



City of Concord

Fiscal Policy Advisory Committee

Meeting Minutes - Draft

Monday, February 1, 2021

4:30 PM

Virtual Meeting

<https://us02web.zoom.us/j/8357673820>

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Phone Access: 1-929-205-6099

Toll Free from Land Line:

1-877-853-5257

1. Call to Order

The meeting was called to order at 4:40 PM and the roll was called.

Deputy City Manager Brian LeBrun read the Covid-19 - Public Meeting Procedures Notice in compliance with Governor Sununu's Executive Order #12.

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; Bob McManus, Director of OMB; Rebekah Dougherty, Budget Analyst; John Chisholm, Deputy Fire Chief; and Sue Stevens, Executive Assistant.

Excused: City Councilor Fred Keach.

3. Approval of the Meeting Minutes

A motion was made and seconded to approve the minutes of the December 21, 2020 meeting. The minutes were unanimously approved with a roll call vote.

4. 2nd Quarter EMS Billing Report

Deputy City Manager Brian LeBrun asked if FPAC members had any questions about the FY 2021 2nd Quarter EMS Billing Report, which was provided to them prior to the meeting. He indicated that Deputy Fire Chief John Chisholm was in attendance if anyone had any questions. As there were no questions, a motion was made and seconded to accept the report as provided. The motion passed with a unanimous roll call vote.

5. Review of Summary Financial Statements FYTD 12/31/2020

Deputy City Manager LeBrun provided an overview of the December Fiscal Year to Date FY 2021 Financial Statements. Of note, the property tax collection rate for the January 1st tax collection is at 93.5%, as compared to 92.5% at this time last year. Motor vehicle registration revenue continues to be 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.

6. Tax Rate Target for FY 2022 Budget

The committee discussed some of the implications the City is facing in preparing the FY 2022 budget.

Deputy City Manager LeBrun noted that there are three big ticket items that will have the most effect on the upcoming budget: 1) contractual wage increases, 2) health insurance increases, and 3) NH Retirement System increases. These three things alone equate to a 6% - 7% increase on the tax rate; therefore, the City Administration will have to find ways to mitigate them.

City Manager Aspell said that City Administration would be looking at service levels to determine if any savings can be found. He asked the FPAC members to let him know if they hear any suggestions from residents or have any suggestions to make, themselves, pertaining to service delivery.

Mayor Bouley requested that Deputy City Manager LeBrun provide the committee with a list of budget drivers that will have an effect on the FY 2022 tax rate, so they can determine if there are items where savings can be found. Mayor Bouley indicated that he would like to keep the tax rate increase as close to zero as possible. The other committee members concurred.

The committee discussed whether to set a tax rate target for the FY 2022 budget. For the past seven 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 2021 budget, and have the City Manager recommend a responsible budget, with their direction being that he keep the tax rate increase as close to zero as possible.

8. Adjournment

It was noted that tonight's meeting took the place of the regularly scheduled

meetings for January and February. Therefore, the next meeting will take place in March.

A motion was made and seconded to adjourn. The motion was approved with a unanimous roll call vote and the meeting adjourned at 5:30 PM.