



# City of Concord

## Fiscal Policy Advisory Committee

### Meeting Minutes - Final

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Tuesday, February 26, 2019

4:30 PM

City Hall  
41 Green Street, 2nd Floor Conference  
Room

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#### 1. Call to Order

Chairman Nyhan called the meeting to order at 4:35 PM.

#### 2. Roll Call

**Present:** City Councilors - Keith Nyhan (Chairman), Candace White Bouchard, Byron Champlin, Mark Coen, and Mayor Jim Bouley. City Staff - Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager - Finance; Katie Graff, Assistant Finance Director; Bob McManus, Management & Budget Director; Dan Andrus, Fire Chief; Aaron McIntire, Deputy Fire Chief.

**Excused:** City Councilors Amanda Grady Sexton and Fred Keach.

#### 3. Approval of Meeting Minutes

A motion was made and seconded to approve the minutes of the December 17, 2018 meeting. The minutes were unanimously approved on a voice vote.

#### 4. Referral from January City Council Meeting re: LSR 2019-0006

LSR 2019-0006, which pertains to payment by the State of NH of a portion of retirement system contributions of political subdivision employers, was referred to FPAC by City Council. Deputy City Manager LeBrun explained that if the bill passes, the City would receive approximately \$600,000. City Administration has made its support known to several members of the legislative delegation. City Administration will continue to monitor the bill and will keep City Council apprised of its status.

The committee recommended that City Administration continue to stay on top of bills that have impacts to the City and suggested that it is not necessary to have those bills added to the City Council agenda for referral to various departments or committees.

## **5. Presentation from Fire Department**

Deputy City Manager LeBrun informed the committee that, starting in FY 2018, the City needed to report a receivable on its government-wide financial statements for ambulance billing charge receivables. The auditors have recommended that the City have a committee, separate from Administration, review the receivables report and approve write-offs and transfers to collections.

Deputy Fire Chief Aaron McIntire presented a report summarizing the balances of EMS service charges, as well as a draft policy, developed in January 2019, which addresses the auditors' concerns about how the City handles ambulance billing, collection, and hardship. Deputy Chief McIntire explained to the group that, currently, the City has a total of \$1,753,915.85 of unpaid ambulance billing claims sitting in collections since 2011. Per the auditors' request, the Fire Department and City Administration are looking for some direction from FPAC as to how long the City should keep unpaid claims in collections. He explained that the recovery on these claims is very low. Mayor Bouley suggested that we write off all of the unpaid claims that are in collections, except for one year.

A motion was made by Mark Coen, and seconded by Candace White Bouchard, to accept the report and policy, and to write off all unpaid claims in collections except for one year. The motion passed on a unanimous voice vote.

Mayor Bouley noted that during the FY 2019 budget adoption process, the Finance Committee had requested that City Administration look into ways to expand the City's capacity of EMS services and produce more revenue. Mayor Bouley asked for an update. City Administration will provide a formal report to City Council on the progress of expanding its ambulance services and related revenue.

**6. FY 2020 Proposed Budget Schedule and Rules**

Deputy Manager LeBrun went over the proposed FY 2020 Finance Committee Budget Review Schedule and the Finance Committee Guidelines. The only thing that changed in the guidelines is the time of the Finance Committee meetings, which will begin at 5:30 PM again this year. The FY 2020 Finance Committee Budget Review Schedule proposes five meetings this year instead of six. There was considerable discussion about whether or not five meetings would be adequate. Ultimately, the group unanimously agreed to leave the schedule as proposed, but to add two optional work sessions on June 10th and June 13th, in case we need to move things out. The proposed schedule will go to the full City Council for approval at their March 11th meeting.

**7. FY 2020 Tax Rate Target Recommendation**

The committee discussed whether to set a tax rate target for the FY 2020 budget. For the past five years, the committee has recommended that the City Manager present a responsible budget that meets the goals and objectives of the City Council and it has worked quite well. Therefore, the committee recommended following the same process as they did for the FY 2019 budget, and have the City Manager recommend a responsible budget.

**8. Other**

There was a brief discussion about loss of tax revenue in the City due to the downturn of the Steeplegate Mall and other such properties.

**9. Adjournment**

A motion was made and seconded to adjourn. The meeting adjourned at 5:51 PM.