

**COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE
ADMINISTRATION
April 19, 2022 at 5:00 PM**

Chairman Heath called the meeting to order.

The Clerk called the roll.

Present: Aldermen Heath, Long, Levasseur, Barry

Absent: Alderman Cavanaugh

Messrs.: S. Wickens, L. LaFreniere, M. Landry

1. Department travel/conference summary reports.
(Note: This item is for informational purposes only; no action is required.)
2. Update on the City's Revolving Loan Fund.

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

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

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

4. Communication from Sharon Wickens, Finance Officer, regarding the City's Monthly Financial Report (unaudited) for the first nine months of fiscal year 2022.

Sharon Wickens, Finance Officer, stated the average unobligated balance percentage after nine months should be 25% as a benchmark. All departments are within 10% of this benchmark with the exception of Public Works because of their contracts. The overall unobligated percentage after nine months is 28.29% compared to 27.12% a year ago. Health insurance costs continue to trend over budget through March, however, February and March were better. We were looking at about a \$1.9 million deficit and it has come down to about \$1.5 or \$1.6 million so it has come down a little bit. On the flip side, these reports are through March but in my projection tonight I have more current numbers. CGL had a few large settlements and that pushed it over budget too and we are watching that. Both the health and CGL lines do have reserves. We have had 31 retirements versus 32 last year. It is also a little bit less money at \$1,057,836 versus \$1,461,902. Contingency has had little action since the beginning of the year and still remains at about \$340,000. Revenues for the first nine months are \$3.8 million lower than a year ago and permits are \$527,000 higher. Auto registrations are \$911,000 lower and interest income is \$236,000 lower than a year ago. A lot of the difference has to do with the state revenue municipal aid that had come in. It makes it \$3 million lower

when you are trying to compare the years. School chargebacks are lower by \$227,000 and that is mostly a timing issue. In March, we had the best collection month for auto registrations. The problem is, it still wasn't enough to make budget. However, on the flip side they collect interest on tax liens and that is coming in with almost a \$300,000 surplus so that is offsetting what we are losing for March. We are still down about \$1 million in auto registrations but I was encouraged to see it was the highest collection in March and I am hopeful for April. Does anyone have any questions?

Alderman Long stated regarding the credit card charges, I think at the last meeting we voted to shut that off. Is that correct?

Ms. Wickens answered yes. That was shut off as of April 15. We wanted to make sure that we used as much of the ARPA funds as we could without going over and we have done that. Any residual balance will just move to the revenue replacement fund. We can let it sit there and then you can redeploy it as you see fit.

Alderman Long asked so we didn't go over it.

Ms. Wickens replied no.

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

5. Chairman Heath advised that ordinances are to be considered for consistency with the rules of the Board and requested the Clerk to make a presentation.
"An Ordinance amending the Housing Code Chapter 150 of the City of Manchester Code of Ordinances to allow a single means of egress as allowed by the Manchester Building Code and NFPA 101 - Life Safety Code and to allow a ceiling height of seven feet in one and two family dwellings as allowed by the Manchester Building Code."

***Alderman Long** moved that the Ordinance Amendment ought to pass and be Enrolled. **Alderman Barry** duly seconded the motion.*

Alderman Levasseur asked can you tell me the purpose of this ordinance amendment. I understand that it won't be allowed in basement apartments from what I have read but what is the thought process behind this? Will it allow for more housing?

Leon LaFreniere, Planning & Community Development Director, stated it will have that potential but the thought process behind this is that our local proprietary housing code was crafted at a time when the building code required two exits uniformly. Now that the building code has changed over time and we have a statewide building code that does provide for single egress construction, this change is intended to make it consistent. If we didn't make this change, and let me give you an example, you could have new construction that would meet the building code with a single exit but it wouldn't meet our housing code so we wouldn't give them the certificate of compliance. We need to make these two codes consistent. We feel that the National Code standards are appropriate and that is what we are suggesting we adopt.

Alderman Levasseur responded when you are talking about two egresses, is it two egresses out of...I know it is not two egresses out of each apartment in a big building with a bunch of units but two egresses outside of a building you don't need and you only need one.

Mr. LaFreniere replied there are specific criteria.

Alderman Levasseur stated I understand that the ceilings have to be 7' high and I guess that is probably for sprinklers but I am confused as to why you would go from two egresses to one. That is kind of a big life safety issue. Did the Fire Department weigh in on this?

Mr. LaFreniere answered yes they have. This change would be consistent with their approval requirements and the standards that they administer.

Alderman Levasseur stated I get that but it is a big switch so I am just wondering.

Mr. LaFreniere replied it isn't that big of a switch because there are still specific criteria that have to be adhered to in order to take advantage of this standard.

Mike Landry, Assistant Director, Planning & Community Development, stated I did some work on this and it is not that every building will be allowed to have one means of egress. It is where it is allowed by the building code and in those instances it is usually that they are sprinkled and there is a lot of...well that is the biggest one really. This is to allow buildings with sprinklers...we refer to the building code not to complicate the housing code. Where it is allowed by life safety code and the building code and it is sprinkled and it meets all of that criteria, one egress is appropriate. Of course, we asked Peter Lennon and he is on board with this.

Alderman Levasseur asked can you give me an example of a building that this would affect.

Mr. Landry answered it is not going to affect any existing buildings. This is for new buildings going forward that are built to the new code.

Chairman Heath called for a vote. *The motion carried with Alderman Levasseur being duly recorded as opposed.*

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

A True Record. Attest.



Clerk of Committee