

## **MINUTES**

Fiscal Policy Advisory Committee  
October 3, 2012 4:30-6:00 PM  
Second Floor Conference Room

**In Attendance:** Chair – Allen Bennett; City Councilors – Jan McClure, Fred Keach, Mark Coen, Candace White Bouchard, Keith Nyhan , Dan St. Hilaire, and Mayor Bouley; City Staff - Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager Finance; Carlos Baia, Deputy City Manager Development; and Bob McManus, OMB Director

**Excused:** None

- 1) Financial Strategic Plan** – Chair Bennett called the meeting to order at 4:33 PM and the discussion of the draft Strategic Financial Plan ensued.

Deputy City Manager LeBrun explained that this outline was in response to the council’s goal of developing a financial strategic plan and he gave a brief overview of the draft presented. Both he and City Manager Aspell reviewed a number of plans outlines before selecting one prepared by Lee Ann Runy from Health Forum as an outline that appeared to be a good starting point for the City of Concord. This outline was used as a base to develop a draft that is more tailored to the City for consideration and adjustment by FPAC.

DCM LeBrun walked through each of the items in the draft outline and answered questions throughout. The committee conceptually agreed that the plan outline and the idea of a financial strategic plan was a good idea there was discussion about the types of information that would be included in the plan. There was concern that administration may include “ideas” in the plan that may cause unnecessary angst for something that may never materialize. The committee wants to be sure that the plan provides factual information, but to be very thoughtful of how any “ideas” are presented. City Manager Aspell agreed. The committee also discussed the timing of when this document would be presented to FPAC and the Council, and that it was important to continue to educate the council on upcoming issues while developing strategies for incorporating information into public documents.

Based on the comments of the committee, the administration will revise the draft and return to FPAC with a more streamlined revised document.

- 2) Goals Revision Draft** – Deputy City Manager LeBrun discussed the idea of streamlining the goals. The committee agreed that in general the revisions made sense, however there were some items that needed more work. The revisions were discussed one by one and the following changes were recommended by members of the Committee.
  - Eliminate draft goal C1 dealing with multi-year budgeting
  - Change draft Goal D1 dealing with Fund and Utilize Capital Reserves to “**fund and utilize capital reserve funds when available/appropriate to do so to help provide a stable provide a stable programmed approach to funding high priority capital needs**”
  - Change draft Goal D4 dealing with operational funding of paving and road repairs to keep the original wording and add to it as follows: “**whenever possible and**

practical restore and continue a street restoration and repair reserve funded through a dedicated tax millage sufficient to fund an ongoing street restoration and repair program. Explore funding alternatives for the annual pavement program.”

- d. Change draft Goal G3 dealing with salaries and health insurance to read: “Reduce the annual escalation of health insurance benefit costs by getting the employees and retirees to bear an equitable portion of the annual premium increases and consider the cost of health insurance, retirement and other related benefits when determining wage increases for both contractual and non-contractual employees”
- e. Keep draft Goal J3 as the original wording only: “Promote competitiveness with both the public and private sector in the delivery of its services. Benchmarking should be promoted for all city services. Assess aspects of municipal operations for which privatization could reduce municipal costs”
- f. Draft Goal J8 dealing with Annual review of City charges and fees to: “Periodically, conduct a review of the City’s fees and charges, and recommend changes to the City Council as needed” the intent is to be more strategic about fee increases instead of a mass overhaul every year.

**3) Adjournment** – the meeting adjourned at 5:27 pm.

Respectfully submitted,

Brian LeBrun  
Deputy City Manager – Finance