



# City of Concord

## Fiscal Policy Advisory Committee

### Meeting Minutes - Draft

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Monday, October 21, 2019

4:30 PM

City Hall  
41 Green Street, 2nd Floor Conference  
Room

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#### 1. Call to Order

Chairman Keith Nyhan called the meeting to order at 4:32 PM.

#### 2. Roll Call

**Present:** City Councilors - Keith Nyhan (Chairman), Amanda Grady Sexton, Fred Keach, Mark Coen, Byron Champlin, and Mayor Jim Bouley. City Staff - Brian LeBrun, Deputy City Manager - Finance; Katie Graff, Assistant Finance Director; Bob McManus, Management & Budget Director; Rebekah Dougherty, Budget Analyst; Sean Brown, Deputy Fire Chief; Jim Kennedy, City Solicitor; and Danielle Pacik, Deputy City Solicitor.

**Excused:** City Councilor Candace White Bouchard.

#### 3. Approval of the Meeting Minutes

A motion was made and seconded to approve the minutes of the September 16, 2019 meeting. The minutes were unanimously approved on a voice vote.

#### 4. Report from Fire Department

The committee reviewed the Fire Department's FY 2019 Year-End Report for Emergency Medical Services revenue. The report indicates that approximately \$700,000 in billed services has been referred to a collection agency.

The committee discussed its concerns with the large amount of revenue the City has been unable to collect. There was discussion about the reasons people aren't paying their ambulance bills and how the City could improve its collection efforts. The committee asked Deputy Fire Chief Sean Brown to get back to them with demographics of the population who aren't paying, how many people make up the \$700,000 of uncollected charges, and how Concord compares to other municipalities.

A motion was made and seconded to accept the report. The motion passed with a unanimous voice vote.

**5. Preliminary FY 2019 Surplus Report**

Deputy City Manager Brian LeBrun reviewed the FY 2019 Year-End Surplus Report, which shows a General Fund surplus of \$827,600. Deputy Manager LeBrun indicated that City Administration is proposing to allocate \$1.4 million at year-end to Assigned Fund Balance, including \$300,000 to be assigned for overlay. Administration is also proposing to appropriate \$1.1 million from Assigned Fund Balance and transfer to reserves. There was a brief discussion about the amount of the City's fund balance.

A motion was made and seconded to accept and refer the report to City Council. The motion passed on a unanimous voice vote.

**6. Consultation with Legal Counsel in accordance with RSA 91-A:2, I (b) - Non-Public**

At 5:10 PM, the committee went into non-public session for consultation with legal counsel.

At 5:18 PM, the non-public session ended.

**7. Referral from City Council re: Collective Bargaining Cost Items**

The committee motioned to recommend to City Council to include a notice in the Council agenda that the City Council will be voting on cost items contained in a collective bargaining agreement when a tentative agreement has been reached. A motion was made and seconded to approve the motion. The motion passed with a unanimous voice vote.

**8. Adjournment**

A motion was made and seconded to adjourn. With a unanimous voice vote, the meeting adjourned at 5:20 PM.