

DRAFT MINUTES

Fiscal Policy Advisory Committee
April 18, 2016 / 4:30-6:00 PM
2nd Floor Conference Room/City Hall

In Attendance: Chairman – Keith Nyhan; City Councilors – Mark Coen, Candace Bouchard, Dan St. Hilaire, and Mayor James Bouley; City Staff – Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager-Finance; Carlos Baia, Deputy City Manager-Development, Katie Graff, Assistant Finance Director; Bob McManus, OMB Director; and Rebekah Dougherty, Budget Analyst.

Excused: City Councilors Fred Keach and Amanda Grady Sexton.

- 1) **Approval of March 21, 2016 Meeting Minutes:** Chairman Nyhan called the meeting to order at 5:15 PM and requested a motion to approve the minutes of the March 21, 2016 meeting. **Councilor Coen moved to accept the minutes, seconded by Councilor St. Hilaire. The minutes were unanimously approved.**
- 2) **Quarterly Financial Statements:** The committee reviewed the quarterly financial statements for the Fiscal Year to Date ending March 31, 2016. Deputy City Manager LeBrun talked briefly about two positive factors in the financial statements: 1) the \$530,000 realized from Primex' workers compensation premium holiday, noting that this was a nice boost at the beginning of FY 2016; and 2) the mild winter resulting in the winter operations budget being approximately \$200,000 under budget. The full amount will be known after the salt shed is filled at the end of April. The committee asked about the Parking fund revenue loss due to the Main Street construction project. City Manager Aspell explained that the City had budgeted accordingly in the FY 2016 and upcoming FY 2017 budgets, and that, at this time, we appear to be on target with those projections.
- 3) **Grant Process Changes:** Deputy City Manager LeBrun talked about the grant process changes that the Mayor spoke about at the April City Council meeting. The committee decided that the best approach would be to change the policy to allow the City Manager to apply for grants, without a specific limit, if there are no City matches or future costs and/or if there are no additional City personnel costs not included in the grant associated with the award. If there are personnel costs or City matches, the City Council would still need to approve the application.
- 4) **Other:** Councilor Coen asked about the infected tree matter that was discussed at the last Council meeting, specifically who would bear the cost of tree removal what the financial implications are, and what role the City should play in the issue. City Manager Aspell noted that this will be an ongoing issue that the City will need to budget for in future years; that the City will be responsible for trees on City property; and that each property owner will be responsible for trees on their own private property.

5) **Adjournment:** A motion was made by Councilor St. Hilaire to adjourn, seconded by Councilor Coen. A unanimous vote brought the meeting to an end at 5:27 PM.

6) **Non-meeting under RSA 91-A:2, I(b), Consultation with legal Counsel.**

Respectfully submitted,

Brian LeBrun
Deputy City Manager – Finance

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