

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

May 16, 2023 at 5:15 PM

Chairman Heath called the meeting to order.

The Clerk called the roll.

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

Messrs.: S. Wickens

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

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

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

Sharon Wickens, Finance Officer, stated the average unobligated balance percentage after ten months should be 16.67% and we are pretty much all there. The percentage after the ten months is 20.13% compared to 19.37% a year ago. So we're doing slightly better. Health insurance costs continue to track significantly over budget. April was another really tough month. I'm projecting that we'll be over plan by at least \$2 million. We do have a very healthy surplus. The surplus would have been over \$4 million, but it's taking care of healthcare and CGL that is about \$400,000 over, but we still have that surplus so we'll get through this year just fine. Hopefully, some of this will be corrected when the Aldermen present their budget for next year. You can also see a comparison of retirement payouts through April. There was \$728,149 so far paid out this year compared to \$1,136,599 last year; again, doing a little bit better. I expect the severance account to probably have between \$300,000 and \$400,000 in it going into next year, which will be very helpful. Contingency hasn't changed. It is still \$718,000. Revenues for the first ten months are \$2.8 million higher than a year ago. Auto registrations are up \$1.6 million, permits are up \$1 million, and interest income is up \$1.7 million due to the increasing interest rates. We do have some offsets to those increases though. School chargebacks are \$1.3 million lower and that's because the school nurses moved over to the school district. We won't be getting the revenue but we're also not expending money either so it should play out as a wash.

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

4. 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.

Matthew Normand, City Clerk, asked does the committee want to vote on these ordinances individually.

Chairman Heath responded individually, please.

“Amending Chapter 30: City Officials and Employees of the Code of Ordinances of the City of Manchester by creating §30.12 Salary of the Mayor.”

*On motion of **Alderman Long**, duly seconded by **Alderman Barry**, it was voted that the ordinance amendment ought to pass and be Enrolled, with **Alderman Levasseur** being duly recorded as abstaining.*

“Amending Chapter 32: Boards, Commissions and Departments and Chapter 91: Health and Sanitation of the Code of Ordinances of the City of Manchester to transfer the Department of Senior Services to the Health Department.”

*On motion of **Alderman Long**, duly seconded by **Alderman Barry**, it was voted that the ordinance amendment ought to pass and be Enrolled.*

“Amending Chapter 32: Boards, Commissions and Departments of the Code of Ordinances of the City of Manchester by creating a new §32.023 Department of Housing Stability.”

Alderman Long stated I am still not certain of the direction we’re going with this Department of Housing Stability, so I don’t feel comfortable approving this.

Alderman Long moved to table the item. **Alderman Levasseur** duly seconded the motion.

Alderman Levasseur stated first of all I think the name is completely off from what the actual mission is. I think Economic Development and Planning is more where housing stability has been operating from the Zoning and Planning Boards and all of those different things that we already have in place. I think the name that we give it...I can’t remember the name when people ask me about it. I keep saying the Housing Coordinator, I mean the Homeless Coordinator. It just doesn’t make sense to me that this person we’re putting in charge of a department is going to be in charge of housing initiatives when our main focus for her in the first place with this position was specifically for homeless. So I don’t think the name is correct and I think it needs to be changed. I also, after watching yesterday’s meeting, I was actually involved in the Drug & Alcohol meeting yesterday and what I saw out of a person that we want to make a department head was extremely unprofessional and uncalled for. Some of the public comments she made concerning GateHouse were extremely unprofessional and I’m very nervous about creating a department where it takes nine votes to get rid of a department head,

and that it has to be done at the Mayor's initiation. We need to really think about this a lot harder, not only for the name but the fact that we are creating a department. What I saw yesterday was truly, absolutely uncalled for behavior.

Chairman Heath asked do we want to hear from anyone on this.

Alderman Long stated a motion to table should not have any discussion.

Chairman Heath called for a vote. *The motion passed, with **Alderman Cavanaugh** voting in opposition.*

"An Ordinance amending the Zoning Ordinance, Chapter 155 of the Manchester Code of Ordinances, to increase the allowed size of Accessory Dwelling Units (ADUs), expand their permitted locations within lots of record, and reduce which ADUs require a Conditional Use Permit, among other amendments."

*On motion of **Alderman Long**, duly seconded by **Alderman Levasseur**, it was voted that the ordinance amendment ought to pass and be Enrolled.*

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

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee