

# **SPECIAL COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

**September 7, 2021 at 5:00 PM**

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Gamache, Terrio

Absent: Aldermen Hirschmann and Barry

Messrs.: S. Wickens

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

Sharon Wickens, Finance Director, stated the report is from July and I have no comments and nothing specific to say about any of these loans. They are slow coming in.

Chairman O'Neil sated I know you made some recommendations recently on some write offs.

Ms. Wickens stated when it gets to the point when we really need to talk about it we will. I'm not there yet.

Chairman O'Neil asked are there any questions for the director.

Alderman Terrio asked what is our default status on our revolving loans.

Ms. Wickens when we were going through some tough times, maybe 2009-10, that is when the loans began defaulting. We never had the problem in the past and we have not

since. We really haven't given the volume of loans as we have in the past but MDC has and they have been successful.

*On motion by Alderman Gamache, duly seconded by Alderman Terrio, it was voted to approve.*

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

Alderman Terrio asked is this is the one with 90 days overdue.

Ms. Wickens replied yes.

Alderman Terrio asked on page 6, the nursing school, are they still in business.

Ms. Wickens replied I don't believe they are still in business. This was due to parking issues and has been referred to the Solicitor's Office. I'm not sure where it stands or what they have done.

Alderman Terrio replied that is a pretty big number.

Ms. Wickens stated yes. They are out of business but I don't know if they are dissolved and if we can get those funds. Our attorneys are working on it.

Chairman O'Neil stated I know Denise tried to chase some of the money. They seemed to keep promising her and nothing came of it.

Alderman Terrio asked out of curiosity were they shut down by the state.

Ms. Wikcens replied that I don't know.

*On motion by Alderman Terrio, duly seconded by Alderman Gamache, 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 month of fiscal year 2022.

Ms. Wickens stated the reports you are looking at are July; only one month and I do not put much weight into that. The average unobligated balance percentage after one month should be 91.66% as a bench mark. All departments are within 10% except for the usual - Information Systems and DPW. The overall unobligated percentage after one month is 88.70% compared to 89.27% a year ago. Health insurance costs for 2022 are trending over budget by about \$250,000 but we do pay out a stipend in July and December for employees who don't have our insurance. That may have skewed this a little bit. You can see there is a comparison of retirement payouts. We are trending a little bit higher as more people retired in July then they did last year. We have not used anything from contingency. Revenues for the first month of FY22 are \$658,000 lower than a year ago. Permits are \$32,000 higher. Auto registration is about \$324,000 lower and reimbursements are lower by \$229,000. That was primarily due to the debt refunding we had in June. We will see how the auto registration trend shakes out as it has only been one month.

*On motion by Alderman Terrio, duly seconded by Alderman Gamache, it was voted to accept the report.*

4. Chairman O'Neil advises that ordinances are to be considered for consistency with the rules of the Board and requests the Clerk to make a presentation.

"An ordinance amending the Zoning Ordinance Chapter 155 of the City of Manchester Code of Ordinances to revise the definition of "family.""

"An ordinance amending the Zoning Ordinance Chapter 155 of the City of Manchester Code of Ordinances to revise the parking requirement for congregate housing."

*On motion by **Alderman Terrio**, duly seconded by **Alderman Gamache**, it was voted that the Ordinance Amendments be enrolled.*

*There being no further business, on motion by **Alderman Gamache**, duly seconded by **Alderman Terrio**, 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.

City Clerk