

MINUTES

Fiscal Policy Advisory Committee
December 20, 2012 4:30-6:00 PM
Second Floor Conference Room

In Attendance: Chairman – Councilor Allen Bennett; City Councilors – Keith Nyhan, Jan McClure, Fred Keach; Mark Coen, and Mayor Bouley; City Staff - Brian LeBrun, Deputy City Manager Finance; Carlos Baia, Deputy City Manager Development; Bob McManus, OMB Director; Mike Jache, City Treasurer

Excused: Councilors Candace White Bouchard and Dan St. Hilaire

- 1) **Approval of November 15, 2012 Meeting Minutes:** Chairman Bennett called the meeting to order at 4:38 PM and immediately moved to item 4 on the agenda for Changes for Visa Regulations. Once item 4 had been discussed, Chairman Bennett requested a motion to approve the minutes of the November 15, 2012 meeting. **Councilor Nyhan moved to accept the minutes, seconded by Councilor Coen. The minutes were unanimously approved as presented.**
- 2) **Goals Revision** – Deputy City Manager LeBrun reviewed the revised goals that were originally presented in October. The revisions resulted from changes the committee had requested for items C1, D1, D4, G3, J3 and J8. LeBrun also noted that the City’s independent auditors had recommended additional revisions to the fund balance goals to include details of how newly issued pronouncements of GASB 54 fund balances are to be handled by the City. LeBrun indicated that this request had just been received and requested holding off on approving the goals revisions until January when a recommendation could be made to change the fund balance wording to comply with the auditor’s recommendations. After a brief discussion the committee agreed that holding off on the recommendation made sense so that the City Council would only need to address the goals revisions once.
- 3) **Intown Concord Funding** – Mayor Bouley discussed the changes that Intown Concord made to their website removing “Be Local Concord”. The committee agreed that the change reflected their request to Intown Concord and concurred that the City Manager may release the budgeted funds at his discretion.
- 4) **Changes to Visa Regulations** – Chairman Bennett considered this item immediately after opening the meeting. City Treasurer Jache reviewed the attached memo discussing the changes to VISA regulations that would allow municipalities to accept VISA payments over the counter and assess a convenience fee for all City services except those that have a separate MCC code, which means utility (water and sewer) and golf course changes. Although the committee and council had been reluctant to accept VISA in the past when Motor Vehicle registrations also could not be assessed a convenience fee, they agreed that it made sense at this time to accept VISA for payment with the convenience fee for over the counter transactions except for water and sewer payments and other MCC codes as discussed.

The committee also requested a new memo be prepared as a report to City Council acknowledging the City’s commitment to expand the acceptance of credit/debit cards for

City services and to highlight that the City continues to move in the direction of accepting this form of payment for as many City services as possible.

5) Adjournment - A motion was made by Councilor Nyhan to adjourn, seconded by Councilor Coen, and a unanimous vote brought the meeting to an end at 5:25 PM.

Respectfully submitted,

Brian LeBrun
Deputy City Manager – Finance