

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

February 18, 2025 at 5:45 PM

Chairman Terrio called the meeting to order.

The Clerk called the roll.

Present: Aldermen Terrio, E. Sapienza, Vincent, O'Neil

Absent: Alderman T. Sapienza

Messrs.: K. LeBlanc, S. Wickens, Alderman Burkush

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

Kim LeBlanc, Financial Analyst II, stated there is really nothing to report on with the revolving loans at this time. Things are coming in slowly as normal but if you have any specific questions I would be happy to answer them.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman E. Sapienza**, 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 E. Sapienza**, duly seconded by **Alderman Vincent**, 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 seven months of FY25.

Sharon Wickens, Finance Officer, stated the average unobligated balance percentage after seven months should be 41.67% as a benchmark. All departments are within 10% with the exception of Public Works. The overall unobligated percentage after seven months is 40.99% compared to 37.66% a year ago so it is a little better this year. Health insurance costs for this year are tracking favorably through January. When I say that, I mean the claims are higher through January and going into February. This report was done at the end of January but February's claims are pretty high and I think you have seen in the paper that there is a flu and other things going around. The budget is higher this year so we are performing favorably against budget but claims are higher. January and February are higher months than we have seen. Retirement really hasn't changed much. If you look in the middle of the page, the amount of retirements we had through December stayed the same. Nobody else has retired since then. The contingency account still has \$200,000. Revenues for the first seven months are \$1.3 million lower than a year ago. Permits are \$208,000 lower than this same period a year

ago. Interest income is \$178,000 lower but projected to do very well this year. I think it is just against budget. State revenues are down \$2.2 million. We did expect that and we did budget accordingly. Offsetting the decreases are auto registrations which are \$836,000 higher than last year. They are doing well. I don't see any significant changes since last month or anything we should be alarmed about. The only difference I see is a spike in health insurance claims and we kind of figured that for January going into February. I think we are still going to be okay.

Chairman Terrio asked so there is nothing that is catching your attention at this point.

Ms. Wickens answered nothing concerning; no. As Chairman of this committee, if I did see something concerning I would call you before you even came to the meeting so you could ask some questions and be prepared to ask additional ones.

Chairman Terrio stated the reason I ask is what I am concerned about is the state is having a tough budget cycle and it looks like there might be some downshifting. Obviously, the federal government is also talking about cutting budgets and we rely on federal money too. Do those things concern you going forward?

Ms. Wickens responded they do going forward into other years. This year, what we get in meals & rooms taxes, which is a large revenue source, shouldn't change much. It is based on the collections of the year. When I did listen to the Governor's budget, she is leaving meals & rooms. It looks like it might gain in FY26 and FY27. There has been no cut to that. As for federal funding, we had a little bit of a scare when they said they were going to stop some of the funding and everything shut down. We have people that are funded via grants so that was a little concerning. We did get to the bottom of it and it was restored. I am not sure that what happened at the federal level was intended. I just think it maybe wasn't worded well. I feel good that they are going to continue funding the federal dollars that have been coming into the city. I don't see anything that we get that would be concerning to me. It is mostly violence grants and things like that but you never know.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman E. Sapienza**, it was voted to accept the report.*

4. Communication from Jodie Nazaka, Economic Development Director, on behalf of the Manchester Development Corporation regarding a Covid recovery loan issued to HS1, LLC (d/b/a Health Source of Manchester).

*On motion of **Alderman O'Neil**, duly seconded by **Alderman E. Sapienza**, it was voted to approve.*

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

"Amending §92.25 Annual Fees of the Code of Ordinances of the City of Manchester to increase the annual fee for all existing Gamewell (wire) Master Fire Alarm Boxes."

Alderman Vincent asked is there anyone here from the Fire Department.

Chairman Terrio asked Alderman Burkush do you know anything about this? This ordinance has to do with the old fire alarm boxes from 100 years ago or something. They are saying it takes 20 man hours every month.

James Burkush, Alderman, stated back when I was on the job in 2014, we started to eliminate the hard wired master boxes. The plan was to move to new telemetry. There are very few of the wired boxes left now so they want to raise the fee to make it an incentive for them to get off the old system. I think it is down to 35 customers.

Alderman Vincent asked can we get a list of those customers and a copy of what kind of documentation we are sending out to these people before we hit them with these fees in July. If we are sending it out I get it but I don't think anything was said that we were going to charge more. As you said, it is an incentive so I want to make sure we are sending out notices as soon as possible that they pretty much have until July. We need to give them time.

Alderman O'Neil stated I don't recall where I heard this but I believe these businesses are all well aware that this is coming forward.

Alderman Burkush stated they have all been aware of this for years.

Alderman O'Neil asked not this specific increase at this time but they know the city was headed in this direction correct.

Alderman Burkush answered that is correct.

Alderman O'Neil stated we are not blindsiding them.

Alderman Vincent stated we are not blindsiding them on that but we are blindsiding them on this fee. I get it but I want to make sure we are doing our part as a city by giving notice.

Chairman Terrio stated this fee is obviously going up astronomically. What does it cost for the alarm that we want them to buy?

Alderman Burkush stated the other monitoring companies are probably \$100/month. That is like ADT.

Chairman Terrio stated that is our fee but don't they have to buy the alarm.

Alderman Burkush responded currently if you are required to have an alarm system, it has to be monitored.

Chairman Terrio asked so you are just paying a rental fee. You don't own the alarm?

Alderman Burkush replied that is correct.

Alderman Vincent stated we are trying to get the ones who haven't done it to do it.

Chairman Terrio stated I was just trying to figure out why they would want to stay on the old system.

Alderman Vincent stated this is a perfect way to get them to do it, I just want to make sure we are doing it correctly that's all.

Alderman Burkush stated they have been having trouble with, for example, CVS. They can't get corporate to move on anything and this is an incentive to get them off the old system.

Chairman Terrio stated we can add to the motion, Alderman Vincent, that you want to make sure they give the customers ample time.

Alderman Burkush stated they have been sending them letters for a long time.

Alderman Vincent replied I agree but not that we are going to start changing the fee on them.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman E. Sapienza**, it was voted that the Ordinance Amendment ought to pass and be Enrolled and that the customers be notified of the fee increase as soon as possible.*

*There being no further business, on motion of **Alderman E. Sapienza**, duly seconded by **Alderman Vincent**, 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