

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

July 7, 2008

5:30 PM

Chairman Sullivan called the meeting to order.

The Clerk called the roll.

Present: Aldermen Sullivan, Lopez, DeVries, M. Roy, Ouellette

Messrs.: S. Wickens, D. Goonan, K. Buckley

Deputy City Clerk Matt Normand stated Mr. Chairman, before you start there is one item, we passed out the correspondence; it is one that was previously dated for May 5th, and it's in front of the Aldermen tonight. It should have been on the table and was omitted from the tabled items. It will be on the subsequent agendas until the Committee deals with it.

Chairman Sullivan stated it will be left on the table.

Chairman Sullivan addressed item 3 of the agenda:

3. Department travel/conference summary reports submitted as follows:
 - Michael Robbins, (Airport) Explosive Detection K9/Handler Seminar and Training in Providence, RI.
(March 30- April 4, 2008)
 - Mark Brewer and J. Brian O'Neill, (Airport) Meeting with Southwest Airlines in Dallas, TX.
(April 8- April 9, 2008)
 - J. Brian McNeill, (Airport) ACI-NA Human Resources Conference in Ft. Lauderdale, FL.
(April 16- April 18, 2008)
 - John Haopian, (Airport) AAAE Airport Energy Efficiency Forum in Dallas, TX.
(April 20- April 22, 2008)

- Mark Brewer, (Airport) Airport Security Policy & Technology Conference and IAAE Board of Directors Meeting in Vienna, Austria. (April 28-April 30, 2008)
- Jeffery Hood, David Murphy, Stephen Adams Jr., Joseph Pinard, and Nicholas Roessner (Airport) International Aviation Snow Symposium in Buffalo, NY. (April 26- May 1, 2008)
- Sharon Wickens and Lisa Sorenson, (Finance) New Hampshire Government Finance Officer's Associations conference in North Conway, NH. (May 1-May 2, 2008)
- Fred McNeill, (EPD) NEIWPC Commission Meeting in Providence, RI. (May 8- May 9, 2008)
- Mark Brewer, (Airport) Meeting to discuss Intermodal Transportation in Billings, MT. (May 8- May 10, 2008)
- Kevin Buckley, (Independent City Auditor) Annual Association of Government Auditors Annual Conference in Philadelphia, PA. (May 19-20, 2008)
- Kevin Buckley, (Independent City Auditor) Biennial Forum of Government Auditors in Philadelphia, PA. (May 21- May 22,2008)
- Thomas Malafonte, (Airport) Airports Council International Conference in Phoenix, AZ. (May 17-May 21, 2008)
- Carol Johnson, (City Clerk) International Institute of Municipal Clerks Conference in Atlanta, GA. (May 17-May 21, 2008)
- Wayne Robinson, (Airport) AAIA Annual Conference in Anchorage, AK. (May 31- June 5, 2008)
- Fred McNeill, (EPD) NEWEA Spring Meeting in Hyannis, MA. (June 2- June3, 2008)

- Dave Andreon and Michael Dalbec, (EPD) Shwing School in Wisconsin.
(June 3- June 5, 2008)
- Mark Brewer, (Airport) NEC/AAAE Past President's Meeting in Eastham, MA.
(June 20- June 21, 2008)

On motion of Alderman Lopez, duly seconded by Alderman DeVries, it was voted to accept these reports.

Chairman Sullivan addressed item 4 of the agenda:

4. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the eleven months ended May 31, 2008.

Chairman Sullivan stated Mr. Sanders is away on vacation but Sharon Wickens is here if anyone has any questions.

Alderman DeVries stated I am not looking for you to answer this Sharon but in the letter that was put forward by Bill Sanders, maybe you could just ask him to clarify for me on the expenditures paragraph, the last line dealing with health care costs. That dollar amount quoted there and percentage appears different from what I think we have seen in some of our prior presentations dealing with the increase in health care costs going forward. If we could get a comparative of that letter sent out to me, sent out to the group, if there is a correction.

Ms. Sharon Wickens, Assistant Director of Treasury, stated I will certainly have him give you a little direction on that.

Alderman Lopez stated Jane Gile called me today, and she and Jack Sharry are going to be here tomorrow so if you had a question on that, we should get an answer to make sure that those numbers are correct. Jack Sharry is the advisor so he is going to be here tomorrow. I don't want something to come up with these numbers so you might want to check that out.

Ms. Wickens stated I will mention that to Bill. He will be in and we can touch base with them all just to make sure we all have the right number.

On motion of Alderman Ouellette, duly seconded by Alderman M. Roy, it was voted to accept the report.

Chairman Sullivan addressed item 5 of the agenda:

5. Communication from Sharon Wickens, Assistant Director of Treasury, submitting Finance Department reports as follows:
 - a) Department Legend;
 - b) Open invoice report - over 90 days by fund;
 - c) Open invoice report - all invoices for interdepartmental billings only;
 - d) Open invoice report - all invoices due from the School Department only;
 - e) Listing of invoices submitted to City Solicitor for Legal Determination; and
 - f) Accounts Receivable summary.

On motion of Alderman Lopez, duly seconded by Alderman DeVries, it was voted to accept the reports.

Chairman Sullivan addressed item 6 of the agenda:

6. Recommendation from James Burkush, Fire Chief, on the request from Franco-American Centre for forgiveness of a \$200 bill for false alarm fees, if available.

Chairman Sullivan stated this is something that we took up a while back. We were hoping to have somebody from the Fire Department give feedback regarding this issue.

On motion of Alderman Ouellette, duly seconded by Alderman M. Roy, it was voted to discuss this item.

Chairman Sullivan stated we had this a while back. One of the questions we had at the time was what is the department's policy and what is your take on this request?

Mr. Dan Goonan, Deputy Fire Chief, stated this does come up a fair amount especially with the non-profits. We will get a call. Basically the volume of alarms we do corresponds to the number of devises that they have in a facility. A lot of times, for a variety of different reasons, we will go there an awful lot. We charge \$50 per alarm after their set number of free alarms. In the case of the Franco American Centre, we went there five times in the months of November and

December and four times I believe Christmas Eve, for a bill of \$200. We don't forgive these. If they want to write to you guys, the Committee on Accounts, that's basically the only thing we do. In the past I did do a little bit of research, and you have forgiven a couple. One in particular was the Farnum Center. You had a bill, I think in the year 2000 or 2001, just because they had an issue when upgrading their system. They had a lot of false alarms having to do with the construction. That is very rare. I just had a call from the Hillsborough County Sheriffs department and same thing. That is a revenue source for us also. We made I believe \$14,300 last year so we do count that.

Alderman Ouellette stated I am a little uncomfortable moving forward with this without hearing directly from the Franco-American Centre as to why they had these alarms. Reading the letter, it's not quite clear if there was a glitch in their alarm system or what the cause of these alarms were. I think without that information I am very hesitant to accept this at this time.

Chairman Sullivan asked have they had additional problems with their alarms since last Christmas?

Deputy Chief Goonan stated I don't believe so. Apparently they had some issue in the months of November and December and obviously a big issue on the evening of Christmas Eve. I think at that point, if I read the letter right, we probably put the system offline because it was either not resettable or it just kept going off.

Chairman Sullivan stated just so that I am clear on how the system works...Looking at this they were billed for \$200 overall and that is for how many?

Deputy Chief Goonan responded they had their first months free in the months of November and December and then they had four in one night, which gave them the bill of \$200.

Chairman Sullivan stated so there were nine alarms overall. The first five are your grace period and then that's when the clock starts running.

Alderman DeVries stated Chief, if you could speak at all to how many other non-profits might be out there that would feel the same.

Deputy Chief Goonan stated I think that's the problem we have. I think once you write up one bill. Easter Seals I believe was close to \$1,500 last year and they have what they think are valid reasons also. We can't just pick and choose just because they are non-profits. We have an awful lot of non-profits in the same boat.

Chairman Sullivan asked they own the building there, don't they?

Deputy Chief Goonan responded I believe so.

Chairman Sullivan asked can someone let me know if they own that building? I suspect they do if they are the ones being billed.

Alderman Lopez stated I would like to point out that their security company didn't send anybody out on Christmas day. They have an issue with the security company not fulfilling their end of the bargain on the contract that they have with them. Franco-American does own the building over there. Christine Bois-Davis is new executive officer over there and I can appreciate what she is trying to do but I agree with the Chief. Once we start doing this we are going to be flooded. If we approve one, we are going to have to approve the others.

Alderman M. Roy regretfully moved to deny the request for the waiver and to instruct the Fire Department to put together a written policy that they would like to see the Board have. Alderman DeVries duly seconded the motion. There being none opposed the motion carried.

Alderman M. Roy stated I do agree with Alderman Lopez that if we open the door, it may be a door we can't shut, so with regret we reject the request.

TABLED ITEMS

7. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the VISTA program and updating the committee on the status of pending and future audits.
(Note: Tabled 2/4/08 Copies of the audit and supporting documentation previously sent to the BMA and Committee members; Remained tabled 3/4/08; Updated communication between Kevin Buckley, Internal Auditor, and Janice Lopilato, State Program Specialist of the Corporation for National & Community Services attach; Tabled 3/11/08; Internal Auditor to present the attached Business Expense Policy as amended.)
On file for viewing with Office of the City Clerk, One City Hall Plaza.

This item remained on the table.

8. Communication from Kevin Buckley, Independent City Auditor, listing audit observations and recommendations from all internal audits since *(Tabled 3/11/08; Retabled 7/07/08)*
On file for viewing with Office of the City Clerk, One City Hall Plaza.

This item remained on the table.

9. Copy of a communication from Alderman Lopez to Committee on Community Improvement requesting the BMA to ask the Finance Officer, City Solicitor and Bond Counsel (if needed) to review the possibility of using Rooms and Meals Tax money in the future for Storm Water Utility/Sidewalks/Streets.
(Tabled 09/25/2007 pending further information from the Finance Department.)

This item remained on the table.

NEW BUSINESS

Chairman Sullivan stated a question came to me from someone earlier this week concerning the apartment building at Bridge and Elm Streets. I guess some time back Alderman O'Neil had asked whether or not we were receiving the payments that were due from them as part of the financing package, dealing with the parking lot over there. There was a convoluted agreement, the details of which I don't have in front of me and I am trying to convey what I have been hearing from somebody. I guess the City was due payments from the developers of that project.

Ms. Wickens interjected they had to set up an escrow account and that has been done.

Chairman Sullivan asked has that been done?

Ms. Wickens responded that's correct. I don't recall the exact dollar off the top of my head but it has been done and it is up to date.

Chairman Sullivan stated the reason I bring that up is I have had people downtown who have looked into the ground floor, where there seems to be some sort of issue. I guess St. Mary's Bank was originally supposed to be on the ground floor. They never moved in so it is still undeveloped. So I guess the concern was that we were receiving the funds because there were no commercial tenants on the ground floor. I guess I am just trying to get a sense as to whether or not the lack of commercial

activity is affecting the developer's payments to the City and based on what you have said it appears that they haven't.

Ms. Wickens stated no. There was a delay in setting up the escrow and I was under the impression that it was because they didn't realize that they had to forward that payment along. They kind of forgot about it because as soon as they were contacted they contacted me to establish this escrow account and they have funded it in full.

Chairman Sullivan stated that answers the question I had. The other item of new business is what we talked about last week; I think we may want to revisit some of Kevin Buckley's recommendations from the last go around with the AmeriCorps VISTA audit. What I would like to do is set up some meetings over the course of July and August, while things are fairly quiet, where we can hopefully get some of these recommendations moved forward. We have already started the work on that but I think have got some work left to do. I just want to get a sense from the Committee as to what days and what weeks work best. I don't want to go scheduling meetings when people are on vacation. I have had my big field trip out to Illinois for the summer so I am in the clear now but I don't have anything else to go to until September but I would just like to get a sense of when people are available this month and next. If you have days that you are planning on being out of town, email me. I just want to make sure everybody has a bit of a heads up that I want to move forward with some of these issues and I don't want people griping that they are going to be up at Winnepesaukee that week so I just want to make sure that I get everybody on the same sheet of music.

Alderman Lopez stated just a question to remind that we have previously given a directive to all of the departments for standard operating procedures that Kevin recommended and I think maybe that time frame that we gave, I think Alderman M. Roy you gave to what January of next year. I think maybe we should address that just a little but, some other time but keep that in mind.

Alderman DeVries moved to take item 7 off the table. Alderman Lopez duly seconded. There being none opposed the motion carried.

Alderman Lopez stated I don't want to go into long detail but that directive did go out to all the department heads, reference to standard operating procedures and I know one of the issues that you seem to have a big key element on was cash, petty cash.

Kevin Buckley, Independent City Auditor stated it went out. We got a response from many of the departments that either had something or both of them had very little written down. I was also asked to prepare a template for a policies and

procedures manual and an internal control review checklist. I have completed the first draft of those. I have given a copy to the tax department. I gave City Clerk one today and Finance Department has a copy and they are going to go over it for me, set up their policies and procedures manuals and give me feedback on the two forms. That is where that stands right at the moment.

Alderman Lopez stated I think that's what we need to move forward and I think that's what we decided you would do so I just wanted to bring that up as Mr. Chairman here moving along is calling meetings if you want to get some of that information so that we can move forward on some of the policies.

Chairman Sullivan stated this is something we can discuss in detail later on when we set some time aside for it but its good to hear that the departments are moving forward on this because I think that recent events have shown that there is a problem that needs to be addressed and its good to know you are working on that.

Mr. Buckley stated I have had very positive feedback from the departments about doing this. Many of them were very happy that this is going forward.

Chairman Sullivan stated ultimately it makes their life that much easier when they know what the standards are.

Alderman DeVries moved to table the item. Alderman M. Roy duly seconded the motion. There being none opposed the motion carried.

There being no further business, on motion of Alderman DeVries, duly seconded by Alderman Ouellette, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee