

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

July 19, 2022 at 5:00 PM

Chairman Heath called the meeting to order.

The Clerk called the roll.

Present: Aldermen Heath, Long, Cavanaugh, Barry

Absent: Alderman Levasseur

Messrs.: M. Bogardus, P. Chiesa, S. Wickens, A. Parent

1. Update on the City's Revolving Loan Fund.

*On motion of **Alderman Long**, duly seconded by **Alderman Barry**, it was voted to accept the report.*

- 2.** Communication from Michele Bogardus, Deputy Finance Officer, submitting Finance Department reports as follows:
- Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivables

Michele Bogardus, Deputy Finance Director, stated I don't have any comments on the schedule but if you had any questions...

Chairman Heath interjected it seems like it is the same...every month we do the same dance. At what point...it is a lot of...I think it is \$1.9 million that we billed for or something like that. So we go to our attorney and they contact the people. What happens?

Ms. Bogardus answered after an invoice is past due for 90 days, if it is over \$1,000 for quite some time, it will either go to our collection agency or it will be referred to the Solicitor for collection. The ones under \$1,000 go to the collection agency and they either collect them and we receive the money ultimately or they become uncollectable at some point and past the statute of limitation after three years and that is when we request a write-off.

Chairman Heath asked so we call it a loss.

Ms. Bogardus responded yes.

Chairman Heath asked what about the businesses that have gone out of business. Is there any recourse to get what they owe us back?

Ms. Bogardus replied maybe the Solicitor's Office can handle that question.

Peter Chiesa, Deputy Solicitor, stated if it is claim of more than \$1,000 and they file for bankruptcy we go ahead and file a claim but most of the time we are unsecured.

Alderman Long asked internally is there...if somebody is let's say late on a fire inspection over 90 days is there something throughout the city where we know because the city person may be asking for a waiver or something in another department. Is there communication within the departments to know that a person or a company is 90 days behind on something?

Ms. Bogardus replied yes. Once we submit them to the collection agency, there is a report that is circulated throughout the city that shows who has been sent to collections and we request that if they have any interaction with those people that they collect for another department. There are also notes in our software system. Once it is over 90 days and goes to collections, we put a note in there so that it can be seen that they are in collections.

*On motion of **Chairman Heath**, duly seconded by **Alderman Long**, it was voted to accept the reports.*

3. Communication from the Deputy Finance Officer, requesting authorization to write off the fourth quarter receivables identified.

Chairman Heath asked any questions or comments.

Ms. Bogardus answered no. This was handled by the Solicitor's Office and I think it is appropriate at this time to take this action.

Chairman Heath asked everything looks okay to you.

Ms. Bogardus replied yes.

*On motion of **Alderman Long**, duly seconded by **Alderman Barry**, it was voted to approve the write-offs as submitted.*

4. Communication from Sharon Wickens, Finance Officer, requesting the establishment of an ALS Response Reserve Account for the Fire Department.

***Alderman Cavanaugh** moved to approve. **Alderman Long** duly seconded the motion.*

Chairman Heath asked Sharon do you have anything you want to share with us.

Sharon Wickens, Finance Officer, replied there is nothing that I need to share. This is just an account; it is a new revenue source for the Fire Department and they want to be transparent and only be spending it for the purpose intended so we set up this reserve so that the aldermen can be assured that that is the way it is being spent and they want it the same way.

Chairman Heath asked do we want to hear from the Fire Department at all regarding this. I think this is an interesting procedure and I think this is a wise decision that you are requesting this move.

Andre Parent, Fire Chief, stated this is important. We wanted full transparency on this so the Board knows that we are spending the money on what it is intended for which is training and advanced life support equipment.

Alderman Long stated you gave an ALS presentation to the full Board I believe last month.

Chief Parent stated yes.

Chairman Heath stated I just have one question. Will you report to us annually on this fund or are you just alerting us that you are going to work this way and the funds will be used to do more training for your members?

Chief Parent answered this will be a mechanism where when we need funds for equipment or training I will request those from the Board and at that time I can let the Board know exactly what we are doing at the time during this ALS program. It gives you people an update on how we are doing.

Chairman Heath stated I want to thank you. I just think this is a wonderful idea and a critically necessary one so thank you very much for your hard work.

Chief Parent replied thank you very much.

Chairman Heath called for a vote. *There being none opposed, the motion carried.*

5. Chairman Heath advises that ordinances are to be considered for consistency with the rules of the Board and requests the Clerk to make a presentation.
"Amending Chapter 33: Military Service of the Code of Ordinances of the City of Manchester by amending language under §33.080 (A)."

Alderman Long moved that the ordinance amendment be Enrolled. **Alderman Cavanaugh** duly seconded the motion.

Chairman Heath called for a vote. *There being none opposed, the motion carried.*

*There being no further business, on motion of **Alderman Long**, duly seconded by **Alderman Cavanaugh**, it was voted to adjourn.*

A True Record. Attest.



Clerk of Committee