

# FINANCE COMMITTEE

## Meeting Minutes

### Meeting Information

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Date: March 8, 2016  
Time: 7:00 P.M.  
Location: City Council Chambers  
31 Wakefield Street  
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Keans, Councilor Torr, Councilor Lauterborn, Councilor Hamann and Councilor Gray. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Police Chief Allen and Superintendent of Schools Hopkinton.

### Agenda & Minutes

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1. Call to Order

Mayor McCarley called the meeting to order at 7 PM.

2. Public Input

Mayor McCarley announced that the meeting was open for public input. However, no members of the public addressed the committee.

3. Unfinished Business – none.

4. New Business

4.1 Police Vehicle Video Camera Grant- Police Chief Allen informed the Committee that the City has been awarded a grant of \$5,600 for the replacement of video cameras in police cruisers. He further explained that the city would be required under this grant to provide a hard match of \$5600 which could be funded from the police department's fiscal year 2016 operating budget. The cost for one camera system is approximately \$5600 and therefore this grant process would provide for the replacement of two camera systems (\$11,200). Chief Allen also explained that the police department's fiscal year 2016 capital improvements

plan budget as well as 2017 capital improvements plan budget proposal include funding for the replacement of video cameras in all police cruisers. If the Council accepts this grant the fiscal year 2017 capital improvements plan budget proposal would be reduced by \$11,200. **Councilor Torr made a motion to recommend to the full city Council acceptance of this grant award of \$5,600 along with a hard match of \$5,600 from the police department fiscal year 2016 operating budget for a total expenditure of \$11,200 for the replacement of police vehicle video cameras. The motion received a second from Councilor Gray and was then adopted by the Committee.**

4.2 School Roof CIP Re-purposing of Funds- Superintendent of Schools Hopkins referred to the February 17 letter contained in the Finance Committee meeting packet and also distributed a copy of a March 4 letter both of which were addressed to City manager Fitzpatrick regarding the repurposing of previously approved capital project appropriations for roof repairs. These previously approved projects have been completed at less than the approved budget amount and the School Department seeks to redirect these unused bond appropriations towards the construction of a “barn” structure at Spaulding High School. The proposed barn structure would be used by both the music and athletic departments for storage. The Committee discussed several aspects of this proposal including - keeping the de-authorization of the unspent roof bond appropriations separate from the supplemental appropriation for the barn, possible storage space available in the community center rather than building a new structure, the aesthetic appearance of a metal structure in such close proximity to Wakefield Street and the high school, and the use of general fund undesignated fund balance instead of borrowing. Mayor McCarley determined that the consensus of the Committee was to take this issue up when the School Department presents the fiscal year 2017 capital improvements budget.

- 4.3 New Hampshire Wing Civil Air Patrol Lease Agreement - After a brief discussion, Mayor McCarley directed City Manager Fitzpatrick to invite representatives of the Civil Air Patrol to appear at the April 12 Finance Committee meeting in order to provide information about this group - who are they and what activities do they use the Rochester Community Center space for?
5. Finance Director's Report - Deputy City Manager Cox reviewed with the Committee several items contained in his written report contained in the meeting packet:
- 1) East Rochester School Bond Expense Update - Mr. Cox indicated that the total appropriation for this project is \$13,100,000. The amount bonded to date is \$12,205,000. Of the not yet bonded \$895,000 the School Department will need approximately half of this amount to finish the project. The School Department is considering a request to the City Council to utilize the remaining amount to fund fiscal year 2017 annual debt service payments on the East Rochester school bonds.
  - 2) Granite Ridge Phase 1 Bond Expense Update - Deputy City Manager Cox stated he wished to provide the Council with an update on the project expenses for Phase 1 in anticipation of the Council's discussion next week regarding the bond appropriation for the Granite Ridge Phase 2 work. Mr. Cox stated that the Phase 1 total project appropriation is \$5 million. The estimated total project cost to date is \$3,978,787.96 leaving a remaining unassigned amount of \$1,021,212.04.
  - 3) General Fund Unassigned Fund Balance - Mr. Cox stated that at the start of fiscal year 2015 the general fund unassigned fund balance was \$12,623,318. At the close of fiscal year 2015 the fund balance increased by \$2,115,517 to an ending total fund balance of \$14,738,835. This ending balance equals 17.9% of total gross appropriations.
  - 4) Budget Development Fiscal Year 2017 Calendar - Deputy City Manager Cox indicated that the calendar included in the Committee packet contained a few minor

changes from the calendar presented to the committee last month. In addition, he indicated that Councilor Lachapelle had inquired about once again discussing the concept of a one or two-day long budget retreat as opposed to the traditional calendar. After a brief discussion, Mayor McCarley determined the consensus was to proceed with the calendar as drafted by Mr. Cox.

6. Monthly Financial Statements - There was no discussion regarding the monthly financial statements.
7. Other - Councilor Torr expressed concern regarding the proposed shed at the high school. Specifically, he had two concerns: first he felt the overall cost of \$190,000 was too much for a structure of this type and size and second he does not feel a metal building in such a visible location is appropriate.
8. Non-Public – none.
9. Adjournment

Councilor Torr moved to adjourn the meeting. Councilor Hamann provided a second to the motion which was then adopted. The meeting adjourned at 7:45 PM.