

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

March 17, 2026 at 4:45 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Terrio, Goonan, Burkush, Vincent

Messrs.: K. LeBlanc, S. Wickens, A. Thomas

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

Kim LeBlanc, Financial Analyst II: The only thing that has changed is there has been a payment on loan 11 of \$1,800. The rest of the balance will be written off.

*On motion of **Alderman Terrio**, duly seconded by **Alderman Burkush**, 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: There hasn't been a huge jump from last month. There is nothing new that I would point out.

Chairman O'Neil: You have done a wonderful job since you took this over.

*On motion of **Alderman Goonan**, duly seconded by **Alderman Vincent**, it was voted to approve.*

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

Sharon Wickens, Finance Officer: We are through eight months of FY26. The average unobligated balance percentage after eight months should be 33.33%. All departments are within 10% of this benchmark, with the exception of Public Works, which enters into various contracts. The overall unobligated percentage after eight months is 32.84, compared to 31.69 a year ago, doing just a smidge better. Health care costs for 2026 are tracking at budget through February. February has had a few high weeks of claims and we are getting socked so far in March. But I do expect that we'll be having a pharmacy rebate check coming in, so I'm hoping that smooths things a little bit as we finish to the end of the fiscal year. But we do have a reserve, so I'm not crazy worried about it, but we are at budget. That little bit that we saved in lower claim costs, it's eaten it up through March. And in the middle of the page of the letter, you can see there's a comparison of

retirement costs pretty similar between now and 2025. And then the contingency balance is at \$113,000, revenues for the first eight months of fiscal year 2026 are \$183,000 higher than a year ago. Auto registrations are \$600,000 higher and permits are \$793,000 higher than the same time last year. Reimbursements are a little bit lower due to the timeliness of the billings of the school district and Public Works. We know interest rates have gone down. That's about \$900,000 lower, and state revenues are also lower. But we budgeted accordingly for that. Flipping through the departments and the various non-departmental items, other than the change in healthcare, I don't see anything glaring popping out at me as we head to the end of the fiscal year.

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

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.

"Amending Section 36.40 Community Revitalization Tax Incentive of the Code of Ordinances of the City of Manchester regarding the terms of tax relief."

"Amending Chapter 117 Food Service Establishments of the Code of Ordinances of the City of Manchester to refine definitions, exemptions, and permit requirements."

Alderman Terrio: Just out of curiosity, does this allow people to pickle?

Anna Thomas, Public Health Director: This is going to allow some of the items that we talked about, like the baked goods and all of that, that they will be allowed to do that. Same thing with pickling. Even at the state level, they're still going to have to go through a process; that one is considered a potentially hazardous food. So, it is in that category.

*On motion of **Alderman Terrio**, duly seconded by **Alderman Burkush**, it was voted that the Ordinances Amendments ought to pass and be Enrolled.*

Alderman O'Neil: Just for the record, the item on community revitalization tax incentive, that ordinance will be referred to the to the next board meeting, not tonight. It has no impact on our discussion tonight on that item.

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

A True Record. Attest.



Clerk of Committee

Meeting Start Time: 4:45PM

Meeting End Time: 4:52PM

Minutes Prepared By: Michael Intranuovo