

Marcia H. Roddy

Deputy City Clerk