



# City of Concord

## Fiscal Policy Advisory Committee

### Meeting Minutes - Draft

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Monday, April 20, 2020

4:30 PM

Zoom Meeting Link:  
<https://zoom.us/j/98131308294>

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#### 1. Call to Order

The meeting was called to order at 4:33 PM.

#### 2. Roll Call

**Present:** City Councilors - Keith Nyhan, Gail Matson, Byron Champlin, Candace White Bouchard, Amanda Grady Sexton, and Mayor Jim Bouley. City Staff - Thomas Aspell, Jr., City Manager; Brian LeBrun, Deputy City Manager - Finance; and Carlos Baia, Deputy City Manager - Development.

**Excused:** City Councilor Fred Keach.

#### 3. Approval of the Meeting Minutes

A motion was made and seconded to approve the minutes of the March 16, 2020 meeting. The minutes were unanimously approved on a voice vote.

#### 4. Referral from City Council re: State Executive Order #25

The committee reviewed Governor Sununu's Emergency Order #25, which allows for the temporary modification of interest penalties for late payments of property taxes. City Administration asked for the committee's recommendation as to whether the City should work with property tax payers on a case by case basis, as it currently does, or whether we should offer a blanket abatement to all tax payers due to the Covid-19 state of emergency.

Discussion ensued. Mayor Bouley indicated that he would like further clarification from the Governor and asked that Deputy City Manager LeBrun provide the committee with the list of questions the NH Municipal Association recently sent to, and is awaiting response from, the Governor. Deputy City Manager LeBrun indicated he would send those to the committee members after the meeting.

All members of the committee agreed that it would be best to work with residents on a case by case basis. Councilor Champlin noted that the City is very compassionate with people who are experiencing hardships.

## **5. Quarterly Financial Report**

Deputy City Manager LeBrun provided an overview of the quarterly year-to-date financial statements for the period ending March 31, 2020.

There was considerable discussion about the affects the Covid-19 pandemic may have on the remainder of the FY 2020 budget, as well as the budget being prepared for FY 2021. Deputy City Manager LeBrun indicated that every fund would be affected by loss of revenue as a result of the pandemic, but that as of right now it is very hard to predict what those shortages will look like.

Mayor Bouley expressed his concern that not only will there be a loss of revenue, but that expenses for fire and police overtime will be up due to staff shortages and the inability to hire right now; and that he expects there may be a surge in Human Services expenses before this all ends. Deputy City Manager LeBrun assured the committee that City administration is watching things very closely and will keep City Council informed if there is a need to make any budgetary adjustments in the future.

Councilor Champlin asked if there are any expected expenditures we may need to make due to Covid-19 going into FY 2021. City Manager Aspell indicated that the City has an adequate amount of personal protective equipment. He noted that the new CPPA contract was just signed and that the City will need to budget additional funds to pay those first responders. City Manager Aspell also noted that if the City puts Ambulance 1 into service, it would result in an increase in expenditures.

Deputy City Manager LeBrun pointed out to the committee that there was an error in the Parking Fund section on page 5 of the financial reports. He noted that the Total Projected Expenses for FY 2020 should read \$2,924,555; and that the Projected FY 2020 Surplus should read \$124,803. He will make the correction and send a revised report to the committee after the meeting.

## **6. Adjournment**

With no further business to discuss, a motion was made and seconded to adjourn. The meeting adjourned on a unanimous voice vote at 5:15 PM.