

## City Finance Committee Meeting Minutes

June 14, 2018 @ 5:30 PM  
City Council Chambers

Attendance: Mayor Bouley, Councilors Todd, Herschlag, Kretovic, Champlin, Grady Sexton, Werner, Coen, Nyhan, Keach, Kennison, Matson, White-Bouchard, and St. Hilaire.

Excused: Councilor Shurtleff.

The Mayor opened the session at 5:30 PM and provided an overview of the evening's agenda. He explained that the purpose of the meeting was to hold a work session and discuss potential changes to the City's proposed FY 2019 budget, prior to the final public hearing and budget adoption later tonight.

The Mayor disseminated and reviewed a handout which outlined his ideas for potential changes to the FY 2019 budget.

The Mayor's proposed changes which would affect the General Fund were as follows:

- An increase of \$5,000 to add a Victim/Witness Advocate in the Legal Department;
- An increase of \$2,000 for landscaping at the Exit 16 roundabout;
- A reduction of \$6,900 for the weekly mowing of Langley Parkway;
- An increase of \$30,000 for a tent for outings held at Beaver Meadow Golf Course;
- An increase in revenue for Motor Vehicle Registrations in the amount of \$30,000; and
- An increase in revenue of \$100,000, returned from the Parking Fund's non-meter ticket revenue.

The Mayor's proposed changes which would affect CIP and Special Revenue budgets were as follows:

- CIP #502 – Whitney Road Extension: Move up to FY 2019 the land use planning and real estate analysis at a cost of \$35,000; and move the surveying of Whitney Road (General Impact Fees Traf Dist 1, \$14,790; and General Impact Fees Traf Dist 2, \$26,378) out to FY 2020.
- CIP #78 – Annual Highway Improvement Program: Add \$15,000 from General Highway Reserve for the realignment of Old Loudon Road/Portsmouth Street intersection; and
- Parking Fund: Return \$100,000 in non-meter ticket revenue to the General Fund.

These changes would result in a tax rate increase of 3.71%, a 0.25% decrease of the City Manager's proposed tax rate increase of 3.96%.

Councilor Herschlag raised concern with returning \$100,000 from the Parking Fund to the General Fund, as it will leave a projected \$50,000 deficit to the Parking Fund. Mayor Bouley responded that there are many moving parts to the changes in the Parking Fund, all of which are projections. The Mayor said that it's important to keep the tax rate as low as possible and that he feels the City will be able to absorb the deficit in the Parking Fund. Councilor Kenison said she feels like the Council is moving backwards with this proposal. She asked, if returning \$100,000

to the General Fund would leave the Parking Fund with a \$50,000 deficit, why not return \$50,000 to the General Fund so that the Parking Fund would break even. Mayor Bouley reiterated that he feels it's important to keep the tax rate as low as possible. Councilor Coen, a member of the Parking Committee, said he feels comfortable with the transfer of \$100,000 from the Parking Fund to the General Fund. Councilors Nyhan, Todd, and Champlin each noted their approval as well.

There was discussion about the changes to CIP #502 (Whitney Road Extension). Councilor Herschlag said he supports moving up the Whitney Road land use planning and real estate analysis to FY 2019, but questioned why the surveying had to be moved out to FY 2020. The Mayor responded that much planning will need to occur for this project, including working with the State, all of which will take time; therefore, moving the surveying out to FY 2020 shouldn't be a problem with the progress of the project. Councilor Todd said that the concept is to start with the land use planning and have City Administration provide a report back to City Council before moving forward.

Councilor Herschlag asked if the weekly mowing of Langley Parkway would get done, despite the reduction of funds. The Mayor responded that it will not, but choices had to be made and there was not a lot of places in the Manager's proposed budget to make reductions. Councilor Nyhan indicated that he received many complaints last year about Langley Parkway; however, he noted that every time he forwarded on a complaint, City staff responded and got the mowing done quickly.

At this time, Councilor Herschlag made a motion to delete Langley Parkway – Phase III from the CIP budget. There was no second to the motion and, therefore, no vote.

A motion was made and seconded to tentatively approve the Mayor's proposed addition of \$5,000 to the Legal Department budget for a Victim/Witness Advocate. The motion passed on a unanimous voice vote.

A motion was made and seconded to tentatively approve the Mayor's proposed addition of \$2,000 to the Parks and Recreation budget for landscaping at the Exit 16 roundabout. The motion passed on a unanimous voice vote.

A motion was made and seconded to tentatively approve the Mayor's proposed reduction of \$6,900 from the Parks and Recreation budget, for the weekly mowing of Langley Parkway. The motion passed on a unanimous voice vote.

A motion was made and seconded to tentatively approve the Mayor's proposed addition of \$30,000 to the Golf budget for the purchase of a tent for outings. The motion passed with a unanimous voice vote, with Councilor Herschlag voting in opposition.

A motion was made and seconded to tentatively approve the Mayor's proposal to move \$35,000 in CIP #502 up to FY 2019 for land use planning and real estate analysis of Whitney Road, and to move the surveying of Whitney Road out to FY 2020. Councilor Kretovic recused herself from the vote. The motion passed with a unanimous voice vote.

A motion was made and seconded to tentatively approve the Mayor's proposed addition of \$15,000 to the Annual Highway Improvement Program, from General Highway Reserve, for the realignment of the Old Loudon Road/Portsmouth Street intersection. The motion passed on a unanimous voice vote.

A motion was made and seconded to tentatively approve the Mayor's proposed increase of \$30,000 in Motor Vehicle Registration revenue. The motion passed on a unanimous voice vote.

A motion was made and seconded to tentatively approve the Mayor's proposal to return \$100,000 in non-meter ticket revenue to the General Fund from the Parking Fund. The motion passed on a unanimous voice vote, with Councilor Herschlag voting in opposition.

The Mayor stated that the changes proposed thus far to the FY 2019 budget are not final and that the input of the community later in the evening is critical. He strongly encouraged the public to share any thoughts or suggestions they may have about the budget.

At this time, a motion was made and seconded to approve the draft minutes of the May 31, 2018 and June 4, 2018 Finance Committee Meetings. The motion passed on a unanimous voice vote.

As there was no further discussion, a motion was made and seconded to enter into a non-public session, in accordance with RSA 91-A:3, II, to discuss the City Manager's evaluation. The motion passed on a voice vote and the meeting went into non-public session.

Respectfully Submitted,  
Sue Stevens, Executive Assistant