

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE
EXECUTIVE CONFERENCE ROOM
March 14, 2018, 5:00pm

Committee Members present: Councilor Martin Dumont
 Councilor Nancie Cameron
 Councilor Edward Levasseur
 Councilor David Witham

Administration/Staff present: City Manager, Bob Belmore
 Police Chief David Kretchmar
 Assessing/Code Clerk, Christien DuBois

Others Present: Mayor Dana S. Hilliard

The meeting was called to order by Councilor Dumont at 5:10pm.

MINUTES OF THE PREVIOUS MEETING

Cameron moved to accept the Government Ops Committee meeting from January 24, seconded by Levasseur, motion passed 3-0 with one abstention-Councilor Witham.

PERSONNEL RULES AND REGULATIONS CH. 4-PROPOSED POLICE LABOR GRADE CHANGES

Belmore stated that the only item the Committee wanted as a follow up was the projected cost to the City, which was approx. \$6,000 for the entire (fiscal) year and with roll-ups about \$6,300.

A discussion occurred about who the changes would affect in the Police Department, Captains and Lieutenants. Witham stated these are important positions and is important to have the pay structure in line and it is worth the investment.

Belmore stated this was something the Police Chief recommended and he supports the recommendation for a change in the City Ordinance.

Cameron motioned to recommend an approval of the Ordinance change seconded by Levasseur.

Belmore stated because this is an Ordinance change our practice has been to conduct a Public Hearing prior to the vote.

Motion carried 4-0.

ADMINISTRATIVE CODE CH. 29-PROPOSED CHANGE TO DEPARTMENT ORGANIZATION

Belmore stated that this recommendation would move the Assessing Office from Development Services to the Finance Department. Belmore provided examples of other communities where this alignment exists and stated the change would be made in an effort to make communication more seamless between the Assessing and Tax offices. He mentioned there are at least two critical times when it was particularly important, first as we develop the budget and consider changes to valuation and the amount needed for the overlay account, and second, when the tax bills are issued and the need for the assessment warrant to be delivered to the tax collector.

The Committee's consensus was to endorse the recommendation.

Witham move to endorse the City Manager's recommendation, seconded by Cameron, motion passed 4-0.

COUNCIL RULES AND REGULATIONS-CONSENT CALENDAR

Belmore stated this proposal was made at the request of the Mayor. Belmore stated that the School Board has had a consent calendar for many years. Dover, Laconia and Rochester also all have consent calendars, and he provided their rules governing it.

Witham provided a history of the committee's prior discussions of a consent calendar and stated meeting business would be more focused on discussion-based items rather than approving items that were already discussed in committee.

Hilliard stated that the House of Representatives at the national and state level both have a consent calendar and in one motion, pass many legislative items at once. Hilliard stated that a consent calendar would save time and increase efficiency during Council meetings.

Levasseur asked what if members of the public want something pulled off. Hilliard stated that members of the public cannot pull something off of the consent calendar.

Cameron and Witham stated that they supported the idea but stated they would like to see specific items that could be eligible for the consent calendar developed.

The committee consensus was to task the Mayor and City Manager to create items that could be eligible for the consent calendar.

WARD BOUNDARIES- CITY CHARTER ARTICLE 1.3, 1.4

Hilliard stated that Ward boundary changes are long overdue. Hilliard continued that this issue has been raised by several citizens. Hilliard stated that the population has grown and the boundaries need to be re-drawn to better reflect the population. As things stands the lines are disproportionate.

Witham stated there are state laws and City Charter requirements that need to be met.

Hilliard stated that we can do nothing for two years and convene the committee then when the census is complete, or we can proceed to consider a change to the Charter. Hilliard stated that the City Council has a committee that has specifically been charged to address this issue.

Witham and Cameron stated that they think changing the Charter is the best route. A discussion occurred about when the change would go before a vote. Witham moved to endorse a change in the City Charter to allow Council to propose Ward boundary changes without a specially elected Committee. Seconded by Levasseur.

Belmore stated that he would double check with the City Attorney to ensure this would be considered a minor change and not require a charter commission being formed.

A discussion occurred about what language would change in the Charter and who would serve on the Committee in the future. The Committee provided some guidance and asked the Manager to finalize a Draft.

Motion carried 4-0.

MISC

Belmore highlighted a communication received by Human Resources about the City's Risk Management Practices again attaining our insurance company's PRIME3 designation by achieving and maintaining best management practices. This designation provides the City a 2.5% discount in both Worker's Compensation and Property-Liability Ins. Premiums.

Belmore highlighted a hiring of a part time clerk in the Tax Office and the filling of an accounts payable/payroll clerk position in the Finance Department; and currently the City is seeking a Library Director and a City Engineer. Belmore stated that the electrical inspector will be filled as a part time employee instead of a contractor and will utilize City code vehicles when working. Witham stated that moving an unclear contractor status to a part time employee status helps clean-up any Department of Labor review concerns.

A discussion occurred about City Manager evaluation review practices and what changes to the process could be made in the future. Dumont stated that at the next Government Ops Committee the Committee makes a recommendation to Council on what changes are suggested.

Witham motioned to adjourn; Seconded by Levasseur, motion carried 4-0. The meeting adjourned at 6:07pm.

Respectfully submitted,

Christien DuBois Assessing/Code Clerk

