



City of Concord

Fiscal Policy Advisory Committee

Meeting Minutes - Draft

Monday, November 19, 2018

4:30 PM

City Hall
41 Green Street, 2nd Floor Conference
Room

1. Call to Order

Chairman Nyhan called the meeting to order at 4:30 PM.

2. Roll Call

Present: City Councilors - Keith Nyhan (Chairman), Candace White Bouchard, Mark Coen, Dan St. Hilaire, Amanda Grady Sexton, and Mayor Jim Bouley. City Staff - Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager - Finance; Carlos Baia, Deputy City Manager - Development; Katie Graff, Assistant Finance Director; Mike Jache, Retiring City Treasurer; Dawn Enright, City Treasurer; Pessy Gaudette, Deputy City Treasurer; Bob McManus, Management & Budget Director; Rebekah Dougherty, Management & Budget Analyst; Audrey Desbiens, Senior Accountant; Melissa Trainor, Accountant; and Sue Stevens, Executive Assistant. Other - Scott McIntire and Alina Korsak, Melanson Heath.

Excused: City Councilor Fred Keach.

Deputy City Manager LeBrun announced the retirement of City Treasurer Michael Jache, effective 12/21/2018, and introduced the committee to the new City Treasurer Dawn Enright.

3. Approval of the Meeting Minutes

A motion was made and seconded to approve the minutes of the October 15, 2018 meeting. The minutes were unanimously approved on a voice vote.

4. Presentation by Melanson Heath on FY 2018 Financial Statements

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 2018 Comprehensive Annual Financial Report (CAFR) and Management Letter.

5. Capital Review

Deputy City Manager Baia explained that, every two years, the Central NH Regional Planning Commission (CNHRPC) submits community projects to the State for the outyears (years 9-10) of the 10-year plan. The CNHRPC usually doesn't consider projects in the urban compact, but they are considering doing so now. City Administration plans to submit a project that meets the CNHRPC's criteria, and asked for FPAC's input as to which project the City should submit. The criteria is that the project have a regional impact and be less than \$4 million. The deadline to propose projects is November 30th.

City Administration reviewed the City's capital projects and determined that the following projects meet the CNHRPC's criteria:

- Whitney/Hoit Road Intersection
- Manchester Street
- Whitney Road Extension
- Broadway/McKee Square Intersection
- Merrimack River Greenway Trail

Committee members also suggested as possibilities the connection to the Merrimack River if the State doesn't consider our suggestions for the widening of I-93, or the courthouse intersection. All agreed that both of these would be appropriate, but that with the impending deadline, it may not be possible to include either of these projects this year.

After considerable discussion, the consensus was to submit the Manchester Street project.

6. Other

Deputy City Manager LeBrun provided an overview of proposed revisions to the tax bills. More historical detail has been added so that taxpayers will be able to see what they paid in prior years. If approved by FPAC, the bills will be ready for the July tax billing, which goes out in May. Deputy City Manager LeBrun thanked City Treasurer Mike Jache and Deputy City Treasurer Pessy Gaudette for their work on this.

Committee members liked the new bill, but would like to see it made more clear on the tax bills which portion of the bill is the school portion. Otherwise, FPAC advised City Administration to move forward with the revisions.

7. Adjournment

The meeting adjourned at 5:50 PM.