



City of Concord

Fiscal Policy Advisory Committee

Meeting Minutes - Draft

Monday, November 18, 2019

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 (Chairman), Amanda Grady Sexton, Mark Coen, Byron Champlin, Candace White Bouchard, and Mayor Jim Bouley. City Staff - Thomas Aspell, Jr., City Manager; Brian LeBrun, Deputy City Manager - Finance; Carlos Baia, Deputy City Manager - Development; Katie Graff, Assistant Finance Director; Dawn Enwright, City Treasurer; Audrey Desbiens, Senior Accountant; Melissa Trainor, Accountant; Chip Chesley, General Services Director; Jeff Hoadley, Deputy General Services Director; Jay Burgess, Public Properties Superintendent; and Jeff Bardwell, Arena Manager. Other - Scott McIntire and Alina Korsak of Melanson Heath.

Excused: City Councilor Fred Keach.

3. Approval of the Meeting Minutes

A motion was made and seconded to approve the minutes of the October 21, 2019 meeting. The minutes were unanimously approved on a voice vote.

4. CAFR Presentation

Deputy City Manager LeBrun thanked Assistant Finance Director Katie Graff, Senior Accountant Audrey Desbiens, and Accountant Melissa Trainor for all of their hard work on preparing the financial information. He then introduced Scott McIntire and Alina Korsak of Melanson Heath, who provided an overview of the City's FY 2019 Comprehensive Annual Financial Report (CAFR) and side letter.

5. Arena Presentation

Public Properties Superintendent Jay Burgess addressed the committee and requested their endorsement for City Council to appropriate \$5,500 for a detailed cost study of the proposed Arena expansion project. City Council approved \$20,000 in the FY 2019 CIP for the preliminary design of an expansion at the arena, and a conceptual design has been completed. However, the cost to do an Arena expansion could near \$8 million, and, therefore, will require a pro forma. If approved, the additional \$5,500 would allow the City to have Milestone Construction prepare a construction estimate that will aide the City in developing a pro forma.

There was considerable discussion and many questions raised by the committee members. Chairman Nyhan and some other members of the committee didn't feel comfortable endorsing this request without having more information, like copies of the conceptual designs for the arena expansion and for the new riverfront park, in order to see how the arena expansion fits in with our plans for the park and vice versa.

The arena expansion project also potentially includes the addition of a full-service restaurant. Councilor Bouchard expressed concern that a new restaurant would compete with and may take business away from restaurants downtown. This would need to be considered when determining what type of restaurant to bring in to the arena.

Chairman Nyhan suggested that Superintendent Burgess come back at the next meeting with more information on the conceptual design for the arena and the park, so the committee can make a better informed decision.

Mayor Bouley indicated that he supports the additional \$5,500 appropriation if it will help us get to the bottom of the concerns expressed; especially as the funds would come from the Arena fund and would not affect the tax rate.

A motion was made to recommend the \$5,500 appropriation to Council. The vote was tied 3-3, with Mayor Bouley and Councilors Bouchard and Grady Sexton voting for the recommendation; and Councilors Nyhan, Champlin, and Coen voting against. As a result, Superintendent Burgess will come back at the next meeting with more information. Committee members asked that Superintendent Burgess e-mail them copies of the above-mentioned conceptual designs for their review prior to the next meeting.

6. **Discuss Deed Waiver List**

Deputy Manager LeBrun explained to the committee that, per statute, the City Council must give approval if the City does not execute a tax lien. Deputy Manager LeBrun reviewed a list of properties that are currently eligible for tax deeding and recommended to not execute tax deeds on these properties for the reasons listed in the report to Council.

The committee reviewed the list of properties and noted that the values of the properties are pretty low, and thus the amounts owed are quite low. The Mayor expressed concern that if the City were to execute liens on these properties, many of the residents of these properties could end up homeless, and the City does not want to contribute to the homelessness problem.

A motion was made and seconded to recommend to the full City Council the draft report and resolution requesting to waive the execution of tax liens on these properties. The motion was approved on a unanimous voice vote.

7. **Quarterly Financial Statements**

Deputy City Manager LeBrun indicated that there are no significant issues in the quarterly financial statements for the first quarter of FY 2020. On a positive note, Deputy Manager LeBrun pointed out that the financial statements reflect a premium holiday from Primex this year in the amount of \$70,000, which wasn't budgeted for. He also noted that the Golf fund is currently ahead of projections for the first time in a number of years.

8. **Other**

Councilor Coen requested that the City Administration review all City-owned properties to determine which properties should be kept and which properties should be sold to return to the tax rolls.

9. **Adjournment**

A motion was made and seconded to adjourn. The meeting adjourned on a unanimous voice vote at 5:50 PM.