

## MINUTES

Fiscal Policy Advisory Committee  
October 24, 2013 4:30-6:00 PM  
Second Floor Conference Room

**In Attendance:** Chairman – Chairman Bennett; Mayor Pro-Tem St. Hilaire, City Councilors – Mark Coen, Fred Keach, Jan McClure and Candace White Bouchard; City Staff – Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager-Finance; Katie Graff, Assistant Finance Director; Bob McManus, OMB Director; Matt Walsh, Director of Redevelopment, Downtown Services and Special Projects; and Jim Kennedy, City Solicitor

**Excused:** Mayor Bouley and Councilor Keith Nyhan

- 1) **Approval of August 15, 2013 Meeting Minutes:** Chairman Bennett called the meeting to order at 4:33 PM and requested a motion to approve the minutes of the August 15, 2013 meeting. **Councilor McClure moved to accept the minutes, seconded by Councilor Coen. The minutes were unanimously approved as presented.**
- 2) **Non Public** – Councilor McClure moved to go into non-public session under RSA 91-A:3, II(e). Councilor Bouchard seconded the motion, the motion was unanimously approved. The committee came out of non-public at 5:10 pm and voted to seal the minutes.
- 3) **Development in Whitney Road area**– Matt Walsh, Director of Redevelopment, Downtown Services and Special Projects presented the FPAC with a plan on redevelopment of the area around Whitney Road. His discussion involved the potential use of a TIF to pay for improvements so that the City may encourage development in this area. Mr. Walsh and City Manager Aspell were seeking direction from FPAC as to whether they should present the TIF alternative to the City Council and proceed with working through the TIF approval process. After a presentation of the site, costs and specifics of funding the TIF, and potential timelines for development, the committee did not recommend moving forward with a TIF plan at this time.
- 4) **Quarterly Financial Statements** for period ending September 30, 2013. Deputy City Manager LeBrun presented the quarterly financial statements which represents 25% of the year so far. There are several revenue lines that are ahead of budget to date:
  - a. Primex W/C holiday premium \$327,700
  - b. Police Special Duty Services and Cruiser Rentals (somewhat offset by Overtime)
  - c. Building Permit Revenues almost \$200,000 ahead of FY13 and 60% collected YTD

Expenses are mostly on track at this time but it is anticipated that the Assessing Professional and Technical Services line will be well overspent this year considering all of the appeals they are dealing with.

Enterprise funds – The Golf fund is doing better than expected, both revenues and expenses are up and the fund overall is ahead of 2013 by \$16,300.

- 5) **Succession planning** – City Manager Aspell discussed succession planning for the Library. With an anticipated vacancy after January 1st it is in the best interest of the Library to make changes to the following Librarian positions: Adult Services, Technical Services, Reference and Children’s Reference. The plan is to replace the Reference Librarian position (to be vacated due to a retirement) with an Adult Services Manager position, and replace the Adult and Technical Services Manager position (currently filled) with a Technical Services position. The financial net result is a small savings over the next several years. These changes will allow the Library to be better positioned organizationally for the future. Understanding that these types of changes typically occur during the annual budget process, moving forward with these changes now versus waiting for the next budget will maintain staffing at the library and eliminate holding a position open for a long period of time. The committee agreed with Tom’s recommendation to proceed with these proposed changes now and bring the necessary Schedule D changes to the Council for approval in the next few months.
- 6) **Adjournment - A motion was made by Councilor Bouchard to adjourn, seconded by Councilor McClure, and a unanimous vote brought the meeting to an end at 5:50 PM.**

Respectfully submitted,

Brian LeBrun  
Deputy City Manager – Finance