



# City of Concord

## Fiscal Policy Advisory Committee

### Meeting Minutes - Draft

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Monday, August 17, 2020

4:30 PM

Virtual Meeting Link:  
<https://us02web.zoom.us/j/8915689898>

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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 - Keith Nyhan, Fred Keach, Byron Champlin, Candace White Bouchard, Amanda Grady Sexton, and Mayor Jim Bouley. City Staff - Thomas Aspell, Jr., City Manager; Brian LeBrun, Deputy City Manager - Finance; Carlos Baia, Deputy City Manager - Development; Guy Newbery, Interim Fire Chief; and John Chisholm, EMS Captain.

**Excused:** City Councilor Gail Matson.

#### 3. Approval of the Meeting Minutes

A motion was made and seconded to approve the minutes of the April 20, 2020 meeting. The minutes were unanimously approved on a voice vote.

#### 4. FY 2020 Quarterly Ambulance Billing Reports - 3rd and 4th Quarters

Deputy City Manager LeBrun provided a brief overview of the ambulance billing reports for the 3rd and 4th quarters of FY 2020, which must be approved by FPAC and provided to the City's auditors. A motion was made and seconded to approve the reports.

#### 5. Referral from City Council re: State Executive Order #25

The committee discussed the Governor's Emergency Order #25, which provides for municipalities to temporarily modify interest penalties for late payment of property taxes. Deputy City Manager LeBrun explained that the City's property tax collection rate as of August 1st, for the July 1, 2020 due date, is better than expected at 93.4%. Therefore, the committee agreed to hold off on recommending the implementation of the emergency order to Council until after the collection rate is assessed in October, at which time the committee will determine if it is

necessary.

Deputy City Manager LeBrun also noted that the only response from the Governor's Office to NHMA's questions was that it is a local option to decide.

## **6. Financial Update**

Deputy City Manager LeBrun provided an overview of the July Fiscal Year to Date FY 2021 Financial Statements. Of note, the property tax collection rate is at 93.4%; motor vehicle registration revenue is up; and construction permits are up. There is some concern about investment income, which could be short by about \$250,000 this year. In addition, Highway Block Grant funding is going to be down by about \$50,000 this year. Parks & Recreation revenue is down, but so are expenses. Most other revenues are on target. Parking revenue is down by about \$51,000, and City Administration will be keeping a close eye on that. Arena revenue is also down due to the lack of shows being held. Golf is ahead of budget.

Mayor Bouley asked why Parking expenses are a little higher than last year at this time. Deputy City Manager LeBrun explained that, last year at this time, we had more vacancies in the Parking Division. The Mayor asked if we would need to make reductions in the Parking Fund, and, if so, what the timing of that would be. Deputy City Manager LeBrun responded that we may have to look at making reductions, but it is too early in the fiscal year to make that determination. Mayor Bouley asked that City Administration keep the Council informed.

Mayor Bouley inquired about the Human Services budget. Deputy City Manager LeBrun responded that the Human Services budget is currently on target, actually better than expected.

Councilor Bouchard brought up a concern that the Concord Coalition to End Homelessness has raised regarding the cost of providing masks to its staff, as its staff are not considered essential workers, and asked if the City would be able to assist with this matter. The Mayor asked if the \$30,000 appropriated for Intown Concord to hold events downtown, which are not being held, had been paid to the organization. City Manager Aspell indicated that Intown Concord has not been paid, as those funds were specifically to be used for events that aren't happening due to COVID-19. There was discussion about the possibility of repurposing the Intown Concord funds to support a social media campaign and/or support organizations that will be affected should the mask ordinance go into effect. City Manager Aspell indicated that would be a possibility. Committee members also

suggested that the City's Public Information Officer and Economic Development Director be key figures in that endeavor.

**7. Adjournment**

With no further business to discuss, a motion was made and seconded to adjourn. The meeting adjourned on a unanimous voice vote at 5:20 PM.