

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

November 18, 2025 at 5:30 PM

Chairman Terrio called the meeting to order.

The Clerk called the roll.

Present: Aldermen Terrio, E. Sapienza, Vincent, O'Neil, T. Sapienza

Messrs.: K. LeBlanc, S. Wickens, J. Belanger

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

Kim LeBlanc, Financial Analyst II: I have no other comments on the loans at this time.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman T. Sapienza**, it was voted to approve.*

2. Communication from Kim LeBlanc, Financial Analyst II, submitting Finance Department reports as follows:

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

K. LeBlanc: On page 8, the Airport's over 90 days is significantly lower than what is shown. There was a software glitch before the report came out. That is not nearly the amount that is over 90 days. Highway has a payment coming, so that is a lot lower as well.

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman O'Neil**, it was voted to approve.*

3. Communication from Sharon Wickens, Finance Officer, submitting the City's Monthly Financial Reports (unaudited) for the first three and four months of FY26.

Sharon Wickens, Finance Officer: This is the monthly financial reports for the first four months of fiscal year 2026. The average unobligated balance percentage for four months should be 66.67% as a benchmark, all departments are within 10% of this benchmark, with the exception of Information Systems and the Department of Public Works. Both these departments enter contracts early in the year, so there should be no concern there. The overall, unobligated percentage after four months, is 64.57%, compared to 60.63% a year ago. Health insurance costs for 2026 are tracking favorably through October, which is very good. Going into the winter months we do have a little bit of a buffer there. A comparison of retirement payouts through October is right in the middle of the. The letter 411,000 has been paid out so far this year and compared to 681 last year. Contingency has a balance of 127, 894. Revenues for the first four months of fiscal year 2026 are 996,000, lower than a year ago. Auto registrations are doing well. They're 229,000. Higher building permits is 137,000 lower. They tend to

fluctuate, sometimes from year to year. School chargebacks are 455,000 lower. I think that's just timing of when these these billings are done and interest income is 738,000, lower than the same period a year ago. It may be lower than a year ago, but the budget was brought down because we knew interest rates would be coming down. So I have no concern on that line item either. I don't know if you went through and looked at anything and had any questions. I didn't see anything that was alarming when I went through the reports.

Alderman T. Sapienza: That money out of contingency for the mosquito spraying, is that coming back?

S. Wickens: It already did, yes.

Alderman T. Sapienza: That's good. And the health care is doing better, you said.

S. Wickens: Yes. The health care is up a couple hundred thousand dollars going into the winter. I'm hopeful that we hold our own. We did well last year. We ended the fiscal year with about \$625,000, which was great. We added \$400,000 to this year's budget, just thinking we may have an increase, but ending the year as well as we did, I'm hopeful. I mean, anything can happen, but I'm very hopeful. It's looking good so far through October.

Alderman T. Sapienza: In any case, it'll probably be a new board before we have to worry about making any adjustments.

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

4. Chairman Terrio 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 92 (Fire Prevention) of the Code of Ordinances of the City of Manchester in order to align with RSA's 47:22, 153, 155-A and 160-C:6."

"Amending Chapter 117: Food Service Establishments of the Code of Ordinances of the City of Manchester by making changes to reflect the new food code and increasing various fees."

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman E. Sapienza**, it was voted that the Ordinance Amendments ought to pass and be Enrolled.*

5. Communication from Jeff Belanger, Planning & Community Development Director, submitting the draft Zoning Ordinance of the City of Manchester.

Jeff Belanger, Planning & Community Development Director: If I could just make one quick note, Aldermen. You got an email from the Clerk's Office about an hour ago. There was an error in the agenda, and the incorrect version of the ordinance was included in your agenda. I apologize for that confusion. The important thing is the copy that went to the public hearing last night was the correct one. We cleaned it up so the record will reflect the correct copy. Just want to let you know.

Alderman E. Sapienza: Just a quick question. Is the idea here with this, if this were to go through, that it would increase the amount of housing? Is that part of it?

J. Belanger: That is part of it, yes.

Alderman E. Sapienza: And so, the expectation is it would increase the amount of housing and thereby bring down the cost of housing.

J. Belanger: That is a goal. That is what the people of Manchester told us that they wanted in the survey and in the meetings that we went to. A goal from the beginning has been to take an incremental approach here with the zoning ordinance. We are not looking to make any drastic changes, but there are some places in the city where the ability to build more housing would occur, yes.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman Vincent**, it was voted that the Zoning Ordinance ought to pass and be Enrolled. **Alderman E. Sapienza** being duly recorded in opposition.*

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

Meeting Start Time: 5:30PM

Meeting End Time: 5:37PM

Minutes Prepared By: Michael Intranuovo