

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

December 20, 2022 at 6:00 PM

Chairman Heath called the meeting to order.

The Clerk called the roll.

Present: Aldermen Heath, Long, Levasseur, Cavanaugh, Barry

Messrs.: S. Wickens, J. Belanger

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 Kim LeBlanc, Financial Analyst II, submitting Finance Department reports as follows:

- Accounts Receivable over 90 days
- Aging Report
- Outstanding Receivables

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

3. Communication from Sharon Wickens, Finance Officer, regarding the City's Monthly Financial Report (unaudited) for the first five months of fiscal year 2023.

Sharon Wickens, Finance Officer, stated the percentage after five months should be 58.33% as a benchmark. All departments are within 10% of this benchmark with the exception of Information Systems and the Department of Public Works. The overall unobligated percentage after five months is 59.58% compared with 59.25% a year ago. We are basically flat. Health insurance costs for 2023 are \$444,000 under budget through November. That is very good going into December. We really haven't seen the claims come through for December yet. There is a little bit of a lag. I am really watching it but I think we are doing pretty good right now. In the middle of the page of that letter you also see a comparison of severance costs. We are down quite a bit. If you are talking about the number of people who retired, it is about ½ of the number that retired in 2022. It doesn't look like it dollar wise but that is what it is. The contingency account has \$718,500 in it. That actually increased because the Board had authorized a payment to the Health Department for spraying for the West Nile Virus and they didn't use it all so that money is going back into contingency. That is why it ticked up a little bit. The revenues for the first five months are \$608,000 higher than a year ago. Auto registrations are \$661,000 higher but again it is being compared to a year ago when we weren't meeting budget. We are meeting budget now and that is a really good sign going into December. Permits are \$535,000 higher than the same period a year ago. Again, the Planning Director is anticipating meeting budget so there are no issues at this time there. Interest income is \$429,000 higher. Interest rates keep going up. Offsetting these increases are a decrease in the cable franchise fee of \$428,000. That

is what it is showing on the reports but we did receive a payment. It is a lag in the payment. There is no concern there. There is also a decrease in school chargebacks of \$579,000 and that is because the school nurses went back to the school district and are not under the Health Department. Does anyone have any questions?

Alderman Long asked so the 90-day report, is there a check against for example say people are asking for an abatement on their sewer bill because they had a water leak, is there a check with the people on the list that owe us money. For example, like the CEAG or ARPA funding?

Ms. Wickens answered I don't know for project accounting if there is a check if someone should owe us money that way but if people owe money and they are on the receivables list, we do share that with departments every month. Water Works has its own receivables so that is not on there. Keep in mind that if somebody owes us money, after so many days it is shut off which makes people panic.

Alderman Long stated I know there was an issue with the CGL at the last meeting. How is that doing?

Ms. Wickens stated the CGL has a budget of \$1 million. Probably 75% of it has been expended by now. I expect that to go over; I do. I also know that we have a reserve so we will watch it. That is something that in the next budget will need to be addressed. We are going to really have to look at that budget balance.

Chairman Heath asked regarding DPW, you said they should be at about 58% right now in terms of the money that they have. I noticed that they are at like 44%.

Ms. Wickens responded right. They are down because they enter into contracts that they have to pay and that is the same with Information Systems. They are down from that percentage every year.

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

4. Chairman Heath advised that ordinances are to be considered for consistency with the rules of the Board and requests the Clerk to make a presentation.

"Amending Section 33.081 Sick Leave (A) and (D) of the Code of Ordinances of the City of Manchester to change the terms of sick leave use."

"Amending Section 33.079 Vacations by revising the use of vacation during the first six months of employment, as well as the accrual rate for new employees through nine years of service."

"An Ordinance amending Chapter 150 Housing Code, Sections 150.067 and 150.068 of the City of Manchester Code of Ordinances to address Insects, Rodents, Vermin and Other Pests."

Alderman Barry moved that the ordinance amendments ought to pass and be Enrolled.
Alderman Cavanaugh duly seconded the motion.

Alderman Long stated regarding the amendment to Chapter 150, it says “all structures shall be kept free from infestation by insects.” Does that do anything for bedbugs or roaches? If somebody calls Planning for bedbugs, does this do more work for that?

Jeff Belanger, Planning & Community Development Director, stated the bedbugs really hasn’t changed. The purpose of this amendment really is to address exterior issues. There have been some issues with rodents especially but other kind of difficult pests outside of structures. This doesn’t change how we have always enforced bedbugs and other insects inside of rental units under the CoC program and the housing code. We would always cite a property owner for having bedbugs.

Alderman Long replied I don’t see the change where it is just outside.

Mr. Belanger responded if you look at paragraph 150.67 it says “all structures shall be kept free from infestation” and then the next sentence says “all yards and other exteriors.”

Alderman Long asked so this pertains to outside.

Mr. Belanger answered yes that is the main purpose of it.

Chairman Heath stated I am in favor of this. I want to thank you and the Health Department. I can’t tell you how many instances I have had to work on in my short time of being an alderman so thank you.

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

TABLED ITEM

5. Communication from DISH Wireless, LLC requesting approval of a Site Lease Agreement on Hackett Hill Road.
(Note Tabled on 9/6/22 pending further review by City staff.)

This item remained on the table.

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

A True Record. Attest.



Clerk of Committee