



# City of Concord

## Fiscal Policy Advisory Committee

### Meeting Minutes - Draft

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Monday, November 20, 2017

4:30 PM

City Hall  
41 Green Street, 2nd Floor Conference  
Room

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#### 1. Call to Order

Chairman Nyhan called the meeting to order at 4:33 PM.

#### 2. Roll Call

**Present:** City Councilors - Keith Nyhan (Chairman), Candace White Bouchard, Mark Coen, and Dan St. Hilaire. City Staff - Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager - Finance; Carlos Baia, Deputy City Manager - Development; Suzie Pegg, Economic Development Director; Katie Graff, Assistant Finance Director; Audrey Desbiens, Senior Accountant; Melissa Trainor, Accountant; Bob McManus, Management & Budget Director; Rebekah Dougherty, Management & Budget Analyst; Heather Shank, City Planner; Beth Fenstermacher, Assistant City Planner; Sue Stevens, Executive Assistant. Other - Scott McIntire, Melanson Heath; Kristine Tardiff, Conservation Commission Chair.

**Excused:** Mayor Jim Bouley; City Councilors Amanda Grady Sexton and Fred Keach.

#### 3. Approval of October 16, 2017 Draft Meeting Minutes

Chairman Nyhan moved approval, seconded by Councilor St. Hilaire. The minutes were unanimously approved on a voice vote.

#### 4. Audit Presentation by Melanson Heath

Deputy City Manager LeBrun thanked Assistant Finance Director Katie Graff, Audrey Desbiens, and Melissa Trainor for all of their good work on preparing the financial information. He then introduced Scott McIntire of Melanson Heath to provide an overview of the City's FY 2017 Comprehensive Annual Financial Report (CAFR). Following review of the CAFR, committee members commented on how well the City budget process works, and that the CAFR is evidence that the City prepares a very honest and accurate budget with no padding.

#### 5. Economic Development Website Brand

Economic Development Director Suzi Pegg provided a demonstration of the new Economic Development website, which is close to being finished. The new website provides a more futuristic look, with the use of infographics, and will be mobile ready. There is also a PowerPoint presentation and marketing materials currently in production. Director Pegg showed a couple of the videos that have been made to promote Concord. Committee members were impressed. There was some concern expressed about one of the videos, which, at the very beginning, shows heavy Boston traffic before transitioning to images of Concord. Committee members were concerned that people may not realize the traffic is in Boston and may be confused. Director Pegg will look into modifying it to make it clearer to the viewer.

Director Pegg anticipates the website being ready to go live in a couple of weeks, but would prefer to wait until after the holidays and do a big launch in January. Before launching, she will present the final version to FPAC in December.

**6. Referral from City Council: Conservation & Open Space Plan Update**

Deputy City Manager Baia presented updates to the Conservation & Open Space Plan and the potential financial impacts. The updates included recommendations from the consultant that committee members felt were very strong and could have negative impacts on future development in the City. Conservation Commission Chair Kristine Tardiff and City Planner Heather Shank indicated that changes could be made to the update to make it clearer to the reader that the recommendations from the consultant are just that - recommendations - and not City policy. Ms. Tardiff and Ms. Shank will work on those changes and come back to FPAC with revisions in December.

**7. Other**

Councilor Coen asked the City Administration to provide an estimate of how much Northern Pass has cost the City, in terms of staff time from the Legal and Planning Departments. City Manager Aspell indicated that he would pull that information together and get back to the committee.

**8. Adjournment**

A motion was made by Councilor White Bouchard to adjourn, seconded by Councilor St. Hilaire. A unanimous voice vote brought the meeting to an end at 6:20 PM.