

**SPECIAL MEETING
BOARD OF MAYOR AND ALDERMEN
(RE: FY2010 BUDGET)**

April 27, 2009

6:00 PM

In the absence of Mayor Guinta, Chairman Lopez called the meeting to order.

Chairman Lopez called for the Pledge of Allegiance, this function being led by Alderman J. Roy.

A moment of silence was observed.

The Clerk called the roll.

Present: Aldermen M. Roy, Gatsas, Sullivan, J. Roy, Osborne, Pinard, Lopez, Shea, DeVries (late), Smith, Ouellette, Murphy

Absent: Aldermen O'Neil, Garrity

Chairman Lopez advised that the purpose of the meeting shall be discussions relating to the proposed FY2010 budget for the following departments:

- a) Solicitor's Office

Mr. Thomas Clark, City Solicitor, stated good evening. As you are aware from our correspondence to the Board, the Mayor proposed a budget for my office, which includes the Risk Management Division and also the Internal Auditor of \$1,075,540. That number is \$24,830 short of fully funding my office. That is the number that he was using, I believe, for furloughs. Without that money there is going to either have to be a lay-off or some type of furlough program in the office. That will affect services.

Chairman Lopez asked so \$24,830 is what you are short?

Mr. Clark answered yes.

Chairman Lopez asked and you will have to lay off someone?

Mr. Clark answered yes.

Chairman Lopez asked since we don't have a negotiator, how is your office coping with that situation and what is the long-range plan?

Mr. Clark replied as you know the negotiator was not actually part of my office when he was working for the City. He was physically located in our space but he was part of the Human Resources Department. Since that position has not been filled, basically my office has taken a much greater role in handling arbitrations and grievances. Basically Tom Arnold has been working with Jane Gile to handle those and it has increased our workload significantly. I don't know how negotiations themselves will be handled if we don't hire someone.

Chairman Lopez asked how much are you doing for grievances and stuff like that? Is it an increase in your workload?

Mr. Clark responded yes, the workload in my department has increased significantly because of that.

Chairman Lopez asked where do you see this going if there is not a negotiator?

Mr. Clark answered it is going to...if there is no negotiator and my office has to assist in negotiations with the new contracts then I am going to have to assign a person to do it, which will delay other work that has to be done in the office. It is going to affect services to the City.

Alderman Shea asked Tom, do you have any surplus in your budget this year?

Mr. Clark asked in the budget we are currently in right now?

Alderman Shea answered yes.

Mr. Clark replied I don't think we will have much of anything. I assume if we are lucky we may end up with \$10,000 left over and that would be coming out of the line item that we normally use to pay court fees and witnesses. It depends on how the cases go.

Alderman Shea stated what I was trying to do is punch a hole in your budget so that a person wouldn't be laid off but maybe work to see if there was some way that other line items might be taken down a little bit whether it be auditing or...

Mr. Clark interjected actually the auditing cannot be reduced. Those are all contractual numbers.

Alderman Shea asked the \$32,000 is a contractual number?

Mr. Clark answered yes, the City is required by law to go out and get audits every year; it is done by competitive bidding and those are contractual numbers.

Alderman Shea asked how about the duplicating services? You know like \$500 here and \$1,000 there and maybe reducing books a little bit. I am not sure if you can get the books at the Library or not.

Mr. Clark answered no, you can't. Our books have been cut back dramatically over the years. In fact, we only have one set of RSA's that we keep up-to-date now because we have an online subscriber service and those are contractual numbers.

Alderman Shea stated I will conclude with asking is there any hope of anyone helping out? Without using the word furlough is there any way that someone can be helped so that they are not laid off? I don't know how that would work or who you would point towards or who makes that decision.

Mr. Clark asked who makes the decision about who will be laid off?

Alderman Shea answered yes.

Mr. Clark stated it would be me making the decision. Once we know what kind of number we will be given for the budget then I will sit down with my staff and see what we can do. Like I said, right now we are projecting that we are going to be almost \$25,000 short.

Alderman Murphy stated Tom, I have a couple of questions that I think I know the answers to already but I just want to get your answer to them. Can you just walk me through what the following categories encompass? The first one would be 0387 Legal Services. The second one would be 0390 Other Services and the third one would be 0907 Auditing because I am not quite sure I understand.

Mr. Clark responded I will do the last one first. Auditing is the one that Alderman Shea just asked about. The City is required by law to go out and get independent audits every year and the contract to get those auditing services done is put out to bid every three years by Kevin Buckley and those are contractual requirements at this point.

Alderman Murphy asked is the \$94,000 subject to a prior year contractual obligation or is that a new contract that has been executed?

Mr. Clark answered this is probably the third year of the contract. It is a three year contract I believe. I can double-check for you on that. 0387 Legal Services, that is basically the catch-all for my department. It allows us to pay for court fees, expert witness fees, stenographers and anything to do with cases for or against the City that we need funds for.

Alderman Murphy asked so anything preparation related?

Mr. Clark answered yes.

Alderman Murphy asked and Other Services?

Mr. Clark replied that is under the Risk Management Division and I will turn it over to Harry Ntapalis who is the Risk Manager.

Mr. Harry Ntapalis, Risk Manager, stated Other Services are for consulting. We really don't tap into those. The one area that we do is in the actuarial figure that you may see in the budget – the \$7,500. We are obliged to the actuarial services because the Labor Department does require once a year that we provide them as a self-insured entity with an actuarial review. I think the Other Services 0390 doesn't have more than \$1,000 in it anymore.

Mr. Clark answered it has \$2,500 in it.

Alderman Murphy asked do you know what you have utilized out of that?

Mr. Clark answered it is for the insurance consultant.

Mr. Ntapalis stated there are rare occasions where we have a consultant and if there is something that has to be discussed with him, it used to be \$25,000 and he is out of Massachusetts and it is for insurance consulting.

Alderman Murphy stated it has been bumped up significantly under the Mayor's recommended budget. Is there a particular reason for that? It looks like it has gone from \$2,500 to \$6,500.

Mr. Clark responded I wasn't using that sheet. I have it down in my budget as \$2,500 still.

Mr. Ntapalis replied that is what I have too.

Alderman J. Roy asked Tom, do you have any retirements coming this year?

Mr. Clark answered I don't believe so.

Alderman J. Roy asked so you haven't budgeted for severance?

Mr. Clark answered no, because I don't believe there is anybody retiring.

Alderman J. Roy asked but if somebody did retire you would be in that pickle again where you wouldn't be able to hire somebody for an extended period of time in order to pay off the severance correct?

Mr. Clark answered yes. Under the way the City works I would have to keep a position open until we could make up the money.

Alderman J. Roy asked if you did have furloughs how would it affect your department? What would you have to do in order to make that work?

Mr. Clark replied the salaried employees would have to take a week at a time. That is the only way it works under the law. They would be eligible for unemployment compensation if they did that. Hourly employees can do it on a daily basis. Depending on what the number is, I could sit down with my staff and see whether or not that is the course they would like to take rather than a lay-off. Absent that, I will be about \$25,000 short.

Alderman J. Roy asked so the savings for furlough may not be as much as we may think because of the triggering of the unemployment?

Mr. Clark answered correct.

Alderman M. Roy stated just switching to the larger decrease in your budget, the revenue numbers, could you explain the large change from what I believe was over \$700,000 last year to where you are today?

Mr. Clark responded all of our revenue numbers come in through the Risk Management Division and I will let Harry address that question.

Mr. Ntapalis stated Alderman, the projections that we made last year with regard to revenues fell quite shortly obviously and it was due to any number of things. First and foremost, we are involved with what is called a second injury fund for workers compensation. Basically what that does is if you have a qualifying individual who is injured on the job and they have had pre-existing problems medically and that has been recorded early on and they should go out for whatever reason while they are tenured with the City of Manchester, as a self-insured participant we are allowed to gain back anywhere from 50 cents on the dollar to full compensation. That fell very short and there are a couple of reasons for it. One, there have been attempts legislatively to try to do away with the second injury fund. Some states have been very effective. In our state we haven't. We have maintained it and it works for a self-insurer. We had high revenues that came in in the past - \$300,000 or more. To give you an example, this year we only received \$108,000. So to qualify for the second injury fund now there are a lot more rigors involved and a lot more pre-requisites that the Labor Department is looking at on behalf of self-insurers if we are reimbursed. That is the big portion of the short-fall.

Alderman M. Roy asked and the chargebacks that you referenced in the departmental response – who are those charged back to?

Mr. Ntapalis answered the chargebacks that we make are to the Enterprise departments and the lion's share is generally the School District. The chargebacks are made generally once a year and I usually send a letter on or about October 1 charging them for our time, for their prorated shares of premiums and they end up in a windfall situation if we have decreases, which we have had in the lines of coverage surprisingly. When a lot of things are going up, some of our services have either maintained a level fund or we get more services or we take on a higher deductible and receive a lesser premium for the commercial accounts. So I pass on those windfalls also. It wouldn't be fair to charge the Enterprises or the School District if we have saved money overall in the City.

Alderman M. Roy asked can I request a five year breakdown of what has been charged back to the Enterprises? Is that something you can do?

Mr. Ntapalis answered sure I will be glad to get that for you and present it to the Board.

Alderman M. Roy asked can I get the formula that those chargebacks are based on?

Mr. Ntapalis answered I would be glad to do that.

Chairman Lopez asked can you send it to all of the Aldermen?

Mr. Ntapalis answered yes.

Alderman Sullivan stated I have a couple of questions. Looking at the line item for books of \$13,500, does that include Lexis or a similar service?

Mr. Clark replied yes it does. It includes our Westlaw.

Alderman Sullivan asked how much are we paying a year for Westlaw?

Mr. Clark answered it is approximately \$12,500.

Alderman Sullivan asked so that is the bulk of that budget item?

Mr. Clark answered yes.

Alderman Sullivan asked is there a lesser tier service that we could obtain through Westlaw or through Lexis?

Mr. Clark replied I think we are probably at the lowest tier that we could use at this point.

Alderman Sullivan stated well I know they have some where they start charging you based on usage and others are flat fees. I know there are a whole bunch of different options there.

Mr. Clark stated that is our flat fee. That doesn't include usage. We get charged extra for usage, which we try to avoid.

Alderman Sullivan stated I am noticing the mileage reimbursement line of \$2,000. That seems like a lot of trips to Concord.

Mr. Clark replied not necessarily. My prosecutors have to go to Concord for the administrative license suspension hearings and it also pays for the mileage when we go up to the Supreme Court or to Merrimack County.

Alderman Sullivan stated correct me if I am wrong but any action involving a state administrative agency would have to go to Superior Court up in Merrimack County. Not all but a better portion of them, correct?

Mr. Clark answered yes.

Alderman Sullivan stated my last question is about 0810 Dues, Fees & Licensing. Is that association and Supreme Court annual fees?

Mr. Clark answered yes. Alderman Murphy, you had asked me about Other Services and why it went from \$2,500 to \$6,500. I have an answer for you now. It slipped my mind but our budget through Harry's consulting services is still budgeted at \$2,500. The

extra \$4,000 was added this year under Kevin Buckley's line to allow him to have peer review so that he can stay accredited.

Alderman Murphy stated I just want to clarify the Westlaw charges because that actually doesn't seem high to me. I assume you get all of the NH databases and the Feds. Do you get all states?

Mr. Clark answered no.

Alderman Murphy asked so you are really...

Mr. Clark interjected we get the municipal package, which includes the NH Laws, McQuillin, and NH bankruptcy cases. We don't get all of the states cases or all of the districts.

Alderman Murphy asked so you would have to get extra for that just to see what holdings were in other...so you are really bare bones on Westlaw?

Mr. Clark answered yes we are.

Alderman Murphy stated I just wanted to clarify that.

Chairman Lopez asked Harry, how do we go from \$100,000 to over \$500,000 in worker's compensation salary?

Mr. Ntapalis answered the short answer is that I sent a memo out earlier in the year and it goes beyond just having very difficult winters. There has been a rising cost in medical expenses and another large piece has been unfortunately the length of stay for individuals who have been injured. They have been staying out longer due to the disparity of their

injuries and the cost of settlements. The settlements as you all remember five years ago or so were substantially less. To settle out with an employee who retires on a disability or resigns their position but were found to be disabled, those costs have also gone up, Alderman, and that is what has drive up the workers compensation.

Chairman Lopez stated I thought we had a good Safety Committee.

Mr. Ntapalis responded we do have a very active Safety Committee.

Chairman Lopez stated but if we have over \$500,000, which is a 400% increase something doesn't add up.

Mr. Ntapalis stated well, one of the things that we are going to do to try to curtail...again as I mentioned we have had two back to back very difficult winters, not necessarily where the numbers of claims in the last five years were higher than the average of around 500 but the severity of the injuries – broken bones, surgeries, pinnings, multiple surgeries in some instances with our employees. We are going to be a little bit more proactive now to the degree that we can within the resources allotted to us as far as training. We are going to try to put a lot more emphasis on cyclical training throughout the year where we have seen a heightened amount of claims activity. In other words we will target specific divisions within departments where they can use our assistance. Getting back to your question real quickly, the Safety Committees in the different departments have been very active and very good and they work well with our Safety Review Board. We are trying our best. It has just been a stroke of bad luck over the course of the past year.

Alderman M. Roy stated Harry, you sent me information regarding our workers compensation. It sounds like you may have a lot more detail as far as departments. Is it possible to get a breakdown per department on claims paid over the past five years?

Mr. Ntapalis answered sure, I could do that as well. I gave you a summary I believe, Alderman, maybe a couple of weeks ago at your request. I could give you that kind of detailed breakdown. Obviously names and so forth will not be included.

Alderman M. Roy stated anything that is going to violate any laws...follow your protocols but if you could do, per department, what has been paid out each year over the last five years I would appreciate it.

Mr. Ntapalis asked do you just want it for the operating departments or would you like to see the School District? They make up a substantial portion as well as the Enterprise departments.

Alderman M. Roy answered the Enterprises as well.

Chairman Lopez stated the School District is a chargeback though, right?

Mr. Ntapalis answered yes, as well as the Enterprises, but it will give you a better perspective of the kinds of dollars that I am having to deal with under that one Federal ID. It would probably put things in a better perspective for you.

Alderman M. Roy stated everything would be good.

Mr. Ntapalis replied okay, I will do it for the last five years and get that out to you as well.

Chairman Lopez asked Harry, do the department heads attend the Safety Committee Review Board meetings?

Mr. Ntapalis answered the Safety Review Board meetings, by and large the department heads do not; only if there is a rare occasion where we see non-compliance. There are teeth in the ordinance that would allow the Safety Review Board to compel a department head before us. There hasn't been a need for that in quite some time. In the past it had become somewhat routine but a lot of those department heads have since retired.

Alderman Smith stated as you know I serve on the Safety Review Board. Our budget was cut 50% as you well know Harry. I would like to ask where does the money come out of in the Solicitor's Office – what category does that \$20,000 come out of?

Mr. Clark stated the Safety Review Board money is not in my budget. It is usually a non-departmental...

Alderman Smith interjected I know that it is non-departmental but where does the money come from? Just the Mayor's budget?

Chairman Lopez stated it is a special line item for the Safety Review Board.

Mr. Ntapalis stated it has always been segregated and never part of a departmental budget even when it was at the \$40,000 mark.

Alderman Smith stated since you asked Mr. Chairman about the injuries, we have had quite a substantial amount and in one we are trying to prevent a serious situation at the Highway Department and we don't have any money to prevent the safety hazard. I brought it up to CIP last year and it exists in the Highway Department and it still exists today and these are the problems we have. There could be a death in the Highway Department and I want to make sure everyone knows about it. The Safety Committee meets once a month. Our hands are tied. We have no money whatsoever. We review it

with the consultant when we go over the injuries and believe it or not with all of the departments involved there are maybe 40 or 50 injuries a month reported but not paid out.

Chairman Lopez asked the \$20,000 you had last year is it all gone?

Mr. Ntapalis answered the \$20,000 we will squeak by with this year and maybe have \$8 left on June 30. It is well spent. It is spent in a very Spartan fashion as to where the need might be. I guess the intent has never been for it to be a supplemental safety budget for people's departments. Built into it are those things that people can't anticipate – maybe an ergonomic quick fix to a work station or something that will prevent a worker's compensation complaint from being filed. If I could, Mr. Chairman, Alderman Smith brought up a good point. He serves very well on that Safety Review Board. It is a very efficient Safety Review Board and the piece that he brought up as far as the potential safety hazard, that was near and dear to both of us in our meeting last week. I didn't have an opportunity to get back to the Alderman but I have spoken with the Department of Public Works and they are trying to immediately remedy that situation from materializing into being a potential for a tragedy. I didn't have an opportunity to get back to the Alderman but they are telling me there is a way that they can repair it. Issues that surround the circumstances that we are talking about are in check right now so I am very comfortable about where we are with it. He brings up a good point but there are things in the future, unforeseeable things, and we can work within our limited resources but they are limited.

Alderman Osborne asked Tom, so if you have no furloughs you have no problem?

Mr. Clark replied if I understand you, if you put back the money that was taken out for furloughs then I can get by for the year; yes.

b) Library

Denise VanZanten, Library Director, stated thank you for the opportunity to discuss our budgetary needs for FY10. The Manchester City Library, which provides services from two historical buildings, is experiencing a growing demand for library services due to the current economic recession. Our City operating budget is very lean. We are operating two library buildings that are open a total of 107 hours a week and our users are repeatedly asking us for more hours. They are asking for the main library to be open year round on Saturdays and they are asking us to be open on Sundays. We do not have the resources to expand to meet those hours. The library stays within our budget allocations. Most libraries serving our population size have an operating budget in the range of \$4-6 million. Our current budget is \$2 million. In my time as Library Director, I have worked towards making the library more efficient and I have handled our library budget responsibly. Many families are facing economic difficulties and have turned to the library for resources, programming and training. We are signing up on average 506 new library card members each month in the current fiscal year. I could share with you numerous articles regarding increased library usage during economic times like this, including the local media which has covered this growing trend. The library's collections provide access to research and recreational materials in formats such as books, DVD's, videos, magazines, audio books, music CD's and online databases. Our research materials both in print and online cover a wide range of topics including law, business, medical, automotive repair, science and literature. To meet current demands, we updated our career resource section and also created a home schooling collection. We were able to meet this demand even though our materials budget line in our City budget is at \$1.16 per capita. It is one of the lowest in the state. The library's resources are accessible 24 hours a day via our online catalog. Our users can make requests for materials and then pick them up when they are available. We provide Internet access, photocopiers and microfilm readers and printers. We have one of the largest collections of microfilm from

local newspapers, which are used every day. The *Union Leader*, in fact, actually sends researchers to the library to use their microfilm because we have it. Our Internet stations are invaluable to those who cannot afford computers at home. We also offer free Internet access for people to apply for jobs, hunt for jobs and even file their tax returns. Our users stay in touch with loved ones serving overseas with our computers and our wireless Internet access at both buildings has been maxed out with library users using their own laptops. Every day our staff encounters library users who need help filing a job application online, redoing their resume or finding a more affordable home utilizing our library resources. Our library programming is aimed at serving all age groups. Our programs include story time school vacation week activities such as the Teddy Bear Picnic, which is tomorrow at 11 AM in Victory Park if you want to bring your teddy bears; Family Fair; summer programs, Senior Coffee Hour; Family Game Nights; Life Size School Book discussions; computer classes; cooking demonstrations; career guidance and gardening. As you can tell, we are very busy doing programming. Many local community groups are now using our facilities to hold their own meetings and recitals since we have some of the largest public spaces available to them. Our libraries are well used and vitally important to the community. In 2008, the usage of library materials went up 8.5%; demand for our meeting rooms went up 14.6% and usage of library computers increased an astounding 17.2%. We need to be funded at a level that allows us to continue meeting the needs of our community. The proposed budget number for the library will not support library services from two buildings. The trustees and I have already reduced our operating line to the point that our only recourse will be to further reduce our dedicated staff, 68% of whom are taxpayers and residents of the City. With the proposed number, the library will be laying off up to five full-time employees, which is 10% of our staff. The trustees and I will consolidate remaining staff so that we can provide quality services. Hours of operation at the branch will be severely cut back or eliminated due to such a reduction in force. Reducing hours at either building is a huge disservice to the many residents who rely on our services. With the reduction in force, the library will have to restrict the hours that we are open to the public, thereby

severely impacting accessibility to computers and requiring us to restructure our programming both in and out of the buildings. For example, we now run four story times a week, reaching out to all age levels of early learning at the main library. After this reduction in force it will not be possible. Our library staff are also invited to hold story times at the Y, daycare centers and elementary schools in poorer sections of the City but we will not have the staff to do that. Just recently, our branch staff partnered with the staff at the senior center and held a joint program in their recreational room. We had over 200 attendees for a reptile program at the senior center. We hope to have these type of joint programs this coming summer. The creation of the west branch or the West Community Library Center was supported by the Aldermanic Board in the late 1970's. The branch opened to the public in April 1980 and has been in its current location ever since. The branch should be celebrating its 30th birthday in 2010. The City of Manchester has invested \$147,000 in FY08 to address a leaking roof at the branch. In FY06 the City allocated \$50,000 so that we could take over all three floors of the Fire Station after the Senior Center was completed. The funding for such physical improvements implies that there is a commitment to financially supporting the branch in its current location. However, the budget number currently proposed for the library does not support that commitment. Our library foundation and our trustees have also expended funds to improve the branch over the hours so we too have made a financial commitment to that building. The trustees and I are requesting the funds to allow us to maintain all current services at both buildings. This is the amount that we requested of the Mayor and that is what we are requesting again tonight. That amount is \$2.1 million. That means honoring our contractual obligations to our staff, who are a vital asset in providing library services. The trustees and I will require an additional \$131,403 in our salary line to maintain current services. We provide many services to the community with the very small percentage that we receive from the City's operating budget. The libraries serve a vital role in our communities especially now during these tough economic times. We wish to continue doing our part for our residents in the coming year. Thank you for your time and I will take any questions.

Alderman Osborne stated there is just something I have to say here. It is not a question or anything. I have been sitting here for many years. I am from Manchester and have lived here all of my life. I think the main problem with the City here and I have to say this and I have been wanting to say this for a long time is it is not so much the Aldermen here or the taxpayers or anything else but it is population. We have too many people living here and it is taking away from the City services. We had over 400 employees in the Highway Department back in the late 40's and early 50's. Today we are lucky to have 170 and the population keeps going up and up and up and the services are going the other way. There is something wrong in Denmark. So I feel for your budget. I feel for everybody's budget because I know where you are coming from; believe me I do. I don't say much here but I listen. So I wanted to say this. Instead of us trying to beat our heads against the wall here at every meeting and everything else, it is population that is killing us here in Manchester. We can't keep our arms open like this forever. It doesn't support it. It just doesn't. So it is a tough decision and you hate to say it but this is what is wrong and this is what we are going to have to work on more so than just keep going the way we are going. I could say more but I won't.

Alderman Sullivan stated Ms. VanZanten thank you for your presentation. I do have a couple of points that I would like you to elaborate on. In recent years your department's budget has taken a pretty substantial hit. It is my understanding that your Assistant Director position is currently vacant?

Ms. VanZanten responded that is correct.

Alderman Sullivan stated and last year you eliminated an in-house IT position and you are relying on Information Services for those duties?

Ms. VanZanten replied yes, we did.

Alderman Sullivan stated and you converted a Clerk II position to two separate part-time positions, which actually saved money because there were no benefits provided.

Ms. VanZanten responded that is correct.

Alderman Sullivan stated I would like you to elaborate on the acquisitions budget. You said it is \$1.16 per capita that we are spending right now?

Ms. VanZanten answered yes.

Alderman Sullivan asked isn't that actually...the amount in raw dollars, isn't that lower than Salem or Derry or Londonderry?

Ms. VanZanten answered yes.

Alderman Sullivan asked so communities that are smaller than one quarter of the size of Manchester are actually allocating more resources?

Ms. VanZanten replied I do have those numbers if I can find them. For example, the Derry Public Library spends \$126,000 a year and their population is just about 34,000 so they are spending \$3.73 per capita. Concord is a \$2.79. Portsmouth is really nice. They are at \$9.84. We are pretty low for being one of the larger libraries in the state. We are the lowest.

Alderman Sullivan asked how do we compare regionally say to Worcester, Providence...

Ms. VanZanten interjected I don't have those numbers. I know we are pretty low because they have state funding, which we don't have.

Alderman Sullivan stated just looking at what you brought forward here it looks like we are at the point where you have made your cuts. You have made them in years past and now we are hitting...the fat and muscle are long gone and we are starting to hit bone. Short of shutting down the West Side Library or eliminating a large percentage of the hours downtown, I don't know where we go if we don't find some way to give you guys the resources that you need.

Ms. VanZanten responded thank you. Basically we will be forced to consolidate and do the best we can with whatever number we end up with.

Alderman Ouellette asked how much did you request for your budget this year?

Ms. VanZanten answered \$2,103,821. All we asked for were salary increases.

Alderman Ouellette asked and the Mayor's number is \$1,969,000, which is a cut of \$48,853?

Ms. VanZanten answered right, which is the seven day furlough.

Alderman Ouellette asked if the Mayor's budget passes...has he talked to you about furloughs and things of that nature and is that something you are considering?

Ms. VanZanten answered we discussed it but part of my staff is unionized and the furlough is not an option for us right now.

Alderman Ouellette asked so for you to be...are you asking for that figure that you quoted just basically to cover the salaries? No frills, no nothing.

Ms. VanZanten answered correct. It is a bare bones budget. Everything is level funded except for the salary line.

Chairman Lopez asked could you repeat some of the numbers you just said? Your request number?

Ms. VanZanten answered \$131,403, which is what we need in our salary line.

Chairman Lopez asked no, what did you request?

Ms. VanZanten replied \$2,103,821 is what we requested.

Chairman Lopez asked and the \$131,403 is just salary increases?

Ms. VanZanten responded yes it is our COLA's, merits and longevity increases for our staff complement.

Alderman Ouellette asked are you anticipating any retirements this year?

Ms. VanZanten answered we have six staff members who are eligible to retire, which would take a severance of \$104,000, which I have not budgeted for. None of those staff members have come forward and said they are retiring so I am assuming that they are sticking around, which is a good thing.

Alderman Ouellette asked but if there needs to be cuts they may think of...

Ms. VanZanten interjected I could be in a much bigger hole than I am currently in right now.

Alderman Ouellette stated that would be an option for those six employees.

Ms. VanZanten responded that is a possibility; yes.

Alderman Ouellette stated and then you would have to come up with another \$104,000 anyway.

Alderman Shea asked the operating hours of the West Side and the Main Library, are they the same?

Ms. VanZanten answered no. The main library is open 63 hours a week and the branch is open 44 hours a week.

Alderman Shea asked is it open Monday through Saturday or how does that work?

Ms. VanZanten answered the branch during the school year is open Tuesday through Saturday and in the summer it is Monday through Friday. The main library is open Monday through Saturday during the school year and we are open Monday through Friday during the summer.

Alderman Shea stated that kind of concurs with previous years I think.

Ms. VanZanten responded yes. We actually added three hours to the main library two years ago. We added another night.

Alderman Shea asked if you were to have a reduction in staff, would you lay off part-time workers or full-time or how would you try to...

Ms. VanZanten interjected the trustees and I would have to look at the numbers but it is mostly going to be full-time employees because the cut is so deep. Our part-time staff...we only have 16 part-timers at the library and most of them are library pages, which are a grade 3 so there is not a lot of money in our part-time salary line.

Alderman Shea asked and there is nothing that you can make up in any line item?

Ms. VanZanten answered our book budget is down to \$90,000.

Alderman Shea asked so this year do you have a surplus?

Ms. VanZanten answered no, I am not expecting to have any surplus this year.

Alderman Shea asked but you will not operate under any kind of deficit will you?

Ms. VanZanten replied no. I think we will come in pretty close to zero.

Alderman Shea asked so basically in order to...I am being repetitious but you need \$48,000 or do you need more than that?

Ms. VanZanten answered we need what we requested, which was really lean to begin with.

Alderman Shea asked so you need more than \$48,683?

Ms. VanZanten responded right. I need another \$82,000 on top of that for the staff raises that were due them.

Alderman Shea asked so if you were just given \$48,000 you would still have to lay people off?

Ms. VanZanten answered yes I am still \$82,000 in the hole.

Chairman Lopez stated just a point of information. Once we approve a budget for the library they spend it any way they want. That is the authority that they have versus the other departments. Is that correct?

Ms. VanZanten responded that is correct but we do spend it on things we need.

Chairman Lopez stated the only question I have is how do the trust funds...have you ever gone to the trustees to try to get more money?

Ms. VanZanten replied what the trust funds do is we can only expend the interest income from them. We can't touch the endowment. What we do is we have a set budget that supplements the City's fiscal year budget and we use that to purchase library materials, which are restricted. For example, we have a Keene account that we can only buy Polish related materials with. We have a really good Polish cookbook collection. We also spend the money on all of our programming. There is no programming money in the City budget. We buy all of our furniture and equipment from our trust funds. That line if you will notice in our budget is zeroed out. Staff development all comes from our trust funds. That is also zeroed in the City budget. We also give a little bit of something for our literacy group in the library.

Chairman Lopez asked did you mention the percentage of money that comes from the trust fund for the operation?

Ms. VanZanten answered yes there is an interest income. We have the money invested with Citizen's Bank and each year they tell us how much interest we have earned during the year and that is all we spend is the interest earned on the previous year. I am expecting about \$20,000 less this year than last year.

c) Planning & Community Development

Mr. Leon LaFreniere, Planning & Community Development Director, stated thank you for the opportunity to come before you tonight and explain the impact of the proposed FY10 budget. The Mayor's FY10 budget for Planning & Community Development is \$1,709,872. This is \$118,964 or 6.5% short of fully funding the department at the staffing level endorsed by the Board of Mayor and Aldermen when the merging of the Planning and Building Departments was approved on March 1. The merger of the Planning and Building Departments as approved by the Board of Mayor and Aldermen resulted in an FY10 budget request that is \$50,696 or 2.7% less than the total FY09 appropriation for both departments. This request is \$170,542 or 8.5% less than the funding requirements for full complement's separate departments. Two complement positions were eliminated to achieve these savings. In approving the merger, the Board of Mayor and Aldermen allowed for the filling of two vacant full-time equivalent positions so that the new department could function successfully with reduced staffing levels and also allow us to implement some of the goals of the consolidation. These positions would be eliminated under the Mayor's budget. A further reduction in the staff complement will not allow us to implement the goals of consolidation. It will have a significant impact on customer services, inspection services, code compliance, the NET team responses, long-range planning initiatives, which are critical in the down economy, as well as staffing for the various committees and boards. In addition to these lost

positions, the Mayor's budget would further reduce the Planning & Community Development Department's proposed FY10 budget by an additional \$44,256. This shortfall would require either the implementation of furloughs or the elimination of an additional full-time position. Clearly furloughs will further impact the ability of the department to deliver services, as well as collect revenues. We have provided a lot of background material to the Board recently, both during the consolidation process as well as in our submittals for various requests for information so we didn't want to bombard you with a lot of additional material tonight but I am prepared to respond to any questions you might have. In a nutshell, we have proposed a budget as a consolidated department that is significantly less than the requirement for the two separate departments and the additional cuts that are proposed in the Mayor's budget would reduce the combined requirement by approximately 15% over what the separate departments would require if they had stayed individual departments. I would be happy to answer any questions.

Chairman Lopez stated I guess the first question I have for the record is, and I participated in doing the merger, but I thought when we approved this we approved the whole plan in order to save the money and efficiencies and everything else. What happened?

Mr. LaFreniere replied we believe that the plan was approved as modified by the Committee process and was fully able to be implemented in the context of the 2009 appropriation. In terms of the Mayor's proposed FY10 appropriation, that number has been further reduced, which impacts our ability to fully implement the consolidation plan.

Chairman Lopez asked is that the reason you didn't go forward and hire these people?

Mr. LaFreniere answered we have moved forward to recruit for the vacant positions; however, in all honesty I am reluctant to fill those vacancies until we have a better understanding of how the FY10 budget will proceed.

Alderman J. Roy stated I was just trying to digest all of the information that Leon gave us and you did answer a lot of my questions already. I agree with you, Mr. Chairman, and you, Leon, that we did approve this whole thing as a package when the consolidation was done and your number of 15% lower than last year if you had the two departments together is incredible. I thought it was 8.5% or 9% that you were saving with the \$170,000 and just that alone I think is good work. I appreciate the two departments getting together and thinking outside the box and coming up with that plan and saving the City money. I think you have already done your part for this year and I thought that it was taken care of as well going forward but then the Mayor's proposal came forward and cut it another \$119,000, which I don't think is reasonable. Retirements. You probably knew I was going to ask this. I know that last year it was devastating for Planning because of our method of not funding retirements. They were down I think 35% of their staff and that severely hurts the services to the citizens. What are your projections for this year? How many people are eligible to retire this year in your combined department?

Mr. LaFreniere replied I actually haven't done an analysis on how many people are eligible. I asked...you know we have a small enough department where I could go around and ask and I didn't get any indication that there was anyone contemplating retirement in FY10 so I am not anticipating any at this point.

Alderman J. Roy responded good because I am sure you haven't budgeted for that and I don't mean that in a demeaning manner. I just know that nobody does that.

Mr. LaFreniere replied that is correct. As you know, the Planning Department was devastated with a host of retirements all at the same time last year, which had a significant impact, and the Building Department had two retirements the year before. I have no knowledge of any planned for FY10.

Alderman J. Roy stated good, and that is a great way to do it. You are small enough and you can ask people. That's great. Furloughs. If you were to have furloughs what would it mean to your department and how would it affect services?

Mr. LaFreniere replied well obviously the intent as I understand it would be that with the implementation of furloughs, services would be maintained and I can tell you that is always a challenge when you don't have the staff to provide the services. Implementing furloughs in our department would have an effect. It would result in delays in processing paperwork, responses to inquiries from the public as well as potential delays in the inspection program, especially on the code enforcement side.

Ms. Pam Goucher, Deputy Director, Planning & Community Development, stated I guess I would add that the same would apply for the Planners who would be forced to take days off. We seem to be behind the eight ball right now because we are down planners and try as we might we can't seem to get the agendas out a good week in advance, which is historically what the department has always done. We seem to be just barely getting them out a couple of days before meetings. We make our legal notices but it has really been a struggle, so if you take the Planners that we have and obviously as stated we have been recruiting for the other open positions but should we not be able to fill those positions, it would be pretty devastating to have the Planning staff take these additional days off if we can't even have the regular complement. I just wanted to add that.

Alderman J. Roy stated you are not all hourly workers in the department. I heard from one of the other departments that hourly workers could take a day off at a time but the salaried people would have to take off a week. How is that going to work?

Mr. LaFreniere responded I personally have not heard any details on how that would be implemented for the exempt employees but obviously I have the same questions.

Alderman J. Roy replied the Solicitor just said that salaried employees would have to take a week at a time and that would trigger unemployment.

Mr. LaFreniere stated if that is the case...I hadn't heard that that ruling had been made. I knew that he was investigating that.

Alderman M. Roy asked Leon, on your revenue side could you explain this year's revenue and what your thoughts are on next year's revenue?

Mr. LaFreniere answered Matt is with me tonight and he has been spending a lot of time as of late going over the revenue numbers, making a lot of phone calls and trying to beat the bushes if you will to try to come to as clear an understanding as we can about what is in the pipeline. We have been suffering as you all know like everyone else because of the economy in regards to our revenue and the way it comes in. Of late we have seen an increase in revenues coming in. In March we had a good month and April looks like it will be good as well and a significant increase over January and February, which are typically our slower months anyway but were very slow this year. I guess I will turn it over to Max.

Mr. Matt Sink, Deputy Director of Building Regulations, stated that is true. We have seen an upward trend in the last couple of months. There are several larger projects that have come forward that we anticipated coming forward. For the Institute of Art addition, that permit is in place and the building is going up as you can see. The Pandora renovation has also come up this fiscal year. I didn't necessarily anticipate it but the demolition portion of it and the first phase, the white box portion of Pandora, has been permitted. In addition, we have the Boys and Girls Club that have come forward. They don't have their permits yet but they are ready to be issued. So those projects as well as the Jac Pac permits lead us to believe that we are going to come close to the \$2 million

projection for FY09. As far as the FY10 budget goes, there are a couple of second phase aspects to some of these projects. There are two residential projects that are coming up. MHRA and Southern NH Services both have some residential projects and they each have a second phase. The first phase would be in FY09 and the second phase is coming in FY10. A couple of other projects that we are hoping for but not banking on are the mill conversion – Mill West on McGregor Street and the Tower Hill at 300 Bedford Street. Both of those would be significant revenue generators and we are hoping that FY10 sees those permits. We tried to be very conservative in the budget request for this year at \$1.75 million. That could come up with some of these other Phase II projects coming forward in that time period.

Alderman M. Roy stated for the public's edification and this Board's information, the Pandora...what does a building permit on a project of that size bring to the City?

Mr. Sink responded the estimate that I have gotten is about a \$10 million renovation cost and that would include, I believe, the cost of the first parking deck. I am not sure if it is the Granite or Seal Tanning deck but that was estimated for me at about \$10 million for the first phase.

Alderman M. Roy asked and that translates to what in revenue?

Mr. Sink answered it is 1% so it would be about \$100,000.

Alderman M. Roy asked and the Boys and Girls Club?

Mr. Sink answered that is \$4.5 million in construction costs so that is about a \$45,000 permit fee there.

Alderman M. Roy stated so as we look at economic development projects, there is a small return to the City directly when we start talking about building projects.

Mr. Sink replied absolutely.

Mr. LaFreniere stated in addition to the big ticket items if you will, on the revenue side we focus a lot on the building permit fees because that is where the bulk of the revenue comes in. One of the additional areas that has suffered this year in part because of the vacancies in Planning is the program revenue from our community development funds and we are hoping that as we gear back up to a full complement those program revenues will increase. We are also looking at doing an analysis of fee structure for Planning Board approvals, such as site plans, subdivisions and so forth because that fee structure has not been updated for some time – at least 20 years. Those increases are not necessarily built in but we will be continuing to look at those.

Chairman Lopez asked that is not included in your revenue numbers, correct?

Mr. LaFreniere answered no, they are not.

Alderman M. Roy asked Leon, on the Building side of your new department, how would new technology increase the efficiency of your people in the field and what would it take to get your there?

Mr. LaFreniere answered that is a tough one. The biggest stumbling block seems to be the interface with HTE. I am trying to find a system by which we can automate our process and integrate with our existing software programs. We tried a pilot program with a laptop in the field and it really hasn't functioned very well because of the technology in communicating back and forth through an air card but if we are able to move forward with a viable technology investment, there is no question that additional efficiencies

could be achieved and those efficiencies would translate into more efficient utilization of our field personnel. Right now they spend a considerable amount of their time reconciling records in the office when their most productive time obviously is out in the field.

Alderman M. Roy asked the utilization of those employees, if they are out in the field is it your feeling that one of their many functions is protecting constituents and improving the tax base?

Mr. LaFreniere answered absolutely. That is their primary function – public safety and enhancing the quality of life in the neighborhoods.

Alderman M. Roy stated so there is a direct correlation between our investment and payback to the City?

Mr. LaFreniere replied absolutely.

Chairman Lopez asked is there anything on the Hackett Hill project and the Job Corps that is going up there?

Mr. LaFreniere answered that project has taken some twists and turns as it has moved forward. Our initial understanding in the way that the contracts were structured was that the project would be required to fully comply with City standards, including permits and fees. We have been informed that that may no longer be the case and the contracts have been re-drafted. I don't have any confirmation of that. Certainly as they move closer to a real project if you will we are going to get some legal analysis on that issue but right now we are not anticipating any revenue from that based on information that we received.

Alderman Shea stated just to review, in the salary item am I correct in stating that without adding new positions you would still be \$44,256 or is it more than that without adding those three positions?

Mr. LaFreniere responded we have three vacant positions.

Alderman Shea replied that's right. Without adding those three vacancies.

Mr. LaFreniere answered one position has been approved for filling and we are almost through with the recruiting process and that position is a Planner II and will be offset primarily with program revenue so it doesn't have that much of an effect. The other two vacant positions, if they were taken out of the budget, that would be an additional \$44,000 or almost \$45,000 that represents the furlough amount.

Alderman Shea asked in other words if they weren't taken out...

Mr. LaFreniere interjected if they those positions were not filled, we would still be \$44,000 short.

Alderman Shea stated so in other words if that were to be the case what would happen? What would you have to do? I know you will have to talk it over and discuss it but where do you see the problem or the difficulty in terms of what your decision making would be?

Mr. LaFreniere replied that would have to be managed through some mechanism such as furloughs or if furloughs were not implemented it would be another full-time equivalent position, probably a field position.

Alderman Shea asked so assuming that furloughs are not implemented you would either have to not fill a position or lay off a person who is already employed correct?

Mr. LaFreniere answered we would have to not fill those two positions and lay off a person who is currently employed. One additional person.

Alderman Shea asked you would have to lay one off?

Mr. LaFreniere replied yes.

Alderman Shea asked and that would come from where?

Mr. LaFreniere responded while that decision hasn't been made entirely, it would be a field inspector position because we are...part of the vacancies that we currently have are already in our administrative support section, which is woefully understaffed so we would lose a field person or an inspector.

Alderman Shea asked so an inspector who goes out and does work and is now employed?

Mr. LaFreniere answered yes.

Alderman Shea stated that is what I am trying to get at. It would be a full-time person who is now employed that would have to be laid off?

Mr. LaFreniere responded yes.

d) Parks & Recreation

Mr. Chuck DePrima, Acting Director, Parks & Recreation, stated thank you for allowing me the opportunity to present the impacts of the Mayor's budget to our operation. I guess the easiest way for me to present this...

Chairman Lopez interjected who is with you?

Mr. DePrima replied this is Andy Vachon to my right who is in charge of our Recreation Enterprise Division. He is also the Ski/Aquatics Director. He will be playing a vital role in choreographing one of the largest impacts to our budget this year, to our general fund budget, which are the aquatic facilities in an effort to save money. I guess the best way to put this or to sort of represent this to the Board is to just demonstrate what we operated with last year or this current year, FY09, which we essentially did. It is sort of a bare bones capacity and then we compared that to what our staff will look like in FY10. In FY09 we had a general fund operating budget of \$2,655,465. Again, with that money we were able to just barely maintain the 2,000 acres of parks, cemeteries and school athletic fields that we have. We do it mostly with 27 full-time affiliated employees. These are the people who are actually out in the fields cutting the lawns, trimming trees and things like that in addition to 12 administrative staff. In the summer time, that number goes from roughly 39 employees to 127 employees, most of whom are temporary and most of whom are employed by the Aquatics Division. They are life guards, recreational aides, janitors and people like that. That is what we had to work with in FY09. In FY10 with \$2,502,259, our overall complement will be reduced from 127 employees to 71 employees. The majority of those cuts will be to the temporary employees and we will also be eliminating the Workreation Program, which has been reduced over the last several years anyhow in an effort to save money. I guess with that I will take questions from the Board.

Alderman Murphy stated thanks for coming tonight Chuck. Can you talk to me about your existing staffing and things that are sort of on the back burner project-wise that you haven't been able to accomplish even with your current levels?

Mr. DePrima answered with the current levels we have not been able to administer the roughly \$2 or \$3 million worth of capital projects that are currently under construction. That is the biggest thing right now. Administratively that is our biggest shortfall. Everything else we just struggle to maintain a status quo in maintenance.

Alderman Murphy asked your biggest struggle right now...is it not the debt service on some of these existing facilities?

Mr. DePrima answered if you are referring to our Enterprise Division yes.

Alderman Murphy stated if I take a line, for example if I look at your gas, oil and diesel line, there is a \$22,000 decrease.

Mr. DePrima asked are you in general fund or...

Alderman Murphy interjected I am in your general fund. There is a \$22,000 decrease in the Mayor's budget over what you had in previous years. If you see a cut like that, how does that impact your department? Does that impact fuel for riding lawnmowers and for...

Mr. DePrima interjected it does and when we have an impact like that we do our best to cover that shortfall with other line items that may not be quite as necessary. At this point though there is not really much latitude in our line items so my only option with this budget is to go to salaries.

Alderman Murphy asked so under that budget not only would you see a line item decrease in the tools that you need to maintain the fields but you would also see a decrease in your salary line item for the people and the manpower that you need to maintain those fields?

Mr. DePrima replied that is correct.

Alderman Murphy stated I am guessing that this would ultimately result in some of the fields not being maintained properly.

Mr. DePrima responded it does mean that. I think the largest impact, though, as I alluded to before it will be mostly to our aquatics facilities. Under this budget, the best way I have been able to manage that salary line item is we would be opening only two pools a day on a rotating basis. That means every aquatic facility would be open three days a week except for Crystal Lake, which would be open two days a week. It is just an odd number of facilities so that is how that would work. I think that would be the biggest impact.

Alderman Murphy stated Crystal Lake would only be open two days a week?

Mr. DePrima answered correct and every other facility would be open three days a week on a rotating basis.

Alderman Murphy stated I know that the Parks Commission has been discussing...I guess I am sort of back on the Enterprise fund but ways to raise money inside the division by raising fees and looking at fee structures for parks. Obviously if you don't have the manpower and the supplies to maintain these facilities, it is awfully difficult to talk about raising fees and generating additional revenue.

Mr. DePrima responded it is very difficult; yes.

Alderman Murphy stated I guess I am preaching more than asking but that is all I have.
Thank you.

Alderman M. Roy asked Chuck what is your make-whole number? What was your request?

Mr. DePrima answered right now to really be able to accomplish what we accomplished in FY09, again absorbing roughly \$143,000 in salary increases just to maintain our current complement and even go a little bit less, we would need approximately \$2,778,317, which is approximately \$287,000 more than what the Mayor is proposing.

Alderman M. Roy asked \$2,778,317?

Mr. DePrima answered correct.

Alderman M. Roy stated Chuck, your response to the Aldermen's request didn't include this one but there was a line that I had some concern about. Well, there are a couple of things that I had concern over. The first is pools, which seems to be the focus of the decrease. What was the investment in Livingston Park over the past decade, in Livingston Park, Gatsas Athletic Field and Livingston Pool and the David Wihby playground?

Mr. DePrima responded I don't have that number.

Alderman M. Roy asked ballpark it. Give me within \$1 million.

Mr. DePrima stated we spent approximately \$4 million over there including the trail, the pool and the Gatsas Athletic complex.

Alderman M. Roy responded I think it is closer to \$5 million if we print it out, but like the Library was saying earlier regarding investments in their buildings and keeping things open, we could literally have made a \$5 million taxpayer commitment to a location for a City-wide park, something that is used regularly – the playground, the trail, you have passive recreation, family recreation, summer recreation, athletic fields and we could be literally slowly bringing that in the pool section to a three day reduction?

Mr. DePrima replied correct.

Alderman M. Roy asked is that a good way to operate a Parks & Recreation system?

Mr. DePrima answered not in my opinion.

Alderman M. Roy stated going further than that, in your letter I was concerned by the last paragraph. It reads “there could also be one or more administrative positions considered for elimination that would have negative impact on the overall operation of the department.” You only have how many full-time people?

Mr. DePrima answered including our Cemetery Division we have 12 administrative positions including myself and Andy who is filling two positions.

Alderman M. Roy asked and how many acres of park land do you work with?

Mr. DePrima replied we have 2,000 acres including cemeteries and the school athletic facilities that we maintain.

Alderman M. Roy asked and the number of \$2,778,317 keeps the pools open on a regular basis and keeps your administrative staff in tact as well as the temporary recreational workers?

Mr. DePrima responded that is correct.

Alderman M. Roy asked are any of your temporary recreation workers eligible for healthcare?

Mr. DePrima answered no they are not.

Alderman DeVries asked the schedule that you have come up with for rotating the pools three days a week or two for Crystal Lake, what days are being assigned where?

Mr. DePrima answered I will let Andy Vachon answer that question.

Mr. Andy Vachon, Ski & Aquatic Supervisor, Parks & Recreation, stated on Mondays we have Hunt Pool and Dupont Pool. On Tuesdays we have Livingston Pool and Crystal Lake. Wednesday is Hunt Pool and Raco-Theodore Pool. Thursday is Livingston Pool and Dupont Pool. Friday is Hunt Pool and Raco- Theodore Pool. Saturday is Raco-Theodore Pool and Crystal Lake. Sunday is Dupont Pool and Livingston. We tried to even them out a little bit and give everybody the best days that we could going by our attendance records from last year.

Alderman DeVries asked have you distributed that schedule? It might be helpful if you could send that out in an e-mail to us. How will that impact any athletic programs that are trying to compete and/or go through their training periods in the schools?

Mr. DePrima answered it would have an adverse effect on the programs that currently utilize those facilities like the Red Cross, although I am working with them to write a grant that could make up the shortfall in the salaries so that we could staff their facilities adequately.

Alderman DeVries asked so that is just the Red Cross?

Mr. DePrima answered Red Cross and...

Mr. Vachon interjected we have two swim teams. Manchester Swim Team uses Racote Theodore Pool and the YMCA uses Livingston Pool in the morning. If we do this rotating basis, we would still have water in the facilities and we could have a staff member who would be able to unlock and stay at the facilities while the swim programs are going on.

Alderman DeVries asked so they won't be impacted at all? The swim teams or the YMCA program?

Mr. DePrima replied no. Again, I am working with the Red Cross. The Y could very well be impacted. I am working with the Red Cross actually to write a grant to cover the shortfall in salaries so that we could adequately staff the facilities for their particular program. The YMCA could potentially be negatively impacted. The Manchester Swim Team...we have struck an agreement with them to charge them for use of the Racote pool facility.

Alderman DeVries asked you are reaching out I assume to the YMCA because that may be part of a summer camp program where they have to realize they are losing their swimming facilities so they can go elsewhere?

Mr. DePrima answered yes.

Chairman Lopez stated I would like to follow-up on the rotation of the pools. What is the cost factor filling the pool and letting it run for two or three days without being used?

Mr. DePrima stated Andy will clarify this if necessary but most of the money spent at the aquatic facilities at any given point is mostly in salaries. There are chemicals and electricity needed to run the pumps and chlorinate the pools but they are not enormous amounts. Our biggest concern with having a facility full of water yet not open would be mainly the calls to the Police Department. I honestly feel that there would be more kids in Hunt Pool on an 85 degree day when it is closed than on a 95 degree day when it is open. I think that would be a discussion, if this comes to fruition, that would be necessary to have with the Police Department.

Chairman Lopez asked what kind of revenue are we getting from Raco-Theodore being an Olympic sized pool?

Mr. DePrima answered we haven't settled on an exact amount yet. What we are hoping to do is combine a fee with some in-kind services and things that they have donated in the past.

Chairman Lopez asked when do you think that is going to be settled so that we know for this budget?

Mr. DePrima answered before the pool season starts and probably within the next several weeks.

Chairman Lopez asked when do you fill the pools?

Mr. Vachon answered we fill them a week before opening and this year we will be opening with school getting out late approximately June 29 or June 30.

Chairman Lopez stated and Livingston being the nicest pool around...didn't we do a survey last year or the year before of the number of people from out of town and what are we doing in that situation?

Mr. Vachon responded we still have our residency policy. Residents are allowed in from 1 PM until 3 PM and from 3 PM to 4:45 PM anybody is allowed in. We close down for dinner break and reopen for family swim time at 6 PM where it is residents only from 6 PM until 7 PM and from 7 PM until 7:45 PM we allow anybody to come.

Chairman Lopez asked do you charge any of those people from out of town any money?

Mr. DePrima answered not currently, no.

Chairman Lopez asked why not?

Mr. DePrima answered because we haven't had a chance to implement a...due to the fact that we are understaffed administratively, we haven't had a chance to really determine what a reasonable fee would be and then implement a system by which we would take that money in, set up the account, etcetera. We just haven't had the opportunity to do that.

Chairman Lopez replied well to me it is very simple. They should go to Parks & Recreation to get a permit to go swimming at Livingston or one of our pools if they are from out of town and they pay a \$10 or \$15 or \$20 fee for the season. This is something we have to look at because I know that I stood over there with Parks & Recreation before and there were a lot of people from Candia, Auburn, Hooksett and everywhere else who

come to Livingston. They wait outside the gate. I think the survey showed that at least 40% of the people that go there are from out of town. I could be wrong but you can check out the survey that you conducted.

Mr. DePrima responded we will do that.

Alderman J. Roy stated I have several questions. The Y camp uses the pools? Do they use all of the pools?

Mr. Vachon responded it is actually the YMCA Swim Team that uses Livingston Pool to practice.

Alderman J. Roy asked the camp doesn't visit?

Mr. Vachon answered they occasionally send bus loads to Dupont Pool. It is nothing that is scheduled. They come during open time.

Alderman J. Roy stated the point I am getting at is if they are going to come to a pool they are going to find out when one is open and go there anyway, correct?

Mr. Vachon responded correct.

Alderman J. Roy asked so you are only going to have two facilities open each day?

Mr. Vachon answered yes.

Alderman J. Roy asked are you going to be able to handle the flow of people?

Mr. Vachon answered each pool as per the state code has a bather load that is allowed inside the fence. Livingston's is 305 for example. Raco-Theodore is 518.

Alderman J. Roy asked do you foresee a problem with overcrowding?

Mr. Vachon responded there already is at Livingston. There is always a waiting line.

Alderman J. Roy stated so this is going to exacerbate it.

Mr. DePrima stated we do anticipate an added burden on the facilities.

Alderman J. Roy asked what about the Fun in the Sun Program? I didn't hear you mention that and they do use the pools don't they?

Mr. Vachon answered they do. That was weighed in when I made the schedule for Hunt Pool. Hunt Pool will be open Monday, Wednesday, and Friday. They tend to use the pool five days a week but we will be eliminating two days. The west side would only get two days at Raco-Theodore instead of the five that they normally use. At Livingston they have to be bussed down so they only use it two to three days a week.

Alderman J. Roy stated the reason I bring that up is that Alderman DeVries asked what programs would be affected and I didn't hear that one. Are there any others that you may have missed along the way?

Mr. Vachon responded there are other day camps that are not affiliated with the City.

Alderman J. Roy stated well, they will just show up at whatever pool is open, and that will create the overcrowding problem, correct?

Mr. Vachon replied correct.

Alderman J. Roy asked doesn't the Red Cross use all of the pools for their swimming lessons?

Mr. Vachon answered unfortunately their numbers have gone down over the past few years. They use Livingston primarily for the younger kids as well as middle school kids. Dupont Pool has a program. Hunt Pool last year had one session where they had very few kids. They don't use Raco-Theodore or Crystal Lake.

Alderman J. Roy asked in the past have they had to pay a fee?

Mr. Vachon answered they don't pay us fees, no.

Alderman J. Roy asked they don't pay us any fees at all?

Mr. Vachon answered no.

Alderman J. Roy stated on another subject, retirements. You knew I was going to ask this.

Mr. DePrima answered right now I am possibly anticipating two.

Alderman J. Roy asked how many are eligible?

Mr. DePrima replied I think it is just those two...there might be three.

Alderman J. Roy asked like everyone else you don't have that in your budget so if they retire is it going to be another problem for you because you are going to have to leave that position open to make up the severance?

Mr. DePrima answered correct.

Alderman J. Roy asked if you had the furloughs how would that affect your department?

Mr. DePrima answered I am going based on the assumption that it would only be non-affiliated or are you talking department-wide?

Alderman J. Roy responded department-wide.

Mr. DePrima stated department-wide it would have a catastrophic effect on our department because we operate on kind of strict schedules right now in getting facilities ready for school athletic programs. The grass doesn't stop growing just because nobody is there to mow it unfortunately. We need to keep up with the constant hazardous trees and stuff like that. If people were to be furloughed that would certainly affect our ability to perform those tasks.

Alderman J. Roy asked how many men a day would have to be out in order to go along with the furloughs the Mayor has proposed? Would it be one person every day of the year or would it be two people every day in the summer? How would it work?

Mr. DePrima answered we have 39 full-time employees so it would probably be two-thirds of the year's worth of one week furloughs.

Alderman J. Roy asked so it would be one individual off in your complement every day...essentially all but winter?

Mr. DePrima answered correct.

Alderman DeVries stated let's cover the furloughs a little more because I don't know, Chuck, that I am following that. How much has the Mayor asked the Parks & Recreation to contribute to the furloughs? Was that done on your full-time complement as well as your seasonal complement?

Mr. DePrima responded he just gave us a salary number to work with.

Alderman DeVries asked so what is that number he gave you?

Mr. Rick Riddle, Business Service Officer, Parks & Recreation Department, answered it is approximately \$53,000.

Alderman DeVries replied maybe I didn't understand the answer you just tried to give which was that one employee would be out every day for two-thirds of the year to recoup \$53,000. Is that on a rotating basis? I just couldn't quite understand that answer.

Mr. DePrima responded that was just assuming that all 39 full-time employees took a week furlough. We haven't actually had the opportunity to calculate based on each individual salary how many and what the savings would actually be at this point because we are not entirely clear as to who would be mandated to take a furlough.

Alderman DeVries asked and what percentage of your work force is affiliated?

Mr. DePrima answered approximately 27.

Alderman DeVries responded so it is the administrative staff that is left?

Mr. DePrima replied yes and that is roughly 12 employees.

Alderman DeVries stated and those are salaried.

Mr. DePrima answered correct.

Alderman DeVries stated so that would have to be a furlough a week at a time and then of course it is eligible for unemployment that is not built into your budget.

Mr. DePrima responded that is correct.

Alderman DeVries asked so other than the pools, the shortfall in the budget, 100% of that can be made up through the aquatics program or are you saying there are other impacts?

Mr. DePrima answered in addition to the aquatics program there would be a reduction in approximately 17 temporary employees who would not be in the Parks Division anymore.

Alderman DeVries asked and that is part of the 71 that would be cut?

Mr. DePrima answered well that is the 71 that would be left.

Alderman DeVries asked and is that the Workreation Program?

Mr. DePrima answered that is not including the Workreation Program, which is an extra 14 employees.

Alderman DeVries stated not that it is confusing or anything. Let me ask a final question. Some of the pools that you will be closing have...most of them are contained by a perimeter fence so there is some level of protection from people jumping in.

Mr. Vachon stated they all have eight foot fences around them.

Alderman DeVries asked so you are or are not concerned that...I heard you make comments that you will have more kids on an 85 degree day when it is closed then you will on a 95 degree day when it is open. How do they do that with an eight foot fence? Do they just go up and over?

Mr. Vachon answered yes.

Alderman DeVries stated don't put barbed wire but Crystal Lake is a whole different concern because there is no containment there at all. Of course in the past we have had fairly decent coverage with lifeguards there. Are you planning to put up some kind of signage? How are you going to post that? You will have to do it on quite a bit of the perimeter of the lake if there is never going to be a safe beach for swimming.

Mr. DePrima replied we have discussed this with the Risk Manager and Andy can answer that.

Mr. Vachon stated we would definitely have it posted "Swim at Your Own Risk" for the days that the lifeguards aren't there and we would have to work with the Health Department as well for putting up buoys and marking the area. There is still some fine-tuning that will need to be done if this does happen.

Alderman DeVries asked did you anticipate that the lake was going to be...if it is a normal season budget-wise, that the lake would have been open on opening day because of the construction project going on there or was that going run into the season a little bit?

Mr. DePrima answered no, we anticipate that the...I don't have the schedule in front of me but I believe the construction will be complete around June 15th.

Alderman DeVries stated so we have a new playground to offer but no swimming beach. Typical.

Chairman Lopez stated just as a note, whatever happens if these policies have to be made you have to be very clear as to what is happening at Crystal Lake and other places so that everybody completely understands. If you are going to put a chain across with a sign that says "No Swimming Today" or whatever the case may be so there is no doubt in anybody's mind what you are going to do.

Alderman Osborne stated I just want to repeat what I said before. How many employees do we have? I know this sounds a little stupid but how many employees did we have back in the late 40's or early 50's at Parks & Recreation? We are beating our heads against the wall here. Population again has a lot to do with it. You know where I am coming from. How many employees do you have now and how many employees did you have then? You probably have one-third of what you had back then, right?

Mr. DePrima responded I hope Clem Lemire is watching this. He could probably answer that better.

Alderman Osborne asked how far can you go? It seems like we are stretching this department especially. Every time I sit here, every year it is picking on you for consolidation but even if you consolidate over to the Highway Department they can't take your jobs over and do theirs too. Either we fund Parks & Recreation or we close down parks and playgrounds. Why should we sit here and micromanage your department and try to figure everything out here in one evening? It just can't be done. All I am trying to say is I've lived in this City a long time and I have seen a lot go on back even 30 years ago. It was nothing like it is today. That's for sure. We just have to live with this. We just can't cut everybody to a certain extent that is. I think you have been doing a good job myself as has Highway and so forth. I hope this can all come to a head instead of every year sitting here and going through this trying to pick your department and every other department that comes up here. It is sickening to me. I don't know. What can you do? We always come out to what it is anyway.

Chairman Lopez stated let me just remind the Aldermen that Parks & Recreation does a great job and it is the policies of this Board that have put them in the predicament they are in today.

Alderman Osborne replied that's right. We try to squeeze and squeeze and squeeze them. I am not going to start naming Mayors and everything else here but I am saying this is what has been happening over the years and nobody thinks that way and all they do is come up with this same thing every year. Either you fund them or you don't. It is that simple.

Alderman Gatsas asked what did you pay out for severance this year?

Mr. DePrima answered we had one retirement this year and his salary, since it was charged mostly to the Enterprise Division, came out of that. It was around \$50,000.

Alderman Gatsas asked nothing out of the general fund?

Mr. DePrima answered of his salary about \$10,000 came out of the general fund.

Alderman Smith stated first of all I think there is a problem with the Parks & Recreation Department. I have always said it. It is the Enterprise system. I don't think it should be in the Enterprise system in the first place. As for the situation here, I would like anyone to go down to Sheridan-Emmit Park and watch those kids playing basketball. Go to Hunt's Pool and watch them swimming. This is all over. In my section of town we spent millions of dollars on Raco-Theodore Pool. It is an Olympic sized pool. Girls Inc. uses it. Fun in the Sun uses it. Everyone plays soccer there. The Parks & Recreation Department is a leisure department. It is for people to take care of the youngsters in programs and God forbid up in Livingston or Dupont or wherever it is...you can't close these pools. I will tell you what. We will have a problem with the Police Department. We will have a problem with the kids. They find a way in. Anybody who wants to see vandalism just go up by Sweeney Post and by Hunts Pool and I can tell you that is a terrible situation. I really think that this department is the most under-funded department in the City. It is about time that we take care of our youngsters and take care of the needs of the City and give them someplace where they can spend their leisure time enjoying themselves. Like I said, I believe in youngsters. I believe that recreation is a part of their education. I am very adamant about baseball and the fields they try to maintain the best they can but there are so many baseball fields and so many needs that they cannot maintain them on a daily basis. One good example is the Central High annex field by Beech Street School. That is used probably ten hours a day and there is nothing there but dirt. They can't maintain it because there are so many youngsters using it on a daily basis. I am very passionate about this. I really believe in it. I believe in taking the kids off of the street and giving them leisure time. I don't believe in charging for a service that these kids and our taxpayers pay for at Raco-Theodore or Livingston Pool.

Alderman Shea asked how much more do you need to do with what Alderman Smith wants implemented? You probably said it before but just to reiterate, what do we have to give you? I concur with him. Naturally Sheridan-Emmit Park was my second home when I was growing up. If it wasn't for that park I don't know where I would be.

Mr. DePrima stated to essentially maintain the level of service that we have traditionally provided even at a bare bones level, we would need approximately \$287,000 more.

Alderman Shea asked and that would keep the pools open and keep the Fun in the Sun program going as it should go and obviously help out with maintaining cemetery help and things like that?

Mr. DePrima answered it would keep our current temporary staff over the summer to help maintain those facilities and it would also maintain the Workrecreation Program.

Chairman Lopez stated I would like to follow-up on Alderman Shea's question about the Fun in the Sun Program. Isn't that under the CIP budget? Both Alderman Smith and Alderman Shea sit on the CIP Committee.

Mr. DePrima answered that is correct. The salaries for that program are funded under CIP.

Alderman Osborne stated talking about Sheridan-Emmit Park, seeing that is my Ward I guess I can ask you a question. If everybody likes my Ward they should all run against me maybe, huh? Everybody talks about that park. Anyway, are you going to be able to put the extra basketball hoops up?

Mr. DePrima responded we would probably be able to fund that through a CIP cash account.

Alderman Osborne stated well, we already have the hoops. That would be nice.

Alderman M. Roy stated Chuck, just for everyone's information, can you get out the survey that was done a few years ago regarding the pool usage?

Mr. DePrima answered yes, I can definitely do that.

Chairman Lopez asked McIntyre Ski Area, where do we stand on that? That is a big plus for you if we can get rid of it...not get rid of it but negotiate with the people there to take it off the tax rolls and the debt service. Where do we stand on that?

Mr. DePrima answered right now City staff, a group including myself, Bill Sanders, Tom Clark, Jay Minkarah and Andy Vachon have reviewed their proposal and we have organized a response to that proposal.

Chairman Lopez asked Mr. Sanders, can you answer that question? Financially do you plan on meeting again soon so we can solve that particular problem?

Mr. William Sanders, Financial Officer, responded yes. Mr. DePrima was attempting to arrange a meeting with the Mayor. We wanted to review our analysis with the Mayor and then we wanted to review it with a few of the Aldermen who have expressed interest before we responded to the other party. I don't believe we have heard from the Mayor at this point on that meeting.

Chairman Lopez asked what about the program we used to have for youth working? Is there any stimulus or grant money out there so we can put kids to work for Parks like we used to?

Mr. DePrima answered there is actually. I have been working and will continue to work with the Office of Youth Services to get certain stimulus dollars towards that.

Chairman Lopez stated my last comment is I think you guys do a good job. I know when I was there we had 66 laborers back then. With what you have now I don't know how you do it but you do a good job.

Alderman Sullivan stated I just want to kind of go back to where we started and ask some questions about the pools. You said that the Red Cross uses the pools but they are not charged?

Mr. Vachon answered correct.

Alderman Sullivan asked how many other groups use City pools? You said there were groups that come in like day camps. How many groups actually bring people in?

Mr. Vachon replied I don't have that number in front of me.

Mr. DePrima stated we are not entirely sure anyway. A lot of times a bus will pull up and it is not something that is scheduled through us or with us. It is sort of a clandestine...

Alderman Sullivan interjected I guess that answers my next question which is these groups are not being charged so we are basically providing a free service to not necessarily the residents but outside entities that are utilizing City services?

Mr. DePrima answered that possibility exists.

Mr. Vachon stated some of the day camps that come are Manchester-run day camps. Alphabets I know comes and uses one of the facilities. They come during resident time.

Alderman Sullivan stated but these are groups that are charging parents to send their kids and then they are...this is putting a strain on your department's resources and it might be worth considering even if you don't end up charging them a group fee it might be worth developing some sort of coordination so that your own resources aren't totally overwhelmed and we don't see people who are trying to use these facilities being boxed out because a bus with 70 people shows up. This looks like something that may need to be addressed.

Mr. DePrima answered I agree.

*There being no further business relating to the FY2010 budget, on motion of **Alderman M. Roy**, duly seconded by **Alderman Shea**, it was voted to adjourn.*

A True Record. Attest.

City Clerk