COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

February 17, 2026 at 4:45 PM

The Chairman O'Neil calls the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Terrio (arrived at 4:46 PM), Goonan, Burkush, Vincent

Messrs: K. LeBlanc, S. Wickens

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

Kim LeBlanc, Financial Analyst II: I have really nothing to add to the report that I submitted. Everything's pretty much status quo. There hasn't really been a lot of changes since the last meeting. I'm open to any questions you may have.

*On motion of **Alderman Vincent**, duly seconded by **Alderman Goonan**, 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

K. LeBlanc: I reviewed this report right before the meeting and nothing really stood out to me as anything alarming. But if you had any questions on this report.

Alderman O'Neil: Kim, is this where there's an outstanding bill for a political event?

K. LeBlanc: Yes.

Alderman O'Neil: But that is not unusual. We very rarely get paid for the political events. Correct?

K. LeBlanc: True. We did get paid for one of the other invoices that was to the same gentleman.

Alderman O'Neil: Another alderman asked me and I said, I don't know if it's worth chasing.

K. LeBlanc: We did send them to collections. They were there for a year. They just came off of that. And it's with the solicitor's office for review. We might end up having to write it off.

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

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

Sharon Wickens, Finance Director: So, we are through seven months. The average unobligated balance percentage after seven months should be 41.67%. All departments are within 10% of this benchmark, with the exception of Department of Public Works. The overall unobligated percentage after seven months is 40.34% for 2026, compared to 37.73 a year ago. So we're doing a little bit better than last year. Health insurance costs for 2026 are tracking favorably through January. We're a little up. I see the bills coming through now are a little elevated. But we have a cushion. I think we're up about $600,000 through January. So as we're in February, we're probably getting November, December invoices now to claim to pay. The claims are about a month or two behind. A comparison of retirement payouts through January. In the middle of the page there is $865,000 in this year, compared to $1,078,000 last year. Contingency hasn't changed much. It's the balance of $113,000. Revenues for the first seven months of the fiscal year are lower. Auto registrations are higher. She's reporting a little bit of a surplus tonight. She's reporting about $325,000 that we could end the fiscal year up over budget. But offsetting the increases, school chargebacks are down $1.1 million. Some of that is timing. DPW is reporting that they are going to be down $400,000. But when they're down on one side, they're up on the other, right. So they don't have the expenditures. So it's really a wash. Although that wash goes away with winter weather, which I'll be talking about a little bit tonight. $1.1 million lower for the same period in 2025 is interest income and we all know that rates are going down. We did plan for that. I think we still will squeak by and make budget. State revenues are also down $1.1 million. Again, we anticipated that, so we didn't budget for it. So that's really not an issue either. Looking through the reports, I don't see anything really alarming. A couple of our non-departmental are up. CGL, that's our general liability is up a little bit. We have a reserve, so I don't stress about it too much. We may just make it. Workers comp seems to be up a little bit too. And we also have a reserve for workers comp.

Alderman O'Neil: Do you expect with that major storm, two and a half, three days, there's always going to be some accidents involved, do you expect that to be up claims, or is that going to take a while to work its way out?

S. Wickens: I mean, that will probably take a little bit to work its way up. The Department of Public Works in the budget projection is projecting through year end, and they're projecting five more storms. So, I mean, that's in the projection. It could get better. Maybe we don't have five storms, but they are going with an average. So it's been a tough year. It's been very challenging for them.

Alderman O'Neil: And on the school chargebacks you guys usually have that down with public works pretty good. What's throwing it off this year? It could be timing. But you said it may not.

S. Wickens: Well, there are also some of their services are down and they don't have the specific on what services the school district isn't asking for. But if we don't get the revenue in for those the service, I mean, we obviously don't have the expense for it either. So if school chargebacks are down, so is expenditures. We're not spending the money either. So it's a wash.

Alderman O'Neil: Would that be a conversation with Director Clougherty?

S. Wickens: Yeah. You could ask him what specific services. I didn't ask him that. I just knew they were down.

Alderman Burkush: The snow reserve fund. Have we tapped that yet?

S. Wickens: We did it. At the most that it can hold, per ordinance. I believe it's 50% of all winter operations. So the reserve account has a balance of $851,000 right now.

Alderman Burkush: So did you take it out? We've taken money out of it?

S. Wickens: I only take it out at the end of the year. Let's see how they end up. They may be okay.

Alderman O'Neil: Keep paying that salt bill, Sharon. We're lucky we were getting it. A lot of places weren't getting it.

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

4. Communication from Charleen Michaud, Welfare Director, requesting the establishment of a non-lapsing Welfare Reserve Account.

Alderman Burkush: I think it's a great idea that Welfare Department establishes this account. So I'm in support of it.

Alderman Terrio: I concur. Long overdue. I'm assuming this is kind of standard operating procedure for other cities and towns.

Charleen Michaud, Welfare Director: The only other community that I'm aware that has one is Nashua. Other communities have not. And they have run into big deficits. Keene, for example, in FY 24, had a nearly million-dollar budget deficit in their welfare department alone. So I think it is something long overdue. It's inevitable that sooner or later we're going to run into another situation, as we did in fiscal year 2002, where again, we ran $800,000 to $1 million over budget. So again, I would like to save this money. I expect that I'm going to have $100,000 to $150,000 left over this year that I'm going to be able to start that fund with.

*On motion of **Alderman Burkush**, duly seconded by **Alderman Vincent**, it was voted that the Ordinance Amendment ought to pass and be refereed to the Committee on Bills on Second Reading for technical review.*

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

A True Record. Attest.

Clerk of Committee

Meeting Start Time: 4:45PM
Meeting End Time: 4:54PM
Minutes Prepared By: Tom Hilton