



City of Concord

Fiscal Policy Advisory Committee

Meeting Minutes - Draft

Monday, December 20, 2021

4:30 PM

City Hall
41 Green Street, 2nd Floor Conference
Room

1. Call to Order

The meeting was called to order at 4:38 PM.

2. Roll Call

Present:

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

City Staff - Thomas Aspell, Jr., City Manager; Brian LeBrun, Deputy City Manager - Finance; Katie Graff, Assistant Finance Director; Audrey Desbiens, Senior Accountant; Melissa Trainor, Accountant; Bob McManus, Director of OMB; Rebekah Dougherty, Budget Analyst; and Sue Stevens, Executive Assistant.

Other - Scott McIntire of Melanson.

3. Approval of the Meeting Minutes

A motion was made and seconded to approve the draft minutes from the November 15, 2021 meeting. The motion passed with a unanimous voice vote.

4. New Business

Audit Presentation: Scott McIntire presented the City's FY 2021 Annual Comprehensive Financial Report (ACFR). He noted that the audit went very well, the City's books are in good working order, and no audit entries were necessary to correct the City's books.

In reviewing the Management Letter, Mr. McIntire noted that Melanson made two recommendations for the City to address. One is that the City work with its financial institution to expand on its MS-9 and MS-10 reporting to further break out

its trust fund reporting into more categories; and the second recommendation is that the City begin preparing for GASB Statement 87, which pertains to leases, and which will apply to the City for the year ending June 30, 2022. Deputy City Manager LeBrun indicated that the City takes the auditors' recommendations very seriously and that staff will begin to take action on the recommendations.

Surplus Report: Deputy City Manager Brian LeBrun provided an overview of a report that will be going to the full City Council in January regarding FY 2021 year-end financial results and FY 2021 surplus. Deputy City Manager LeBrun indicated that the General Fund had a surplus of \$1,067,000 at the end of FY 2021. He noted that City Administration allocated \$2,800,400 to Assigned Fund Balance, including \$250,000 to be assigned for overlay for settlement of future abatements and \$820,400 for the amended FY 2022 budgetary use of fund balance. In addition, City Administration recommends appropriating \$1,730,000 from the FY 2021 Assigned Fund Balance as a Transfer to Trust Fund Reserves.

Deputy City Manager LeBrun presented the revenues that exceeded budget and which led to the surplus, with the most notable being property taxes, of \$1,439,000 over budget; and motor vehicle registration revenue being \$468,100 over budget. Another driver was the \$838,400 in revenue from the State of NH for the Fire Department, which was over budget as a result of the Fire Department supporting COVID vaccinations at the Steeplegate Mall. It was noted that Police Special Duty Services was in the red by \$124,100, and the Mayor asked if this was because there were less events requiring special duty services, or if there were not enough City staff willing to do it. City Manager Aspell indicated that it was a little bit of both. Councilor Keach asked if the City received a cut for special duty services if staff from outside agencies provide the services, and suggested we should. City Manager Aspell indicated he would look into it.

Mayor Bouley suggested amending the proposed resolution, and reduce the \$250,000 allocated for overlay by \$150,000; putting \$100,000 into an Economic Development Reserve, and putting \$50,000 into the Equipment Reserve. There was consensus among the Committee members. A motion was made and seconded to amend the resolution per the Mayor's recommendation. The motion passed with a unanimous voice vote.

Deputy City Manager LeBrun provided a brief overview of the year end results of the Enterprise and Special Revenue Funds.

5. Other

Councilor Keach asked for a status update on the matter pertaining to the extension of water to the Town of Bow. City Manager Aspell indicated that City staff has met with representatives from the Town of Bow regarding a potential expansion.

Deputy City Manager LeBrun informed the committee that the City recently underwent a NH Retirement System (NHRS) audit, with the outcome being that the NHRS wants us to make some changes to our reporting.

Deputy City Manager LeBrun indicated that the City will also be undergoing an IRS audit for the 2014 bond issue. The outcome of the audit and any recommendations will be shared with the Committee once complete.

Councilor Nyhan suggested that it would be nice for the City to offer something for free at the Golf Course and/or Arena on a regular basis for Concord residents. He feels that we put a lot of money into public places like the Library and the pools, which residents can use for free, but we don't do so at the Golf Course or Arena. Deputy City Manager LeBrun indicated that he would work with the Golf Course Advisory Committee on this issue.

6. Adjournment

A motion was made and seconded and the meeting adjourned with a unanimous voice vote at 6:00 PM.