



City of Concord

Fiscal Policy Advisory Committee

Meeting Minutes - Draft

Monday, December 21, 2020

4:30 PM

Virtual Meeting -
<https://us02web.zoom.us/j/8367911722>

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1. Call to Order

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

2. Roll Call

Present: City Councilors - Keith Nyhan (Chairman), Mayor Jim Bouley, Byron Champlin, Gail Matson, Candace White Bouchard, and Amanda Grady Sexton. 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; Chip Chesley, General Services Director; Jeff Hoadley, Deputy General Services Director; Adam Clark, General Services Administration Division Manager; Bob McManus, Director of OMB; Rebekah Dougherty, Budget Analyst; and Sue Stevens, Executive Assistant. Other - Scott McIntire and Alan Goodwin of Melanson.

Excused: City Councilor Fred Keach.

3. Approval of Meeting Minutes

A motion was made and seconded to approve the minutes of the October 19, 2020 meeting. The minutes were unanimously approved with a roll call vote. Councilor Matson abstained from the vote as she was absent from the October 19 meeting.

4. FY 2020 Comprehensive Annual Financial Report (CAFR) Presentation

Scott McIntire presented the City's FY 2020 Comprehensive Annual Financial Report (CAFR). 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.

Mr. McIntire noted that the City's unassigned fund balance was \$12.5 million (p. 31 of CAFR). He indicated that this represents 20.1% of expenditures, which is a

little higher than what the City has had in past years. He also indicated that this does not reflect the \$1.5 million that the City Council used as part of the FY 2021 budget adoption, since that was subsequent to FY 2020. Deputy City Manager Brian LeBrun indicated that if the \$1.5 million is reduced from the \$12.5 million of unassigned fund balance, the percentage drops to 17.7%.

In reviewing the Management Letter, Mr. McIntire noted that, although not a material weakness, it is suggested that the City work with its financial institution to expand on its MS-9 and MS-10 reporting.

5. Solid Waste Advisory Committee Recommendation for Solid Waste

General Services Director Chip Chesley indicated that the Solid Waste Fund is facing two financial challenges in order to remain solvent and meet FPAC goals. In the short-term, there is a need to increase prices due to current negotiated price increases that have been exacerbated by the suspension of Pay-As-You-Throw (PAYT) due to COVID. In the longer term, price increases will need to occur due to the expiration of the current contract in FY 2025.

Director Chesley presented five different proformas for consideration by the committee, each of which would have different effects on the Solid Waste fund.

A motion was made and seconded to accept the option which delays the proposed increase from FY 2022 to FY 2023 and retains a 16.67% increase in FY 2026. The motion was approved unanimously with a roll call vote.

6. Review of Summary Financial Statements FYTD November 30, 2020

Deputy City Manager LeBrun provided an overview of the November Fiscal Year to Date FY 2021 Financial Statements. Of note, the property tax collection rate for the October 1st tax collection is at 96.3% as of December 8, 2020 (last year at this time we were at 95.3%). Motor vehicle registration revenue is up, as is Golf Course revenue. Highway Block Grant funding is down by about \$50,000 this year, and Parking and Arena revenue is down, mainly as a result of COVID. Most other revenues and expenses are on target.

7. FY 2020 Surplus Report and Recommendation

Deputy City Manager Brian LeBrun shared and asked for the committee's acceptance of the City Administration's report and recommendations to Council pertaining to the use of FY 2020 surplus funds. A motion was made and seconded to accept the report and recommendations. The motion was unanimously

approved with a roll call vote.

8. Other

City Manager Tom Aspell asked for feedback on a draft letter he prepared to be sent to the Public Utilities Commission (PUC), in which the City asks the PUC to support Liberty Utilities in utilizing rate payer funded resources, which would otherwise be allocated to demolish the Gas Holder House, to instead repair and stabilize it. After a brief discussion, and a few minor edits to the letter, the committee agreed on the wording of the letter.

9. Adjournment

A motion was made and seconded to adjourn. The motion was approved with a unanimous roll call vote and the meeting adjourned at 5:55 PM.