

BOARD OF MAYOR AND ALDERMEN

June 3, 1997

**7:30 PM
Aldermanic Chambers**

Mayor Wieczorek called the meeting to order.

The Clerk called the roll. There were twelve aldermen present.

Present: Aldermen Wihby , Elise, Reiniger, Sysyn, Clancy, Soucy, Shea,
Domaigne, Pariseau, Cashin, Robert, Hirschmann.

Mayor Wieczorek advised that he would first address item number 5:

Presentation of the *“Manchester’s Honored Veteran’s Book” First Edition*
to be made by former Mayor Mongan, Mike Lopez, John Clayton and Tony Karam.

Mr. Mike Lopez addressed the Board advising that former Mayor Mongan could not be present but that they wished to thank he and John Clayton for their tremendous assistance in putting the book together, along with Tony Karem who was present and the Manchester Veteran’s Council. Mr. Lopez noted that this was the first addition which reflected how the city grew over the years by a lot of these veterans. Mr. Lopez noted their were markers in squares and they would know a little bit more about them if they read the book. Mr. Lopez noted that they hoped this to be the first of four editions. Mr. Lopez noted that they would be presenting to the School Committee 158 copies for distribution throughout the schools and libraries.

Members of the Board received a copy of the book. Mayor Wieczorek thanked Mr. Lopez and Mr. Karem.

CONSENT ITEMS

Mayor Wieczorek advised if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Informational to be Received and Filed

- A.** Communication from the Senior Financial Analyst submitting copies of the Manchester Water Works Financial Statements, December 31, 1996 and 1995 and Independent auditor’s Report and Report on Internal Control Structure.
- B.** Communication from the Recycling Coordinator/Superintendent submitting a Recycling Education/Promotion “Plan of Action” for the Board review relative to activities of the Manchester Recycling Committee.

- C. Communication from the Director of the Office of Public Housing (U. S. Dept. of HUD) advising that the Manchester Housing and Redevelopment Authority's final Public Housing Management Assessment Program scored a 93.18% for fiscal year ending 9/30/96.
- D. Communication from the Captain of the NH Marine Patrol Bureau advising that there will be a public hearing on 6/27/97 at 7:00 PM at Memorial High School for the purpose of receiving testimony regarding a request to prohibit the use of motorboats on Crystal Lake.
- E. Copy of a communication from Thomas O'Rourke, MediaOne to Dr. Grace Sullivan relative to MediaOne's planned contribution to the City Hall Renovation Project.
- F. Communication from Susan Eid, MediaOne, updating the Board on recent changes with respect to the corporate name and providing new mailing addresses.

Accept Funds and Remand for the Purpose Intended

- G. Communication from the Deputy Finance Officer advising of the receipt of a donation in the amount of \$250.00 for the Canine line item.
- H. Communication from the Deputy Finance Officer advising of the receipt of funds in the amount of \$1,384.20 for the Drug Forfeiture account.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

L. Bond Resolutions:

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$4,500,000 for the 1998 CIP 3.30519 Middle School Program.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$60,000 for the 1998 CIP 4.20320 Somerville Street Station Renovations (Design).”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$870,000 for the 1998 CIP 4.30208 800 MHz Trunking.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$300,000 for the 1998 CIP 5.10155 School/Park Improvement Projects.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$100,000 for the 1998 CIP 5.10176 West Memorial Field Improvements.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$500,000 for the 1998 CIP 5.10258 Livingston Park Capital Improvements.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$1,210,000 for the 1998 CIP 7.10103 Annual Right of Way Reconstruction.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$290,000 for the 1998 CIP 7.10114 Notre Dame Bridge Reconstruction.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$116,000 for the 1998 CIP 7.10115 Bridge Rehabilitation Project.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$745,000 for the 1998 CIP 7.10215 Annual Parking Facilities Maintenance Program.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$90,000 for the 1998 CIP 7.50101B Sidewalk Construction/50/50 Program.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$800,000 for the 1998 CIP 8.20128 City Computer System Upgrade/ Network.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$100,000 for the 1998 CIP 8.20410 Motorized Equipment Replacement.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$75,000 for the 1998 CIP 8.30305 Library Renovations.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$350,000 for the 1998 CIP 8.30340A City Hall and Annex Renovations.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$450,000 for the 1998 CIP 8.30340B City Hall Restoration.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of \$1,800,000 for the 1998 CIP 8.30354 School Capital Improvement Program.”

- M.** Communication from the Finance Officer requesting a transfer from Contingency in the amount of \$10,000.00 to fund a portion of the agreement to provide Investment Advisory Services to the Trustees of Trust Funds.

“Authorizing the Finance Officer to effect a transfer of Ten Thousand Dollars (\$10,000) from Contingency to the Finance Department for Investment Advisory Services to the Trustees of Trust Funds.”

- N.** Resolutions:

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Year 1997.”

“Authorizing the Finance Officer to effect a transfer of One Thousand Seventy Dollars (\$1,070.00) from Contingency to the Personnel Department.”

“Amending the 1996 Community Improvement Program, authorizing and appropriating funds for the 1996 CIP 4.10118 Cops More.”

“Amending the 1997 Community Improvement Program, authorizing and appropriating funds for Summer School ‘97.”

“Amending the 1997 Community Improvement Program, authorizing and appropriating funds for the 1997 CIP 3.10301 Enterprise Community Neighborhood Resource Center.”

“Amending the 1997 Community Improvement Program, authorizing and appropriating funds for the 1997 CIP 4.20108 Violence Against Women.”

COMMITTEE ON TRAFFIC/PUBLIC SAFETY

- O.** Communication from Jon Erdahl, WGIR/WGIR-FM, requesting the use of Stark Landing on Saturday, June 28, 1997, for a “Baxter In The Morning Beach Party”. (Note: Approval has been received from Peter Ramsey of The Riverfront Park Foundation, Inc.)

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- P.** Recommending that a request for a circus license from Cynthia Golden on behalf of Big Brothers/Big Sisters of Greater Manchester, from June 20-22, 1997, to hold the Clyde Beatty/Cole Brothers Circus at the Mall of New Hampshire be granted and approved subject to meeting all conditions set forth by the City Clerk, Fire, Police and Risk Management.
- Q.** Recommending that a request for a circus license by The Royal Palace Circus, Inc. at the JFK Coliseum on June 12, 1997 be granted and approved subject to meeting all conditions set forth by the City Clerk, Fire, Police and Risk Management.
- R.** Recommending that a request of Alderman Elise that the Board participate in the "Spirit of Manchester" Awards Program be approved.
- S.** Recommending that a request from Linda Garriott for the placement of artistic banners on light fixtures in the area of the Downtown Farmer's Market as outlined in the enclosed, be granted and approved.
- T.** Recommending that a request from Thomas O'Rourke, MediaOne (Continental Cablevision) for the relocation of the City's PEG Access Channel, as required in the franchise agreement, be granted and approved.
- U.** Recommending that a request by the Director of Parks, Recreation & Cemetery Department to waive the fair license fee for the Fourth of July celebration be granted and approved.

COMMITTEE ON COMMUNITY IMPROVEMENT PROGRAM

- V.** Recommending that the Board of Mayor and Aldermen authorize acceptance and expenditure of grant funds for the Summer School '97 Program in the amount of \$42,323.60; and for such purpose an amending resolution has been submitted.
- W.** Recommending that the Board of Mayor and Aldermen authorize acceptance and expenditure of additional grant funds in the amount of \$36,943.00 from the Department of Justice for the 1996 CIP 4.10118 Cops More Program; and for such purpose an amending resolution and budget authorization have been submitted.
- X.** Recommending that the Board of Mayor and Aldermen authorize acceptance and expenditure of \$314,937.00 in grant funds from the Department of Justice for the 1997 CIP 4.20108 Violence Against Women; and for such purpose an amending resolution and budget authorization have been submitted.
- Y.** Recommending that the Board of Mayor and Aldermen support the establishment of an Enterprise Community Neighborhood Resource Center and take the following actions:

 - 1) Convert the tax deeded property known as 167-177 Lake Avenue from tax deeded status to public status, and refer same to the Committee on Bills on Second Reading for Ordinance preparation.
 - 2) Authorize purchase of a parcel of land directly to the east of 167-177 Lake Avenue at a price not to exceed \$18,000.
 - 3) Authorize a lease for the completed site to a selected collaborative for a term of five years at the price of one dollar per year with such terms and limitations as may be determined by the Enterprise Community Board; and

4) Allocate \$140,000 of CDBG program income to supplement \$500,000 in Enterprise Community funds to construct the project. For such purpose an amending resolution and budget authorization has been submitted.

Z. Recommending that the Board of Mayor and Aldermen approve use of City property through an agreement with Billy's Sports Bar for a dumpster; such agreement to be executed subject to approval of the City Solicitor, Highway and Planning Departments.

The Committee notes that such agreement shall provide for the named party to erect a fence to enclose a dumpster of larger size than present, and with a clause allowing for discontinuance of the agreement at any time on the part of the City.

The Committee further notes that such request is a result of recent improvements and realignments of streets in the area, and neighborhood concerns relative to the now exposed trash in the area.

AA. Recommending that a request by the Assistant Airport Director seeking the Board's approval of a ground lease for an expanded air cargo ramp developed by Cargex Manchester Limited Partnership for a term of 27 years with an option to extend for two successive additional terms of five year each be granted and approved.

AB. Recommending that a request for discontinuance of Piedmont Street submitted by Paul and Susan Heon be denied, and that the Board of Mayor and Aldermen issue a finding of statutory discharge pursuant to RSA 231:51 for same. The Committee notes that such street would have been released from public servitude on November 27, 1920 under such statute.

AC. Recommending that a request for sewer abatement for 294 Granite Street be denied. The Committee notes that such recommendation was based on a report of the EPD which recommended same.

COMMITTEE ON TRAFFIC/PUBLIC SAFETY

AD. Recommending that a request of George Copadis for the closure of Kenney at Hanover Street and Hilton at Amherst Street on September 12-14, 1997 from 10:00 AM to 11:00 PM each day in conjunction with the annual Glendi celebration be granted and approved subject to review and approval of the Traffic Division of the Police Department, Fire and Highway Departments.

AE. Recommending that a request of Linda Gagne, St. Anthony School for the closure of Silver Street between Belmont and Hall Streets on Friday, June 6, 1997, in conjunction with the annual Student Appreciation day be granted and approved subject to review and approval of the Traffic Division of the Police Department, Fire and Highway Departments.

AF. Recommending that a request of the following items by Linda Garriott with respect to the establishment of a Downtown Farmer's Market:

- (1) that the Downtown Farmer's Market management be given permission to "bag" all parking meters on Concord Street, between Pine and Chestnut Streets on each Wednesday evening that precedes a Thursday market;
- (2) that the Downtown Farmer's Market management be given permission to coordinate the placement of barriers on Concord Street, perpendicular to Pine Street, and to close the street to motor traffic at noon for the Thursday markets; and
- (3) that no violations be made after 3:00 PM in the Hartnett Parking Lot on each Thursday when there is a market;

be granted and approved.

AG. Recommending that a request of Jonathan Simard for the use of Arms Park and the

Bedford Street Parking Lot (at Canal & Spring Streets) from 6:00 AM-4:00 PM; and the closure of streets under the supervision of the Manchester Police Department for a series of races (sections of Commercial & Bedford Streets as shown on the attached diagram from 6:00 AM-3:00 PM) on Saturday, July 19, 1997, in conjunction with the First Annual Inline Skate Expo to benefit the Salvation Army's "Kid's Care" be granted and approved subject to review and approval of the Traffic Division of the Police Department, Fire and Highway Departments.

- AH.** Recommending that a parking validation program be established at the Canal Street Parking Garage for public purposes for customers of departments located in the Hampshire Plaza.

The Committee recommends that such program provide for a stamp validation by the departments for one hour free parking for persons utilizing the services of City departments.

- AI.** Recommending that certain regulations governing standing, stopping and parking, be adopted and put into effect when duly advertised.

HAVING READ THE CONSENT AGENDA, ON MOTION OF ALDERMAN REINIGER, DULY SECONDED BY ALDERMAN SHEA, IT WAS VOTED THAT THE CONSENT AGENDA BE APPROVED.

- I.** Communication from Krista Stromberg submitting a new Franchise Bond to be filed on behalf of the name change of Continental Cablevision to MediaOne, effective May 13, 1997; and further submitting a Cancellation Notice for bond number 5095393-1-CCI-3999-PE-546 and requesting it be accepted effective May 13, 1997 to coincide with the effective date of the new bond.

Alderman Wihby questioned the bond noting it was different than the existing bond that they have. Solicitor Clark advised that it should read the same with only a name change, he had not looked at it but would before it came to the committee.

On motion of Alderman Wihby, duly seconded by Alderman Soucy, it was voted to refer the communication to the Committee on Administration/Information Systems.

- J.** Communication from Lloyd Basinow requesting that the following question be placed on the ballot:

“Shall the City Charter be amended to provide that the compensation for all full-time City employees shall be annually adjusted for inflation in the month of January by the Board of Mayor and Aldermen in accordance with the Federal Consumer Price Index.”

Alderman Wihby moved to receive and file this item feeling there was no sense in sending this to committee. Alderman Clancy seconded the motion. There being none opposed the motion carried.

- K.** Communication from Lloyd Basinow requesting the City adopt new standards for the publication of legal notices as they pertain to the City's ordinances.

Alderman Wihby noted that the clerk had advised the City Solicitor has looked at how we put our legal notices up and there was nothing wrong with it and moved to receive and file this item.

Alderman Sysyn seconded the motion. There being none opposed the motion carried.

Confirmation of the nomination of Todd D. Connors to fill a vacancy on the Conservation Commission, term to expire August 1, 1997.

On motion of Alderman Pariseau, duly seconded by Alderman Shea, it was voted to confirm the nomination of Todd D. Connors to fill a vacant position on the Conservation Commission, term expiring August 1, 1997.

- 6.** Report on the Downtown Farmer's Market presented by the Farmer's Market Committee.

Kathy Cook addressed the Board illustrating a poster which had been distributed to members of the Board. Ms. Cook advised that the poster outlined the summer concerts but also reflected the first advertisement for the Farmers Market. Ms. Cook advised that a group of eight citizens joined together at "For Manchester" and the committee had grown to 22 people. Ms. Cook noted that the market would be held on Thursdays, starting July 17 through October, between 3:30 and 7:00 in the evening, on Concord Street between the Hartnett Lot and Victory Park. The purpose of this location was the availability of parking in the lot and the opportunity for activities in the park. They had 15 confirmed vendors with a variety of produce, vegetables to herbs to eggs, fresh lamb, flowers, a lot of organic produce, baked goods even agricultural related crafts so it will be a quality market with a variety of things to draw people. They had great cooperation from the community, the Library was planning the summer family fair activities for Thursday evenings starting at 7:00 for eight weeks in a row. Ms. Cook commented that it would be a great activity with fresh produce supporting New Hampshire growers.

Alderman Soucy asked who vendors would contact to join in. Ms. Cook responded to her through the telephone book or In-Town Manchester.

Alderman Clancy asked what the cost was for the vendor. Ms. Cook responded \$20.00 to join and \$5.00 per week for set up.

On motion of Alderman Soucy, duly seconded by Alderman Reiniger, it was voted to recess the meeting to allow the Committee on Finance to meet.

Mayor Wiczorek called the meeting back to order.

OTHER BUSINESS

A report of the Committee on Finance was presented recommending that Bond Resolutions:

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“Authorizing Bonds, Notes or Lease Purchases in the amount of \$1,800,000 for the 1998 CIP 8.30354 School Capital Improvement Program.”

ought to pass and lay over; and further that Resolutions:

“Authorizing the Finance Officer to effect a transfer of Ten Thousand Dollars (\$10,000) from Contingency to the Finance Department for Investment Advisory Services to the Trustees of Trust Funds.”

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ought to pass and be Enrolled.

On motion of Alderman Clancy, duly seconded by Alderman Shea, it was voted to accept, receive and adopt the report of the Committee on Finance as presented.

- 10.** Communication from Alderman Elise requesting that the City Solicitor present a brief outline of pertinent issues relative to the City Charter which becomes effective on July 1, 1997.

A communication from the City Solicitor was distributed. Mayor Wiczorek advised that they had scheduled a meeting with all of the elected officials, the appointed officials - that is the commissioners, and all of the department heads for June 16 at 7:00 PM at the Library. A somewhat lengthy discussion ensued relative to holding budget meetings and this meeting, following which it was concurred that a Finance Committee meeting on the budget would be held on June 17 at 5:30, and they could recess when the Mayor had to leave and the meeting on the Charter would be held on June 23 at 5:30 PM or a time and place to be announced by the Clerk.

On motion of Alderman Pariseau, duly seconded by Alderman Shea, it was voted to receive and file the communication.

Communication from the Airport Director seeking permission to advertise for parking lot management services and to receive proposals for said services rather than utilize the straight bid procedure.

In response to question, Solicitor Clark advised that the method requested was appropriate, with bidding they would have to accept the lowest bid, with proposals they could negotiate for the services.

On motion of Alderman Pariseau, duly seconded by Alderman Reiniger, it was voted to approve the request. Alderman Wihby was duly recorded in opposition.

Resolutions:

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On motion of Alderman Pariseau, duly seconded by Alderman Clancy, it was voted to read by titles only and it was so done.

Alderman Shea moved that the Resolutions pass and be Enrolled. Alderman Clancy duly seconded the motion. There being none opposed the motion carried.

Mayor Wiczorek presented nominations as follows:

Safety Review Board

Alderman Clancy to replace Alderman Hirschmann

Board of Health

Robert Courtois to succeed himself, term expiring July 1, 2000.

Nicholas Skaperdas to succeed himself, term expiring July 1, 2000.

Personnel Director

Mark Hobson to fill vacant position, term expiring September 1997.

Mayor Wiczorek advised that under the rules, these nominations would lay over to the next meeting.

Ratification of agreement with the Association of Manchester Principals, affiliated with Teamsters Local No. 633 of NH in accordance with the memorandum of agreement and cost calculations presented on May 20, 1997.

On motion of Alderman Shea, duly seconded by Alderman Pariseau, it was voted to ratify the agreement in accordance with the memorandum of agreement presented on May 20, 1997.

Aldermen Robert, Domaingue and Reiniger were duly recorded in opposition.

TABLED ITEMS

On motion of Alderman Pariseau, duly seconded by Alderman Robert, it was voted to remove the following item from the table for discussion.

Confirmation of nominations to the Heritage Commission as follows:

Gregory Goucher to serve as an Alternate, term to expire
January 1, 1998.

David Boutin to serve as an Alternate, term to expire
January 1, 1999.

(Tabled 4/1/97)

Alderman Elise stated that at this particular time she wished to withdraw the nomination of Bernie Cowette, although they all signed the petition in support, it was the Mayor's purview to nominate and she wished to withdraw that at this time. Alderman Elise stated if this was a win/lose situation, then your Honor has won, and what he had won is that he had shown the public that his power and his position are more important than people. Alderman Elise stated she would leave it at that.

Alderman Wihby moved to confirm the nominations of Gregory Goucher and David Boutin to serve as Alternates to the Heritage Commission, terms expiring January 1, 1998 and January 1, 1999 respectively. Alderman Pariseau duly seconded the motion.

Alderman Domaingue stated that after a great deal of thought and having nothing to do with the issue surround Mr. Cowette, she was going to oppose the appointment of Mr. Boutin to serve as an alternate. Alderman Domaingue stated her reason for doing that was because when the Mayor nominated him she did not believe he was chair of the Planning Board. Alderman Domaingue noted that he had since been nominated and elected chairman of the Planning Board and she felt very strongly that there are good people in the city of Manchester who could serve as alternates to these boards or serve as members to these boards and we did not need to duplicate our efforts. She wanted to open the process to people who are not already serving on a board. She knew Mr. Boutin and had no quarrel with Mr. Boutin it had nothing to do with personalities, it has everything to do with opening the city up to more people to be able to serve on these boards and commissions. She felt strongly with Mr. Boutin carrying load that he does with the Planning Board they could have nominated another person in that position, and for that reason she was going to oppose that appointment.

Alderman Shea concurred with Alderman Domaingue.

Mayor Wieczorek called for a vote. The motion carried. Alderman Soucy was duly recorded as opposed to both confirmations. Aldermen Shea and Domaingue were duly recorded in opposition to the confirmation of David Boutin.

16. Discussion relative to Personnel/Human Resources Department reorganization.

Mayor Wieczorek advised that he was not requesting to hold a non-public session on this matter, but wanted to hold the discussion in public, they would present the proposal and he would ask that it be sent to the Committee on Bills on Second Reading for ordinances and to the Personnel Committee if the Board so wished.

A handout was distributed to members of the Board.

Mayor Wieczorek noted that with the reorganization they had been talking about this obviously for a very long time, and he thought it was time that they try to get things in order here because we are in a situation that could present some problems for the City if they did not get themselves organized properly. Mayor Wieczorek stated that in the proposal they've got the rationale and goals for the human resources department reorganization, an explanation of the organization chart information, the current personnel department organization chart for proposed fiscal year 1998, and the proposed human resources reorganization, proposed finance department reorganization, and proposed reorganization cost comparison and the human resources director resume.

Mayor Wieczorek asked Mark Hobson to walk the Board through the proposal.

Mr. Hobson addressed the Board stating on the first page titled "Human Resources Management Rationale for Reorganization" we have a city function that covers almost 1400 full time equivalency employees that are almost 80 percent of our city's budget and yet we do not have what I would consider and many others a full time human resources function. What we are proposing is for the Board to consider that we consolidate all of the human resources functions under one department so that we can share resources and information better. These functions include all of the processes that occur in employment. Testing, recruiting, hiring, classification, compensation and benefits management. Employer relations, staff development, staff training, contract negotiations, employment law, and the retirement and transfer or termination cycle. The second goal in this reorganization is to take advantage of a new computer system process that will be centralizing and appropriately securing and distributing employee data throughout the management system for the city. An important element to the software is that it handles employee profile and benefits information in the same control section. The employee data that effects the wages and the benefits will therefore be on line and process into a payroll function. That currently does not happen. Also the City Board of Mayor and Aldermen is considering the need for a comprehensive classification study that will appropriately address the management impact that will incur in all employees in our system. The timing of the reorganization I think is a good one because of the new HDE municipal software system. If you would like to take a look at chart A and put the explanation of chart information next to that, Chart A explains what we currently have. We have a system where human resources or personnel is broken up into four different areas or functions. The negotiating function, the personnel function, the payroll function, and the benefits function. What we are proposing is to bring all four groups into one transferring all of the affected employees into that one department. We're also going to look at remodeling the position descriptions and functions of human resources around exactly the alignment of what the employees do in the city. In other words, what we are trying to do is align our position descriptions of the HR people to the functions that occur in the City. Chart B shows the reorganization and what will take place. There are four positions that are highlighted

- an HR Director, Compensation and Benefits Manager, an Employee Relations Manager, and a Benefits Administrator. Those four highlighted positions have a brief outline of their position description located under the explanation of the chart information for Chart B. We think that this reorganization takes on a more progressive approach of grouping these functions together. The HR Director will be responsible for the management of all functions within the department. We are proposing that this position go into place sometime in late July early August. The employee relations manager will be the assistant to the Human Resources Director and will assist that director in all of the daily office functions and special projects such as managing the new employee classification implementation. The Compensation and Benefits Manager position is a new position that is a combination of functions taking place right now in Finance and in Risk. Three full time equivalencies will move from the Finance Department and one full time equivalency will move from the Risk Management Department to form the Benefits Administrator. A critical component is that right now city Finance processes payroll and is also called upon to sign those payroll checks and to audit the payroll function. That is truly not a good thing for this organization to continue that practice, our auditors have told us that, as well as our Finance Director. Chart C proposes a small reorganization but nevertheless an important one in Finance and next year's budget for Personnel or Human Resources there was a full time equivalency at a grade level of 25. We are proposing that we move that full time equivalency over to Finance and that the Finance Department hire a Senior Auditor to develop an audit function in part to oversee properly the compensation and benefits management function. And we feel that that position again will start on or around August 4, 1997. The last page of the proposal is a reorganization cost spread sheet, and the title of that is "Human Resources Reorganization Cost Comparison of FY98 Proposed Personnel Budget." What we took for you is the proposed salaries of all of the employees and all of the different departments for FY1998 and we brought them under the FY1998 reorganization piece and the difference or the savings to the City by doing this reorganization in hard dollars, is a small amount, \$639.00. The more important piece though is that from a quality perspective we are bringing like and kind functions into one area. We are establishing a proper audit trail and audit management function within the Finance Division and finally I think we are establishing a Human Resources System that is modern, that will be more customer sensitive, if you will, and more pro-active and agile to the needs of the city. The last piece was for their consideration, a copy of the Mayor's proposal which is my resume and my background.

Alderman Wihby stated that in the Mayor's budget he had an extra position that was being put in to help do the reclassification study, asking where that position was on here.

Mayor Wiczorek stated that was the one that was going over to Finance.

Alderman Wihby stated he thought they needed it for the classification study.

Mayor Wiczorek stated that he thought in reviewing this with Mark and with the Finance Officer I thought the conclusion was that we could do the things that had to be done with this as it is laid out.

Mr. Hobson stated it would be the responsibility of the Human Resources Director and the Employee Relations Manager to manage the classification system.

Alderman Wihby asked how many new positions there were. Mr. Hobson responded just that same single position alderman that is being transferred to Finance.

Alderman Hirschmann stated that his question related to the Affirmative Action Officer, that position became vacant recently and we were of the understanding that that position would be filled at a lesser entry rate, and don't we need an affirmative action officer in the new plan.

Alderman Hirschmann stated my question I guess would reside with Mr. Moran, don't we get grants or anything having that position.

Mr. Moran responded yes they do, but the duties that Connie Roy performed were more than being a full time affirmative action officer. Certainly the organization would provide for this for an additional responsibility.

Mr. Hobson stated what was important was to receive some of the issues in terms of grants and funding is that there is an affirmative action plan in place and that there is someone designated to manage that plan.

Alderman Hirschmann asked who in the new structure would that be, which title.

Mr. Hobson responded I believe that right now that would most likely come under the Human Resources Director.

Alderman Hirschmann stated the director was going to be the affirmative action officer for the city.

Mr. Hobson stated will be responsible for managing the plan, and I would assume that the assistant, the Employer Relations Manager, who is going to be assisting on all the projects, will help to make sure that the plan is in effect.

Alderman Pariseau moved to refer the proposal to the Committee on Bills on Second Reading and to the Committee on Personnel/Insurance. Alderman Robert seconded the motion.

Alderman Cashin stated that he wished to go on record that he was very concerned that Connie Roy wasn't given some consideration for this position after the many years she spent in that department, and I really have a hard time dealing with that.

Alderman Wihby asked if they had sent her a letter thanking her for the services she did.

Mayor Wiczorek stated he did and had given her a commendation before she left.

Alderman Hirschmann moved that the Board send her a letter. Alderman Soucy seconded the motion. The motion carried unanimously.

Mayor Wiczorek noted he had a motion on the floor to refer the proposal to committees and called for a vote. The motion carried with none recorded in opposition.

NEW BUSINESS

Alderman Pariseau read the following communication from Mr. McCabe of New England Development:

Chairman David Boutin
Manchester Planning Board

I want to take a moment and express our deep appreciation for the action of the Board last night as it relates to the approval of the restaurant locations at the Mall of New Hampshire.

For more than five years we have enjoyed an extraordinary relationship with your Board. I am sure that there have been times when you have been frustrated with our recent submittals for the Mall plans and for this patience I thank you. The addition of two new restaurants to the Mall will help the Mall and its tenants and provide additional restaurant choices in that area of Manchester. I believe your willingness last night to permit us to speak at your work session helped all of us better understand your concerns and our responsibilities.

There are few Boards in my experience in New England that have a true understanding of the development process, the approval process and the value of creating new business and expanding the tax base for their community. Your Board is exceptional.

Sincerely,

s/Bill McCabe

Alderman Pariseau stated he brought this out because there has been comments relative to the Planning Board and other boards in the City that we aren't friendly, and that's not true. We do the best we can as a member of the Planning Board to accommodate all applicants for the welfare of the City. I thank Mr. McCabe for his letter that he sent to Mr. Boutin.

Mayor Wieczorek stated he knew that he sincerely felt that way, they've been very pleased with what has been done and the rapidity with which the process has moved, and that is no small project, it was a huge project. Mayor Wieczorek noted that they have had other people very pleased with the way things have worked.

Alderman Domaingue stated that she had asked the Finance Director because the budget was coming up for hearing on June 10 to provide us with a possible impact on the tax rate or the budget rate as it now stands, of one, two and three percent cuts, and also a picture of the city's revenue as we have it right now. Alderman Domaingue asked if the Finance Director could give them a quick briefing on what these numbers represent.

Mr. Clougherty stated they had prepared the information in a format the Board was used to seeing, in terms of the impact of the budget cuts in column's on

Mr. Clougherty provided an outline of what numbers were contained, the Mayor's budget proposal going to public hearing, and based on that one, two and three percent cuts as requested and the extra column they through in a 5 percent to give them a range of what the impacts would be. Mr. Clougherty noted the second page dealt with the restricted items, a one percent cut

when they went back to what the departments had responded, a one percent cut doesn't get much into salaries, a lot of the departments said they could absorb it or would do away with something on the expense side so there was no impact on the benefits area but as they got out on the two three and five areas there was and they used standing formulas, if the Board wanted to consider those items they would have to go back and refine those items and would fine tune them. On the last page they could see the proposal would not effect the non-departmental items because those are your bonds and other established items and they did not do anything of a cut in that nature, it was more to let the departments manage through that level of a cut. Mr. Clougherty noted that the current rate was \$30.84 based on valuation and the item sent to public hearing was \$31.87 - a 3.31 increase, and noted the rest was listed.

Mr. Clougherty noted that the other handout was a revenue forecast in a standard format with items listed out, on the last page the bottom line on revenues where it said over under 2.1 million if the department budget requests came forward they would have 2.1 million but not all of those would mature, if they went through and looked at the kindergarten program for example has to be adjusted because they still had not seen action on the state level that was what they were waiting on, so they would have a fund at year end of about \$700,000 there was some potential for it to go up, but they were being cautious depending on where the legislation goes. They would have better information with respect to the revenues within a week.

Alderman Domaingue asked if they had \$700,000 in clear revenue that they may be able to either put back into the budget because of items that were not included under the current budget proposal, or if we may use it to reduce the tax rate.

Mr. Clougherty responded yes, what you do is you have an impact on fund balance but again when looking at your fund balance remember you have to look at both sides of the equation. You can look at this side, which looks better than it has, but then you also have to look at the expenditures side and see if the departments are going to be spending a little bit more this year in a tight budget and have less to turn back than we have had in previous years. That information they were collecting now and we will be in another week or so in a position to tell them where they are with respect to a fund balance there, but it looks like they may have something more than they were planning on, but the size would depend on both sides, not just the revenue.

Alderman Wihby stated these numbers are with the parking registration numbers in it still, even though the Board voted it out.

Mayor Wieczorek and Mr. Clougherty responded yes.

Alderman Wihby stated so whatever number they were looking at they could add another 1.2 percent or something like that. Mayor Wieczorek responded right.

Mayor Wieczorek noted it didn't contain the raises of contracts that were not settled, anything after April 1st was not included, and there were revenues not included because they didn't know those at that time.

Mr. Clougherty stated that was right, it was strictly taking off the Mayor's budget because that was what was one the table.

Alderman Shea asked about the rooms and meals tax, what they would be receiving.

Mr. Clougherty responded \$800,000.

Alderman Shea asked what the balance was from last year.

Mr. Clougherty responded they had been accumulating it over time he thought they were up over a million but they had spent some of that, he would provide him a report tomorrow. \$200,000 had been taken for Highway.

Alderman Domaingue stated that since the proposed budget was going before the public and does not contain those items mentioned by the Mayor such as the amounts for raises and other things the public may be under false impression that those numbers are final although they don't include the actual figures, she asked if it were possible for the Finance office to provide the Board with what the tax impact would be for the additions that had been put on since that budget was proposed, that are not included in these figures.

Mr. Clougherty responded that on some of them there had been no action taken by the Board formally, and with respect to the revenues there had been some discussion but no formal actions. What we have tried to do in the past is to wait until we have something definitive before sending that to the public. If they wanted them to prepare something that the Mayor could perhaps speak to at the hearing to clarify what is in front of the public they would be happy to do that.

Alderman Domaingue stated her fear was that when the public looks at the press reports on the upcoming proposed budget they are going to presume it is going to go up the percentage indicated in the media. If they aren't properly informed they are then misinformed because all of those items are not included in the final figure and that tax rate could actually go up from what they are going to speak to at the public hearing. She thought it only fair to let them know what the options were of that tax rate going up or down when they come to speak.

Mayor Wieczorek stated they had to let them know that when the Mayor submits the budget it is the beginning not the end of the process.

Alderman Domaingue noted that the public only had one shot at the public hearing, and what is currently being presented to them is incomplete in terms of the tax rate and the actual budget itself, and she thought they needed to know that.

There being no further business to come before the Board, on motion of Alderman Pariseau, duly seconded by Alderman Robert, it was voted to adjourn.

A True Record. Attest.

City Clerk