

## MINUTES

Fiscal Policy Advisory Committee  
August 21, 2014 / 4:30-6:00 PM  
Second Floor Conference Room

**In Attendance:** Chairman – Allen Bennett; Mayor Bouley; City Councilors – Mark Coen, Fred Keach, Jan McClure, Dan St. Hilaire, Steve Shurtleff; City Staff – Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager-Finance; Katie Graff, Assistant Finance Director; Bob McManus, OMB Director; Concord 250 – Van McLeod, Pollyanna S. King and Jim Miliken.

**Excused:** City Councilors – Amanda Grady-Sexton, Candace CW Bouchard.

- 1) **Approval of April 17, 2014 Meeting Minutes:** Chairman Bennett called the meeting to order at 4:35 PM and requested a motion to approve the minutes of the April 17, 2014 meeting. **Councilor Coen moved to accept the minutes, seconded by Councilor McClure. The minutes were unanimously approved as presented.**
- 2) **Presentation by Concord 250 committee** – Councilor Shurtleff of the Concord 250 committee opened the Concord 250 presentation and introduced Van McLeod to present to FPAC. Van made a very passionate presentation about Concord 250's plans for: 1) a 2014 New Year's Eve kickoff; 2) a 3-4 day Summer Celebration; and 3) a 2015 New Year's Eve Conclusion Celebration.

Van talked about the need to hire a couple of part time personnel, an Executive Director and an Events Manager. He discussed the need to make this about pride in the community, to have fun events and to get everyone involved. Councilor Coen asked if the State played a role in the City's 200<sup>th</sup> celebration in 1965. Van was not sure of what role the State played in 1965 and indicated that that would be one of the responsibilities of the Concord 250 Executive Director. Councilor St. Hilaire stated that the committee is requesting a lot of money from the City, \$150,000, and what is the return on investment. Van responded that the main focus of the publicist will be to bring people into the City to frequent local businesses. The plan is to hire two part time employees and their main job will be to go out and promote Concord 250's activities. Councilor McClure asked if other communities have done this type of event. Van responded that the Town of Lincoln has a similar activity and although he does not have specifics of funding, they are an extremely active community. He also stated that this is the first year the 250<sup>th</sup> celebrations are including involvement by the whole community. ~~Councilor McClure also asked about the Executive Director and Event Manager positions and if there are other communities that we could work with.~~ Van responded that there are other activities in other communities which Concord 250 may be able to connect with. Jim Miliken spoke about the time capsule that was recently unearthed and the Historical Committee's cooperation with Concord 250 to refill the capsule with new items to be unearthed at the 300<sup>th</sup> celebration. Van indicated that his fantasy is that this will be a resounding success and that whatever funds are left over will be set aside for the Concord 300 Celebration in 50 years.

City Manager Aspell asked about the financials of previous First Night events and if they were successful. Concord 250 indicated that the First Night events were successful when it involved only Concord, but proved challenging when other communities got involved. City Manager Aspell asked if they had gone to the School District for financial support, to which Van responded that they had not. City Manager Aspell also asked if they were looking for in-kind donations and Van responded that they will take all donations. Councilor Keach indicated that the Main Street project will be ongoing and they discussed that this may actually add interest in the celebration activities. Councilor Coen asked what the City contributed in 1965. Van indicated that amount was \$40,000.

After deliberation, **Councilor St. Hilaire moved to recommend to the City Council an appropriation of \$50,000, either as all cash or in-kind (work with Concord 250 to figure out which). The motion was seconded by Councilor Keach. Four FPAC committee members voted in favor and one opposed.**

- 3) **NH Department of Revenue Administration 2013 Assessment Review Findings** – City Manager Aspell informed the committee that the 2013 Assessment Review found that the City either substantially complied with or was within acceptable ranges with statutes and rules. This review is completed every five years and City assessments were done correctly. City Manager Aspell also indicated that the Assessing Department has made improvements in its customer service by now being able to access maps right in their office and no longer having to go to Engineering for them.
- 4) **Introduce concept of changes to budget book** – Deputy City Manager LeBrun informed the Committee that he would be making a presentation to them in October on proposed changes to the budget book. In the mode of continued simplification, without jeopardizing quality, these changes are designed to make it easier for the reader and to comply with the GFOA standards to achieve the annual Budget Award, so that internal financial statements line up with the budget book. He noted that the plan is to report budgets by department, or by fund for enterprise and special revenue funds, instead of all the breakdowns currently listed. This will give a much clearer picture of the operation as a whole.

Mayor Bouley asked if any thought had been given to maintaining transparency. Deputy City Manager LeBrun responded that he constantly thinks about transparency and making sure that the whole picture is provided to the City Council and readers of the budget. In addition to reporting by departments and funds, the intention is to also provide supplemental reports for things like snow and ice control and forestry/conservation budgets, which will provide more detail in those areas. Councilor Keach asked if we would still have the ability to provide detailed reports if necessary. Deputy City Manager LeBrun responded that the same detailed budget book that is now provided, in addition to the regular budget book, would be available. The plan is to now make that book available electronically or on disc, as opposed to printing a big binder. In general, FPAC was interested in seeing the proposed changes, recognizes that the City has a very good budget process in place, and they want to maintain that same efficient and effective process.

**5) Preliminary FY 2014 Year-end Financial Statement Estimates:** Deputy City Manager LeBrun reviewed the preliminary results for fiscal year end June 30, 2014.

- a. Total General Fund expenses were \$53.63 million, and revenues were \$53.27 million, resulting in expenses exceeding revenues by \$360,000. This result includes not posting any income for the use of fund balance (\$1.553 million). This result is also as projected and reported to FPAC previously. Operationally, expenditures were under budget by \$468,000 and unassigned fund balance is anticipated to increase by approximately \$1.2 million. One entry that is still pending is the year-end tax entry which will be completed in early September and will change this result up or down. The final results will be reported after the year end audit is completed. It is also anticipated that management will assign \$400,000-600,000, mainly as a transfer to trust for paving or other identified purposes to be used in subsequent years.
- b. The detailed report highlights revenue and expense variances in the General Fund of greater than \$20,000.
- c. Enterprise and special revenue funds are included in the preliminary report as well. Most funds finished the year as expected or better. A couple of items to highlight are:
  - i. Golf Fund – expected a gain of \$5,600 and reporting a loss of \$4,600, mainly due to a tough spring golf season and lower memberships than expected.
  - ii. Sewer Fund – expected loss of \$378,000 and recognized gain of \$298,000. (During the budget deliberations it was identified that the City saved approximately \$300,000 in debt service costs this year by refinancing an SRF loan with the State DES and also started to receive grant payments on previous SRF projects.)

**6) Non meeting under RSA91-A:2,I(a)** - This discussion did not occur.

**7) Adjournment – A motion was made by Councilor Keach to adjourn, seconded by Councilor Coen, and a unanimous vote brought the meeting to an end at 6:09 PM.**

Respectfully submitted,

Brian LeBrun  
Deputy City Manager – Finance