



# City of Concord

## Fiscal Policy Advisory Committee

### Meeting Minutes - Draft

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Monday, January 22, 2024

4:30 PM

City Hall  
41 Green Street, 2nd Floor Conference  
Room

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#### 1. Call to Order

The meeting was called to order at 4:30 PM.

#### 2. Roll Call

##### **Present:**

City Councilors - Nathan Fennessy (Chairman), Amanda Grady Sexton, Fred Keach, Jennifer Kretovic, Karen McNamara, and Brent Todd.

City Staff - Thomas Aspell, Jr., City Manager; Brian LeBrun, Deputy City Manager - Finance; Matt Walsh, Deputy City Manager - Development; John Chisholm, Fire Chief; Bob McManus, Director of OMB; Rebekah Dougherty, Budget Analyst; and Sue Stevens, Executive Assistant.

#### 3. Approval of the Meeting Minutes

A motion was made and seconded to approve the draft minutes from the December 18, 2023 meeting. The motion passed with no dissenting votes.

#### 4. Ambulance Billing Reports

Deputy City Manager - Finance Brian LeBrun explained that ambulance billing reports are provided to FPAC on a quarterly basis. Fire Chief John Chisholm briefly discussed the FY 2024 first and second quarter ambulance billing reports; specifically noting the ending balance for each quarter and the amount in collections at the end of each quarter. He noted that the reports are in line with previous quarters. Deputy City Manager LeBrun noted that the reports will now be provided to the committee two times each year instead of quarterly.

Councilor Grady Sexton asked about Charity Care, to which Chief Chisholm responded that Charity Care is designated by the billing agency. He said that Charity Care is usually designated when someone is deceased and has no next of kin or for someone who has no means to pay and is working with the City's Human Services Department.

Councilor Kretovic asked if anyone is ever turned away from ambulance services because they have outstanding bills. Chief Chisholm indicated that nobody is denied ambulance services based on ability to pay or having outstanding bills.

Councilor Keach asked how much the City pays for collection services. Chief Chisholm indicated that the City pays 33 1/3%, and, when collected, receives 66 2/3%. In follow-up, Councilor Keach asked if there is a rate discount for uninsured individuals. To which Chief Chisholm responded there is not.

## **5. Budget Book Changes**

Deputy City Manager LeBrun provided an overview of some changes the City is proposing to the budget document in FY 2025.

The first proposed change affects Appendix D; specifically, the "community profile" page, which is information from the State website, and is included because it provides demographic data on the City. Deputy City Manager LeBrun indicated that the Finance Committee had requested that the Heritage Commission review the language pertaining to the origin of the City. Following review, the Heritage Commission recommended deleting the paragraph regarding the City's origin, as the information provided by the State is inaccurate and it doesn't pertain to the City budget.

The second proposed change is to the General Overhead section of the budget. The proposed change doesn't affect the information that is provided, it is just broken down more clearly and provides a better description of each agency receiving funding.

The third and final proposed change is to the TIF/CIP Summary section. Deputy City Manager LeBrun indicated that the TIF Districts & CIP Summary page would be deleted because the information is redundant and is provided in other sections of the budget.

A motion was made and seconded to accept these proposed changes and incorporate them into the upcoming FY 2025 City Budget document. The motion passed with no dissenting votes.

## **6. Quarterly Financial Statements**

Deputy City Manager LeBrun provided an overview of the year-to-date financial statements for the period ending December 31, 2023. He noted that, 50% of the way through the fiscal year, revenue and expense lines are on track, and he

discussed several noteworthy revenue and expense items.

Councilor Fennessy questioned why Fire Department wages and benefits are over half spent. Deputy City Manager LeBrun noted that it is due to overtime costs, as the Department has 7 vacancies to backfill. In addition, there have been some accrued annual leave balances that have been paid out of the full-time wage account upon employee retirements.

**7. Non-Public Meeting, RSA 91-A:3 II(a), Compensation**

At 5:05 PM, Councilor Fennessy made a motion to enter into a non-meeting in accordance with NHRSA 91-A:3, II(a), Compensation. The motion was duly seconded and passed with no dissenting votes.

At 6:20 PM, a motion was made and seconded to exit the non-public session and return to the regular meeting. The motion was duly seconded and passed with no dissenting votes.

Councilor Grady Sexton motioned to seal the minutes of the non-public session. The motion was duly seconded and passed with no dissenting votes.

**8. Adjournment**

A motion was made to adjourn. The motion was duly seconded and passed with no dissenting votes. The meeting adjourned at 6:25 PM.