



City of Concord

Fiscal Policy Advisory Committee

Meeting Minutes - Draft

Monday, August 21, 2023

4:30 PM

City Hall
41 Green Street, 2nd Floor Conference
Room

1. Call to Order

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

2. Roll Call

Present:

City Councilors - Keith Nyhan (Chair), Byron Champlin, Candace Bouchard, Amanda Grady Sexton, Fred Keach, Gail Matson, and Mayor Jim Bouley.

City Staff - Thomas Aspell, Jr., City Manager; Brian LeBrun, Deputy City Manager - Finance; Matt Walsh, Deputy City Manager - Development; Sue Golden, Deputy Assessor; Dawn Enwright, Tax Collector; Chelsey Michalski, Deputy Tax Collector; Marco Philippon, Water Treatment Plant Superintendent; Mark Hebert, Deputy Fire Chief; Elisa Folsom, Deputy 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 March 20, 2023 meeting. The motion passed with no dissenting votes.

4. Fire Department Quarterly Billing Reports

Deputy City Manager - Finance Brian LeBrun briefly discussed the FY 2023 third and fourth quarter ambulance billing reports. He noted that the reports are in line with previous quarters.

Councilor Nyhan indicated that the NH Insurance Department has convened a group, which includes major health insurance providers and ambulance companies, with a goal of finding a way to get ambulance companies in network.

Deputy Fire Chief Elisa Folsom answered Committee questions about write-off balance changes from quarter to quarter.

A motion was made to accept the ambulance billing reports. The motion was duly

seconded and passed with no dissenting votes.

5. Loudon School Tax Billing

Deputy City Manager - Finance Brian LeBrun indicated that, dating back to 1859, the City of Concord has been billing and collecting Concord School property taxes from 13 properties in the Town of Loudon. Historically, these properties have been billed once per year, in November, with payments due in January and March. Due to changes to the new Munis property tax billing module, beginning next May, these properties will be billed twice per year, in May and November, with payments due in July, October, January and March; the same as other Concord property taxpayers. This will not affect how much they owe, just when the bills are paid. The City will send letters to the 13 property owners, as well as to the Loudon Tax Collector, to inform them of this change.

6. Non-Public Meeting - Negotiation Under RSA 91-A:3, II(d)

At 4:45 PM, Councilor Nyhan made a motion to enter into a non-meeting in accordance with NHRSA 91-A:3, II(d), Negotiations. The motion was duly seconded and passed with no dissenting votes.

At 5:23 PM, a motion was made to exit the non-public session and return to the regular meeting. The motion was duly seconded and passed with no dissenting votes.

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

7. Adjournment

A motion was made to adjourn. The motion was duly seconded and passed with no dissenting votes. The meeting adjourned at 5:26 PM.