

BOARD OF MAYOR AND ALDERMEN

November 5, 1997

**7:30 PM
School Administration Bldg.
196 Bridge Street**

Mayor Wieczorek called the meeting to order.

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

Present: Aldermen Wihby, Elise, Reiniger, Sysyn, Clancy, Soucy, Shea,
Domaingue, Cashin, Robert, Hirschmann

Absent: Alderman Pariseau

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

- C.** Communications from Kathy Vickers, Chairman of the NHTCA/NHCTCA Certification Committee recognizing Joan Gardner for attaining the status of Certified Tax Collector, Carol Johnson for attaining the status of Certified Deputy City Clerk, and Tricia Piecuch for completion of two years in the Certification Program.

- D.** Communication from Thomas O'Rourke, MediaOne, advising that the effective date for the Channel Realignment Project and the City's PEG Access Channel is December 3, 1997.

Informational - to be referred to the Department of Highways

- E.** Communication from David Brillhart, Chief Project Manager, State of NH Department of Transportation, advising that a meeting has been scheduled for Wednesday, November 12, 1997 at 7:00 PM at Green Acres School for the purpose of conducting a combined public officials/public information meeting to review and discuss the rehabilitation of four bridges located along I-93 in the area of Bodwell Road.

REFERRALS TO COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- F.** Communication from Attorneys Pestle and Miles regarding the federal preemption of local zoning of cellular, radio, and television towers and providing suggested forms letters to be sent to Congress and the FCC.

COMMITTEE ON BILLS ON SECOND READING

- G.** Ordinance:

“Amending Section 33.041 (Establishing Summer/Seasonal/Temporary Compensation Schedule ID) of the Code of Ordinances of the City of Manchester.”

COMMITTEE ON COMMUNITY IMPROVEMENT PROGRAM

- H.** Communication from Messrs. Casey and Morrisette, Manchester Chapter No. 1 of the DAV, requesting the City’s help in repair of the parking area located at 399 Silver Street due to storage of city equipment during the recent repaving project of Maple Street.

COMMITTEE ON PERSONNEL/INSURANCE

- I.** Communication from the Chief of Police requesting that 28 hours of vacation time be added to Sergeant Jeffrey Perschau's accrual which he lost as a result of his being out on injury leave noting that he would then be instructed to use vacation time in order to bring him below his maximum allowed accrual.

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

Minutes Accepted

- A.** Minutes of meetings held March 24, 1997; April 1, 1997; April 7, 1997; April 15, 1997 (two meetings); May 6, 1997 (two meetings); May 19, 1997; May 20, 1997; June 3, 1997 (two meetings); June 10, 1997; and June 17, 1997.

Deputy Clerk Johnson advised that there were two meetings on April 1, 1997 for which minutes had been forwarded and only one meeting on April 15, 1997 which had been presented and forwarded for consideration, and requested that the minutes presented be accepted.

On motion of Alderman Hirschmann, duly seconded by Alderman Soucy, it was voted to accept the minutes presented.

- B.** Copy of a communication from the City Clerk advising that Carol Johnson has been selected to Chair the Legislative Committee of the NH City and Town Clerks Association.

Alderman Soucy stated she would like to publicly congratulate Carol Johnson for being selected Chair of the Legislative Committee of the New Hampshire City and Town Clerks Association.

Alderman Soucy also wished to congratulate Leo Bernier and the staff of the City Clerk's office on a job well done and a smooth election yesterday.

Alderman Soucy moved to receive and file the communication. Alderman Shea seconded the motion. There being none opposed the motion carried.

Report of Committee on Administration/Information Systems

J. Recommending that a request from the Chief of Police to enter into a lease agreement for a maximum of \$45,000 over five years to complete the upgrade of the card access security system be granted and approved.

Alderman Hirschmann stated that he removed the item because he wished to be recorded as abstaining.

On motion of Alderman Wihby, duly seconded by Alderman Soucy, it was voted to accept, receive and adopt the report of the Committee. Alderman Hirschmann was recorded as abstaining.

Mayor Wieczorek advised that the Library presentation would be conducted at the next meeting, as Mr. Brisbin was not ready.

Brief presentation by Rich Davis, Intown Manchester, relative to holiday decorations.

Handouts were distributed to the members.

Mr. Davis stated that Intown has been asked to take over the holiday lighting program for this year and he wanted to briefly outline the changes that they wanted to make. Mr.

Davis noted that they thought the improvements that are being completed on Elm Street give them the opportunity to show off the street this year to its best advantage. Mr. Davis referred to the handout noting there were some drawings and proposals for this year.

This year offered the opportunity to kick off the banner program which would be displayed on the high sterner (street lighting) fixtures. Mr. Davis noted there were 36 of the fixtures on Elm between Bridge and Granite or Lake Avenue. Mr. Davis displayed a sample of the banner reflecting the size noting it would be hung from both sides of the fixture, a 30 by 72 banner, one on each side of the pole. Mr. Davis noted the display reflected one of the Manchester designs of the Jefferson Mill, and they had several others that had local artistry and designs and they hoped to continue that theme as the banner program develops in years to come. Mr. Davis noted that in the packages were also designs for snowflake lighting fixtures. Those were a six foot by six foot snowflake which would go on each of the sterner fixtures as well, they had brackets attached, and would go in place of the candy canes formerly used. Thirdly they would have the opportunity to get the merchants and building owners involved by distributing white light strings both outdoor and indoor. They were going to make those available. They will remain in Intown's control, they would get them back at the end of the season, but would encourage owners and retailers to do special holiday lighting on their storefronts, on their buildings, they would stick to a white light theme this year and really give them an opportunity to express their creativity as well to hopefully supplement what will be happening on the street.

Mr. Davis stated they were seeking from the Board an additional \$7,000.00 in funding. This supplements the traditional \$12,000.00 that they have available from the Mayor's discretionary fund. They needed the additional funds to carry out the program for this year.

Mayor Wiczorek noted that he understood that the items used before were pretty much used up -- were in poor condition. Mr. Davis concurred noting that they had done the

best they could, the Mayor's office had done a credible job to make sure the things were cleaned up and used every year but they thought this year, particularly because of the Elm Street improvements done, they had the opportunity to get out there and perhaps improve the statement.

Alderman Hirschmann asked how long the banners would last. Mr. Davis responded that they would last hopefully four or five seasons noting they were seasonal and They were looking for three changes throughout the year, one at holiday - a winter seasonal banner, then a spring and summer banner, and then a fall banner to go up. Mr. Davis noted that a sample could be seen in the Hartnett Lot where the Farmers Market was held, thought they were somewhat smaller the banners were on the same idea.

On motion of Alderman Reiniger, seconded by Alderman Wihby, it was voted to approve \$7,000.00 from contingency for Intown's project.

6. Brief presentation by Tom Schwieger, Greater Manchester Chamber of Commerce,
regarding the collaborative effort to place several signs throughout the City to commemorate Manchester being rated the 6th Best City in America by *Money Magazine*.

Mr. Sweiger addressed the Board stating that a sample of the signs to be placed throughout the city was being passed around to the aldermen. These would be erected hopefully within one to two weeks. There would be three to five signs they were still negotiating on the price. They would be four feet by eight feet, placed at key entrances to the City celebrating the fact that they were the sixth best city in the United States. He wished to thank the Mayor's office, and Parks and Recreation and Ron Johnson for their cooperation and help in this and Public Service Company of New Hampshire which actually funded the cost of preparing the signs and having them erected. They hope they

had some durability and had them made in such a way so that a year from now they could cross out the 6 and put in number one. Mr. Sweiger stated they also wished to thank all of the members of the Board because it was in great part because of their leadership the progress that the city and area had been making in recent years and they thought it was a nice way to celebrate it.

Mr. Ron Johnson stated that they were happy to cooperate and thought they had a lot of key locations at parks and city right of ways where they would work with the group to place them.

Alderman Hirschmann asked if there would be one on the west side. Mr. Sweiger stated one of the three primary sites was the west side before you come over the Amoskeag Bridge, it was a key point, one of the three major entrances to the city where you could put something that was visible.

7. Brief presentation to be made by the Public Works Director relative to the closure of the landfill.

Frank Thomas, Public Works Director, stated the sanitary landfill on Dunbarton Road stop accepting solid waste on July 1, 1995. This was a result of an agreement that the City had reached with the State Department of Environmental Services (DES) allowing us to continue utilizing the landfill as long as we stayed within the boundaries of the landfill and kept filling to more or less conformance with an ultimate closure shape. During that period engineering was underway so that once we stopped accepting solid waste we could immediately start implementing the closure. The closure is a multi-phase project that is estimated to cost over \$12 million. The project has been accepted for 20% state matching grant funds that is available for landfill closure projects and also the city is utilizing low interest state revolving loans. One of the first tasks that was required to

start implementing the closure was to do rough grading to take out the high areas, move them into the lower areas, shape up the slopes. This work was estimated to cost approximately \$1 million. The Highway Department undertook this task. We went out and rented special heaving earth-moving equipment, utilized our own operators and accomplished the task for a quarter of a million dollars so there was a substantial savings on the project by us doing that work. Mr. Thomas stated during that period of time they also put out a contract to have 36 methane gas extraction wells installed. those are now installed and ultimately will be a part of the final closure once it is all done. I asked Mr. Ken Rhodes from the firm of Costello, Lomasney and D'Napoli to give them a little bit more detailed presentation to let them know where they were heading, time frame of the project.

Mr. Ken Rhodes addressed the Board stating with him was Mark Morin of our firm. Mark is going to be working as the project engineer up at the landfill doing a fine job for you. So we are here to answer any of your questions in association with Frank's presentation.

An overhead projector was used to reflect the shape of the landfill and discuss the closure process over the next few years. Mr. Rhodes stated they were about halfway through the steps of the overall program for the closure of the sanitary landfill. Waste was stopped receiving in 1995. The cost savings that Mr. Thomas alluded to, having the city forces grade waste, took that out of a contractor's prerogative and also made it very simple for them to bid the contract that is ongoing right now. Mr. Rhodes stated that what was ongoing is what is referred to as Phase I closure. We've spoken at some length with DES about why we are to do this in two steps. Primarily one of the things that the public works department wants to make sure that everyone is aware of is that the activities that are going on up there right now are merely a step to the final solution. One of the things that public works stepped forward innovatively was several years ago they suggested that

they would need information relating to how the landfill, since the deepest parts were 150 to 180 feet deep from the top to the bottom of the old gravel pit. And that material is settling but they didn't know how fast. Public Works stepped up and put some settlement forms out there and they had been monitoring and measuring them for the past five years and that has shown them a significant piece of information that made them go in this direction. The landfill is settling as the material is consolidating and by weight if they were to put the plastic membrane cap on at this particular time, the stresses created by the fact that the thing is still "squishing" would tear it apart. We would be repairing that cap excessively and spending an awful lot of money. We did not think that was an efficient way, they weren't ready to put that on yet, so what we suggest to DES was that they have to get the initial settlement and consolidation period over before they place the final cap. The way we are going to do that is what is going on up at the landfill right now. Mr. Rhodes drew an illustration showing the shape of the landfill noting the ongoing work was placing a foot of sand on the surface that was waste-graded by the City, and they were hauling in enough material so that they would be placing four feet of material over the top. The weight of the four feet of material was going to accelerate the movement and consolidation of the fill. They were hoping to accelerate the consolidation of the fill, six inches of loam would be added and could be reused and they would grow grass to stabilize the slopes. When they see that the settlement is slowing down by compiling the records, they would strip the loam off, the four feet of material would be pushed down the side slopes the final blanket before putting on the plastic was two and a half feet thick, so they were trying to bring in a majority of the materials that they would be using at this time and re-utilize them on site at a later time as they prepare for the final cap. Mr. Rhodes noted that the Phase I contract began in mid-September, the contractor had presented them with a twelve month schedule for work, they were hauling the materials in and would then be planting and stabilizing, then the pile would sit for a minimum of about two years, during which time the settlement would be kept under observation, and then the activity would be to in stages along the landfill move the material, place the

plastic liner atop the final surface, re-surface and re-plant. The activity now would continue through spring and summer, the grass would come up and it would sit for awhile, and then they will be bringing in the final plastic.

Mr. Thomas stated that the contract for the work ongoing was awarded to RD Edmonds and Sons out of Franklin, New Hampshire, the project cost was \$3.6 million to accomplish this phase. Mr. Thomas noted that when the sand is being placed out there the methane collection wells would be interconnected and piped to a flare facility which would be located across from Dunbarton Road next to the new animal shelter. The gas that is collected, part of it would be utilized by the existing electric generating facility that is up there, the remainder of the gas would be burnt in the flare, they would not see anything. The City was reserving our options for this gas if with deregulation there is an advantage to the city to generate electricity or to allow a private contractor to generate electricity then they would jump into it.

Mr. Rhodes stated that they had tried to make sure that any actions they take in that area keep things flexible and open for private entities to come in , make proposals to us. The other part of the closure that was important to Highway and the community they were attempting to make sure that the final closure has the opportunity to have support some post-closure uses so that we just don't have the 70 acre site sitting up there absolutely inaccessible to the public. There are sites around the country that have activities on them and they thought Manchester had the opportunity to do some of the same.

Mr. Thomas stated there was potential for post closure recreational uses up there, if you've driven by the area you probably know it has one of the best views in Manchester. It was important for them to understand that this was a multi-phase project they were into a phase where it would be loaded, it was going to have grass planted and then it would have to sit there for two maybe three years until this settlement stops. Because if they invest a lot of money in putting this membrane down now and it rips, tears, the city would have to invest a lot more money, so this was going to be phased after the two to

three year period, then there would be activity up there again to regrade the material, save the loam, put the membrane on top and put materials on top of that.

Alderman Elise stated in terms of the surface when it is all done, will there be any level places as all for field use.

Mr. Thomas stated that the top would be fairly level however it's got to be pitched to drain, what you are trying to do is to keep water from getting down in material so it had to be pitched away and drained off. It is conceivable that they could build a soccer field up there or this and that in the future, however, there is problems connected with that being on top of a hill like that you would need to fence it off, if a ball was lost it would be in the Everette Turnpike, so now he thought the more logical use would be in some kind of passive recreational facility where you have jogging, footpaths, the maintenance has to be kept up, there is different types of grass planting they could utilize so it could be a nice place to go and take a walk to.

Alderman Shea asked if the total cost was \$12 million. Mr. Thomas responded approximately \$12 million was correct.

Alderman Shea asked about the first phase. Mr. Thomas responded \$3.6 million, they had spent about one quarter of a million on grading, there was about \$140,000 spent for these wells, there were a lot of things that went into the total. Mr. Thomas stated that a big chunk of the cost would occur when the membrane goes down over the landfill, explaining the process and engineering and design that would be required for the drainage, etc.

Alderman Shea stated there was a twenty percent grant. Mr. Thomas replied that there was a twenty percent grant, where twenty percent goes back to any repayments after the work is completed.

Alderman Shea asked how long the total time for this phase was. Mr. Thomas responded it was difficult to say, the construction contract would be completed in the spring of 98 and then there was a gap when it would sit which could be 2 to 4 years, once the settlement has stopped then they were probably talking a two year final construction period.

Alderman Shea stated so over the course of six years possibly it will be approximately \$12 million. Mr. Thomas responded that was correct.

OTHER BUSINESS

8. Communication from Scott Dunn, Administrator, Town of Alton, submitting an offer of five-hundred dollars (\$500.00) on behalf of the Town of Alton Board of Selectmen for the circular meeting table formerly used in the Aldermanic Chambers of City Hall.

Alderman Wihby asked if they had to get rid of this table noting they would be having some different hearing rooms asking why they couldn't use it in another room.

Clerk Bernier replied that it was not designed, they had new equipment that would be coming in the new city hall and the chamber as well as the committee rooms, it would not match.

Alderman Wihby stated it was still feasible to use, just because it doesn't match doesn't mean it's no good, asking if it the new stuff was ordered and whether this could be used in a hearing room or conference room.

Clerk Bernier responded that they probably could but it would not match with some of the audio visual equipment that they would be purchasing. they would have to insert new holes, it wouldn't match with the decor.

Alderman Wihby asked if they had to decide now what to do with it, questioning if it could be stored.

Clerk Bernier stated it was up to the Board, Alton had made the offer.

Discussion ensued relative to storing the tables and the annual auction.

Alderman Wihby moved that the table be placed in storage. Alderman Clancy seconded the motion. There being none opposed the motion carried.

9. Communication from Ellen Malloy, Sales Representative, Sam's Club, seeking permission to distribute Sam's Club passed to City employees.

It was noted that this had been done a few years back at no cost to the employee.

On motion of Alderman Wihby, duly seconded by Alderman Cashin, it was voted to approve the request.

Mayor Wiczorek advised that he had no nominations.

TABLED ITEM

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

11. Petition submitted by State Representative Vaillancourt seeking the Board's endorsement regarding resident concerns of the Airport Access Road.
(Tabled 7/1/97)

Alderman Domaingue moved to receive and file this item. Alderman Wihby seconded the motion.

Alderman Domaingue stated about three weeks ago Representative Riley of Ward 8 and she had met with Leon Kennison, the department director for the Department of Transportation in Concord. The petition was discussed and the plan for the airport access road, which Representative Vaillancourt this evening eluded to there would be a public hearing on in January, was discussed and at that time Mr. Kennison and his staff indicated that they had not quite finished finalizing the details of exactly how that plan would come down in that neighborhood area in which properties would finally be affected. They had a pretty good idea but they had not finalized the boundary lines and the impact to the property owners there. I would respectfully ask the Board to hold off on any position on this road until the public has an opportunity to know exactly which homes are going to be affected, how much of their property is going to be taken, and the impact to them and their future in Manchester. There would be no problem whatsoever at that time, having heard from the public at the final public hearing for this Board to take a position on the Airport Access Road, but to do so now without final detail she thought would be a little bit presumptuous on our part considering the fact that most of us don't own a home down there. Out of respect to the homeowners who are affected they could at least wait.

Mayor Wieczorek called for a vote. The motion carried with none in opposition.

NEW BUSINESS

Mayor Wieczorek recognized the Aldermen-Elect present who were Aldermen-Elect Pinard, Girard, and Klock.

Mayor Wieczorek congratulated the aldermen present that had put themselves on the line some had won and some didn't and they had some that were not coming back but he thought that the citizens of this community certainly owe a debt of gratitude to all of the people who submit themselves to the process, because it certainly is never easy. He was

sure the citizens of the community appreciate the fact that all of them had put themselves on the line all of it for the betterment of the community. Mayor Wieczorek thanked all of them on behalf of the city.

Mayor Wieczorek advised that they would do something regarding keys to the city at the last meeting.

Mayor Wieczorek stated yesterday the referendum item regarding CMC is something that they had to address. The voters of the community had spoken regarding the fact that they would like to have two acute care facilities. He knew it was something that had been driving the city apart and he thought now that the vote was taken they had a good idea of what people are thinking. He wanted to begin the healing process and wanted to appoint a committee that would be put together and the people from the Save CMC group certainly have earned a position at the table. Mayor Wieczorek stated tomorrow he wanted to contact Peter Davis from Optima; Andy Martel from Save CMC group; and begin to put together a group and he would like to have the names all together including two aldermen serving on this group. Mayor Wieczorek stated he would chair this group, and begin to address the problems we have. Mayor Wieczorek stated our role and his responsibility as mayor of the city is to see that all of our citizens get the very best in health care that we can. That is something that we all would like to have and I think it is time now, that people have spoken, that we begin the healing process to try to get things together and to work it out. I don't have a time line yet on how long it will take, maybe it will take five or six months of a group getting together but taking each single item that we have, because our responsibility as elected officials is to work toward making sure we have good health care in our community. We obviously cannot direct anybody what to do since it is a private, non-for-profit corporation, but in light of the fact that we see the result that occurred yesterday, this is what I would like to do, and I will start on this project tomorrow morning.

Alderman Cashin asked the make up of the committee.

Mayor Wiczorek responded he would like people from Optima, Save CMC, physicians, providers, he wanted it to be as broad based a group as it could be so they get the input from everybody and then hopefully they could iron out the clinkers that are there and start to move on as a city.

Alderman Cashin moved that the mayor appoint a committee. Alderman Robert seconded the motion.

Alderman Domaingue stated she thought it was nice that they wanted to begin a healing process and the only difference of opinion that she had with what the mayor said was that the Save CMC group did not earn a place at the table, they are the table, and as far as this community is concerned with the overwhelming vote that was displayed she thought that perhaps Optima might earn a place at the table by realizing that the voice of the citizens is not to be discounted.

Mayor Wiczorek called for a vote. The motion carried.

Alderman Cashin moved to congratulate Joan Gardner obtained the status of Certified Tax Collector noting he could remember when people were paying their taxes lined up halfway down Elm and Market Streets and Joan had done a yomens job. Alderman Sysyn seconded the motion. The motion carried and Ms. Gardner was recognized.

Alderman Cashin referred to the letter from Mr. Beaudoin in reference to Roger Bouchard which raised some questions regarding the residency of Mr. Bouchard asking where they were on that, was he a resident or not.

Mayor Wiczorek responded that he had contact Roger and wanted a letter from Roger answering some specific questions. If a person is not a resident of this community that automatically takes them off the Board and he needed to make sure that they touched all the bases so they did not create some problems, but if in fact it's proven that he is not a

resident, and Omer has put together some compelling data that indicates that he may not be, we will take the appropriate action.

Alderman Cashin stated another question, which the solicitor had to look at, let's assume that he is not, assume he has been on the board, assume some decisions had been made, what happens to the decisions he was not asking the question tonight, but wanted the solicitor to look at it.

Asst. Solicitor Arnold noted that since the matter was in litigation, he would suggest to recess and meet with counsel if they wished to discuss those issues.

Alderman Hirschmann noted that if the person doesn't register his cars and pay the city the fees for registering his car like everyone else in this town, have a listed phone number in the city not some pager, we have to be able to get a hold of these people, if he doesn't have these things he should be concerned, and they shouldn't hold him on there.

Mayor Wiczorek stated they had to be concerned that they do things legally here too. If a person is not a resident they are automatically off the Board, and they would take appropriate action at the appropriate time.

Mr. Hobson addressed the Board regarding a problem involving payroll for 110 employees of the School Department which would transpire the next day. Although a joint meeting with the School Board was to be held the next evening regarding the HTE situation, Mr. Hobson thought perhaps the Board would want to address this issue this evening. Members of the Board so concurred they wished to address the item.

Mr. Hobson read a communication as follows:

Addressed to: Richard O'Shea, Business Administrator of the School District.

Mr. Hobson noted that it was a response to him to a fax that he had received in his office tonight at 5:21 PM; that it was addressed to Mr. O'Shea with copy to the Superintendent, Mayor, City Solicitor and Finance Officer.

On November 3, you received a 10 page payroll report from me that listed hourly School employees that had "zero hours" in the HTE payroll system for the pay period ending 11/1/97. School payroll staff is responsible for entering that information into the HTE system on a regular basis. I gave you that report due to the discussion in the meeting (that we held today) regarding the District's intention to run a payroll on the System 36. Back on October 27, 1997, I informed you and Mr. Tanguay that there were at least six technical issues involved with running the System 36 payroll, perhaps the most important and obvious was the fact that School would issue checks on an unfunded bank account. I stated, both verbally and in writing, my concern that employees would not be paid properly if payroll information was not also entered in HTE by School payroll employees. I asked you to advise me if School Administration had a back-up plan addressing my concern. On November 4, you responded with a fax that stated "all employees are entered and will be paid on the District's System 36." You failed to state if there was a back-up plan to also enter School hourly employees into the HTE system. As you know, it is not the duty of Human Resources staff to enter information about School employees unless there is a special request by School Administration. We received no such request. Also on November 3, your payroll staff received, as usual, a draft payroll register that listed all School employees paid through the HTE system for week ending 11/1/97. On November 5, we sent a final payroll register for 11/1/97 to your office, both by courier and by network printer.

(Again) On November 5, at approximately 5:00 PM, I left you and Mr. Tanguay a voice mail stating that payroll was complete on (the) HTE (system), checks were in our office, and we were waiting for School Administration direction on payroll delivery. At 5:21

PM, I received a fax from you stating that 110 School employees were “overlooked “ in this payroll run. Are you stating (Mr. O’Shea) that no one in School Administration noticed that these School employees were not listed on the payroll register sent twice to your office? Further, your fax stated that HTE payroll was run “without the input of the Manchester School District.” That is an incorrect statement. You and your staff chose not to input information on these employees in the HTE system, in spite of warnings that this would cause a problem with School employees and potentially, the Department of Labor. Are you now expecting my staff to insure that these employees will be paid properly and on a timely basis? If you are expecting my staff to perform this task to meet School’s needs, then we need the proper information sent to our office, along with two employees to input information in the HTE system in our office, by 9 AM tomorrow (morning - that’s Thursday). In addition, I suggest School has their payroll supervisor available at the District office to handle employee complaints. Further, be aware that I will notify the proper Union Officials and the Department of Labor about this problem.

Mr. Hobson stated I would like to read to you Mr. O’Shea’s fax sent to me at 5:21 PM, it says:

Subject: Payroll Omissions

By running the HTE payroll of 11/6/97 without the input of the Manchester School District, the following numbers of employees by category were overlooked:

Subs	18
Per Diems (teachers)	5
Adult Education (staff)	31

Mr. Hobson commented that the Board should be aware that members of the adult education staff reported them to the Department of Labor in September for a problem that occurred with the payroll system.

Title I Certified Instructors	48
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Mr. Hobson noted these were tutors.

Hourly Teachers	3
Bus Monitors	2
Teachers	3
Total	110

Naturally none of the overtime for hourly employees for the current pay period were accounted for in your payroll.

Mr. Hobson stated he did not understand the last line that Mr. O'Shea stated. He wanted them to know that as far as he was concerned, his staff, the Finance Department and other members of the City system are not responsible in any way, shape or form for the hourly input information of any school employees. Mr. Hobson stated that is not our job, that is not our role and when we set up the computer system we made that clear that school employees would be responsible for school employee information.

Mayor Wiczorek stated his main concern was that the employees got paid, noting they had the Deputy Labor Commissioner here. He noted that they would be getting into squabbles here as to who was going to be doing what, his concern was that they did get paid, and then let's try to resolve the squabble. Mayor Wiczorek commented that he had not been successful in getting them together and the result is that he had called a special meeting for the next evening with the Board of School Committee and also the Aldermanic Board. He did not want to pit one group against another but wanted to get it resolved so they could get things on track and have all working on the same system.

Alderman Wihby stated he understood that this needed to be resolved by tomorrow not by tomorrow night, the checks needed to go out.

Mr. Hobson assured them that they would have people in Human Services working as long as it took through Thursday, Friday and Saturday if needed to get people paid.

Alderman Wihby stated they only had till Thursday.

Mr. Hobson stated 72 hours.

Alderman Wihby stated no, Thursday.

Alderman Domaingue asked Mr. Hobson what was the problem, was it that they did not have the manpower, or was it that they had been reluctant to supply the information.

Mr. Hobson stated this was a good question, he thought they needed to go into some real detail about that tomorrow night. He advised the mayor, previously working for school and now working for HR, that he thought there needed to be a full time project manager for the conversion for the School Department at the Superintendent's disposal. One of the problems he thought they had was that there is no one person from his perspective to relate to about the conversion from this end. Mr. Hobson stated for example, what he was trying to say was that Rick Linder who works for the Information Systems Department for the City, he is the project manager for the whole project, and because of the size of school its obvious they need a single point person, like a Rick Linder, working for them. In his opinion that was one problem. This last issue that occurred, this is a problem because people didn't input information into a computer system that they know how to do. For some reason the information was not inputted.

Alderman Domaingue stated she hears the City's concern, and hear the Mayor's concern on behalf of the City, she did not hear and guessed they would tomorrow night, the School Department's equal concern. It gets to a point, and she thought they were all in agreement, that it is very wasteful to be sitting here arguing over who did or did not input information. These are live bodies, they have families that they have to feed, mortgages

that they have to pay, they've done the job, they need to get paid whether it's either department's responsibility, out of respect to these employees let's pay them, and let's find a way to get it done.

Mr. Hobson agreed and believed it had been stated numerous times by the Mayor, himself and others in meetings with school officials and others, and if I may be so blunt, if you want to see a waste of time just come over and watch what happens to my staff tomorrow as we try to prepare for 110 people to be paid by manual checks when we have a \$2 million computer system that would have done this quite well.

Alderman Domaingue stated she did not disagree with that but this is the second discussion this Board has had with him and the City departments regarding the issue of payroll in the School Department.

Mr. Hobson stated yes alderman, I understand.

Alderman Wihby stated if they remember they were here two weeks ago talking about this when he had suggested that maybe they needed to come together and fund some additional people to input the stuff, and my understanding from the people who were sitting here was that this wasn't necessary, but now I here that it probably should have been done.

Mr. Hobson responded that he thought what he said, not recalling what else was said, he thought he agreed with Alderman Wihby and said that they were understaffed but it was not his role at that time to tell them how to spend their money. Mr. Hobson stated what he was saying was from a project management perspective he thought they needed to have a conversion point person in the School System paid for out of the whole conversion project. That was his opinion. He did not want to tell the School Department how to manage their department it was not his role.

Alderman Wihby asked how the school department felt about 110 people not being paid.

Mr. Hobson stated he didn't have any idea.

Alderman Wihby asked what they had said.

Mr. Hobson responded that he did not reach anyone live, he sent a facsimile and left voice mail.

Alderman Wihby stated it just seemed that we worked very hard to get this Board working with the School Board, a new superintendent was hired, and they had a new administrator and everything else and it seemed they were going backwards here, it seems like we are arguing a lot, Finance was fighting with the School Department, Personnel was fighting with the School Department now it seems and he just came from there, something had to work. Alderman Wihby noted he didn't know if meeting with them tomorrow would work, but the people who were suffering were the employees, they had to do something and he did not know if tomorrow's meeting would accomplish anything, they were going to tell the Board that they wanted the old system, we are going to tell them to use the new system because it eventually will be cheaper, and he did not know where they would get. Alderman Wihby asked if the Board had any authority to demand that they use the new system.

Mayor Wiczorek stated School had certain authority, he had discussed it with Tom Clark, the only authority this Board has is to give them a bottom line, you can't really tell them how to spend their money. As to whether they can be on this system or two systems, this Board, the School Board, all agree that we are going onto one system and then the thing began to fall apart because there were a lot of changes that were made. Alderman Wihby stated on another note, in the budget process, up until the last moment we passed the school budget we had stuck \$60,000 in the school budget so they could have in-house detentions rather than suspension, that was what the teachers wanted, and the administrators wanted, and so we put it in and funded it, they still hadn't done it and they had the \$60,000. sitting in an account. Alderman Wihby stated that he had talked to the Superintendent, the Assistant Superintendent, talked to principals, no one seems to know they even had the money there, he talked to Mark about it and no one cares, yet they have \$60,000 that we really put in there for one specific item, his feeling was that they send them a directive that they can't spend it because that was what they had put it

in there for and didn't seem like they wanted to do it, and they would end up turning around and spending it on something else. It seems like the communication over there, he had called the superintendent a couple of times and he had not returned his calls. He thought they were going in the opposite direction and felt it was a little scary.

Mayor Wiczorek stated that was the reason why he was looking to hold the joint meeting so they could try to get things cleared up, and try to get everybody working on the same page.

Alderman Cashin stated he wanted to be sure that the City employees were going to be paid Thursday.

Mr. Hobson replied yes.

Alderman Cashin stated they could discuss the rest of this at the meeting tomorrow.

Mayor Wiczorek stated that was his main concern too was that they got paid, he did not want violations of the law, noting everybody that works deserves to get a check.

Alderman Hirschmann stated he did not think there was any friction between the School Board and the Board of Aldermen, what he saw was an indictment of the school administration here. This was a new administration that was not performing. When they can't get checks out, they were not performing.

Mayor Wiczorek stated it was a little premature to be making a judgment like that, there are some things that are wrong, and he wanted to see if they could get the issues that are giving them a problem resolved to the mutual satisfaction of both the Aldermanic Board who has the ultimate responsibility and the Board of School Committee, who has the responsibility for spending their funds.

Alderman Elise stated that this was a big system-wide conversion and not everybody is going to know what is going on with this system-wide conversion and there has to be one department, or one person that can oversee this system-wide conversion and make recommendations. Alderman Elise commented that she knew Mr. Hobson had said that it wasn't his role to say what should be done, but in this particular situation they needed strong recommendations that all parties will listen to. Alderman Elise stated she didn't

know if Mr. Hobson thought his role was to make recommendations, or was he looking to him to ask him for those recommendations.

Mr. Hobson stated my position reports to the Mayor and he wrote the mayor a memorandum and in that memorandum he said that based on everything that's happening and what has happened since the last time we met, it is my personal opinion, professional not just personal, there has to be, I've lived through conversions before in other places, there has to be a single person who sort of oversees the process and I know how big the school department is, 21 buildings, administrators, almost 1000 teachers, it's a big place, and its my opinion that to make that effort happen and to help the school administration and help the district office, he thought there should be a person that is paid for out of the conversion project to oversee the conversion for the school system. He thought it would be money well spent and it comes out of the bond as he understood it from a brief discussion with Kevin Clougherty.

Alderman Elise stated it sounded like a very logical recommendation and that person would troubleshoot, and find out about the 110 missing people, and how to input it, and who is going to do it and what staff should do it.

Mr. Hobson stated we could find a person that could troubleshoot, train, coach staff, be familiar with report writing, have an appreciation or understanding of payroll processes, handbook II which the current superintendent has an excellent knowledge of, he was involved in writing it, so you could find someone like that kind of a background I think on a relatively quick basis.

Alderman Elise stated so in terms of tomorrow evenings discussion that will be brought up.

Mayor Wiczorek stated yes, they would like to resolve the issue so they can move in the same direction.

Alderman Elise asked if there would be a structured format for tomorrow's meeting, because she could see where it could get way out of control.

Mayor Wieczorek stated yes, he did not want it to be a we them thing, he wanted to take the items one at a time and make a decision on them and move forward.

Alderman Clancy stated before we start making any accusations about anything, let's get together tomorrow with the school department and iron things out as professionals.

Alderman Shea stated nobody is wrong and nobody is right in this situation, we all have to listen to both sides in this situation and see how we can solve the problem. He thought there would be give and take on both parts.

Mayor Wieczorek commented that in today's *Wall Street Journal*, at the previous meeting there was some discussion about what Moody's was doing and the fact that Manchester really faired very well, and was one of only two cities that was granted an upgrade in their bond rating from 1970 to 1977 it was in the Journal today. Good publicity for the City.

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

A True Record. Attest.

City Clerk