

**COMMITTEE ON ADMINISTRATION/  
INFORMATION SYSTEMS**

**April 16, 1996**

**5:15 PM**

Chairman Pariseau called the meeting to order.

The Clerk called the roll.

**PRESENT:** Ald. Pariseau, Elise, Sysyn, Shea, Hirschmann

**MESSRS.:** R. Girard, F. Rusczek, R. Lemaire, B. Vigneault, T. O'Rourke.

On motion of Ald. Shea, duly seconded by Ald. Elise, it was voted to enter into non-public session to discuss applications for licenses to operate taxicabs.

On motion of Ald. Shea, duly seconded by Ald. Sysyn, it was voted to re-enter into public session.

Chairman Pariseau addressed item 5 of the agenda:

Request of Mayor Wieczorek relative to the consolidation of Health, Elderly and Youth Services Departments and the implementation of various central purchasing measures.

The Chairman recognized Ald. Hirschmann who stated that he couldn't vote on this matter because he hadn't seen the letter about rent reduction that people had been talking about. Ald. Pariseau said he had received the letter from Ald. Wihby that morning. The Clerk offered to make copies for distribution to the Committee and thereafter distributed them.

Ald. Sysyn moved to approve the Mayor's request for purposes of discussion. Seconded by Ald. Elise. The Chairman recognized Mr. Girard for the purpose of explaining the Mayor's proposal.

Mr. Girard said he would be speaking about the consolidation of Health, Elderly and Youth Services. He added that it was the intent of the Mayor that the central purchasing measure was a separate and distinct issue which should be handled separately. The Chairman said it was his intent that the Committee approve the implementation of central purchasing measures, but the other item needed to be discussed.

Alderman Shea moved that the Committee approve the proposal to implement various central purchasing measures. Motion was seconded by Alderman Sysyn and approved by the Committee.

Mr. Girard said he wanted to give a brief overview of the proposal and some of the numbers that were built into the Health Department's budget. The Mayor zeroed out the Elderly Services and Youth Services Department budgets, made adjustments to those numbers as well as Health's numbers, and combined the three. In the first year, the consolidation saves about \$2,000.00. The part-time employee at the Department of Elderly Services was eliminated because that position was added in last year's budget to keep both centers open during times of vacation, lunch or sick time. With the consolidation of the departments, there would be enough staff support to keep the centers open at all times. So we removed about \$11,325 from the salary line item. Rent at the proposed new location at 50 Bridge Street is a flat \$10 per square foot which includes all utilities: heat, water, hot water, and electricity. Currently, the leases held by the Health Department and Elderly Services Department do not include utilities. We have proposed \$177,000 for rent in the Health Department's budget. One full year at Bridge Street is \$133,000. The \$177,000 figure includes \$89,000 for Bridge Street rent from November 1 to the end of the fiscal year, rent for July, August, September, and October for the Elderly Services Department and Health Department at current costs because lease at Elderly Services expires November 1, plus a full year's rent for the Health Department because their lease does not expire until the end of fiscal year 1997 which represents about \$38,000 in stranded costs. In year two of the consolidation, the rent would go down to the \$133,000 level and save the city \$44,000 off the top just in rent. If you look at the Elderly Services budget, they have asked for \$6,500 in electricity which will not be needed in year two of the consolidation, and the Health Department also budgeted \$2,900 in electricity which also will not need to be paid. We believe we included enough money to pay the utilities at Health and Elderly Services to carry them through the balance of the leases. The consolidation and move is anticipated to be completed by November 1. The space vacated by Health could be used temporarily by any departments which are displaced by renovations to City Hall or City Hall Annex since the building is already wired for city phones and computers. The space is roughly 8,000 square feet. In the budget under incidentals is \$15,000 for moving costs. In the second year, you will not be paying \$44,000 in rent, \$15,000 in moving costs, \$9300 in electricity costs, so the overhead in year two comes down about \$70,000.

Chairman Pariseau asked if that \$70,000 savings would be realized in the third year. Mr. Girard said it would be in the second year.

Mr. Girard said the entire second floor of the Bridge Street building would be leased to the city which was about 10,300 -

10,400 square feet which is enough to meet the administrative needs of the departments. Information about this proposal and structural needs of the departments had been previously distributed to the aldermen as well as benefits. The elderly center would be on the first floor. It is handicap accessible, has windows for fresh air, bathrooms outside the door. The entrances and space for elderly and youth services can be separated. The center is 2950 square feet. The actual recreational and activities space, not administrative or support square footage at the current location, is 2920 square feet. All the interior walls at 50 Bridge Street are moveable. Fit-up costs are in the lease and are part of the rent payment, so there are no additional costs for fit-up and we don't foresee any fit-up costs to come as a result of the consolidation. The landlord feels that the space could be ready for the city to move and be there for November 1 which is the target date to have the consolidation completed. Until that time, since all the monies have been appropriated to Health, the Health Department would be responsible for handling all the payroll and other administrative functions until the consolidation is effective. Outside of the elimination of the part-time position, there have been no upgrades or downgrades and no changes in personnel. It might be a good idea to have Mr. Rusczyk, Mrs. Vigneault and Mr. Lemaire to work together for a year to reorganize internally and come back to the board with their needs. The Mayor, after discussing the matter with all three, believes the consolidation is feasible and desirable and should allow each department to provide better service and would enhance their services.

The Chairman recognized Ald. Hirschmann for a question. He asked if fit-up costs were going to be added into the rent. Mr. Girard stated that they were currently part of the rent. Ald. Hirschmann asked if the city could get anything it asked for. Mr. Girard said yes, if request was not exorbitant.

Ald. Shea stated that he didn't think the elevator in the Bridge Street location was operating. Mr. Girard said he didn't know for sure, but that would be repaired as part of the fit-up costs. Ald. Shea asked if he was aware that present facility's rent could be reduced by over \$10,000. Mr. Girard stated that the reduced rent would be included in the lease renewal on November 1. The numbers budgeted are those the city is currently obligated to pay. We spoke with Mr. Kirk Dickinson, the agent for Stebbins Realty, during the last week of budget preparations. He advised us that they were willing to lower their rent about \$2.00 per square foot. All of the past requests that they have given to the city to pay, with the exception of property taxes and increases of property taxes, would be taken away. So all we would have to do is pay their rent and the electric bill which is \$6,500. It boils down to about \$11.00 per square foot. It's about an \$11,000 savings. We asked at that time, the last week of March, if they would put that in a letter. They refused. They said if the city agreed to their numbers and a five year extension of the lease, they would put it in writing and send it

to us. On behalf of the Mayor I told them that was not acceptable and unless they were willing to put a proposal in writing that we would have to terminate negotiations.

Chairman Pariseau asked why they would send the letter to Ald. Wihby. Mr. Girard said he couldn't answer that.

Chairman Pariseau stated that with this letter in hand and looking at your \$2700 supposed savings for the first year, the consolidation proposal is out the window. Mr. Girard agreed that this would alter the first year numbers.

Ald. Shea stated that if the Health Department stayed where it was the city would save money because your proposal relocates the Health Department to Bridge Street and you're putting another city department in where Health was depending on how fast the city hall renovations progress. If you need to relocate a city department, you can accomplish the same thing by relocating them to Bridge Street. The point is, you're going to be paying for the lease for the Health Department space, but you don't know when you will be ready to use it. It could be one month from now or three months from now.

Mr. Girard stated that the target date for moving all the departments into 50 Bridge Street was November 1. The problem, he said, is that in addition to the savings the city would have in the overhead costs -- rent and utilities -- the opportunity arose in two areas: 1) because the lease on Hanover Street is up and 2) because the space is now available at Bridge Street. We would vacate the Health Department space which would make it available for displaced departments due to the renovations.

Chairman Pariseau said he wanted to give the other two departments an opportunity to speak.

Mr. Girard continued, with this rent reduction you obtained of about \$11,000 a year, because you are not talking about a full year for year two, you could probably take about \$8,000 off that \$70,000 figure and you're talking about a net savings with this rate of rent of about \$62,000 the second year. So it's still a substantial savings.

Ald. Elise asked if fit-up costs included computer hookups. Mr. Girard said those were in moving costs. Ald. Elise said she would like to hear from the departments as to how they feel about the consolidation and about the fit-up. Would they need more than what is being proposed?

Mr. Girard stated that the \$15,000 number had been given to his office by Mr. Rusczyk who has moved his department in the past and felt it would be adequate to move his department. And given the costs of moving Welfare and OIS, it seemed to be a comfortable number. As for the other departments, we have not had an extensive discussion with Mr. Lemaire or Mrs. Vigneault,

but neither indicated any opposition to the concept and indicated a willingness to look further. We have not contacted them pending action of this committee because if this committee ultimately decides it is not something it wants to pursue, then those efforts would have...

...gone by the boards (Chairman Pariseau).

Ald. Elise said she still wanted to hear from the other departments about the fit-up costs. Mr. Girard said that fit-up costs were part of the rent, they were not part of the \$15,000 which is simply moving costs to relocate the departments. What we would need to move the walls around, paint the rooms, put in new carpets, and make it so the space is the way it needs to be, is included in the \$10.00 per square foot figure.

Ald. Elise said she would still like to hear it from the department heads.

Mr. Girard said that they wouldn't know that because it was the Mayor's Office who had been negotiating with the landlord, not the department heads.

Ald. Elise said, the department heads don't know that?

Mr. Girard answered that the Mayor's office has been negotiating this. It's the Mayor's proposal.

Chairman Pariseau recognized Ald. Sysyn who said she felt that the elderly need to have their department separate. She doesn't like the rent that's being paid on Hanover Street, it's ridiculous. But she doesn't like the idea of having Youth Services and the elderly in the same spot. Isn't there another place you could find for the elderly? Separate? Less expensive?

Mr. Girard said that the reason for doing it was that there were already two city departments in the building, the rent is good, and it makes sense. To move the other two departments in and consolidate them administratively, Health, Elderly and Youth Services, would provide each of them with greater support and greater ability to not only provide the services they provide now, but augment them. I would refer you to Mr. Rusczyk's memorandum. We understand your concern about having the Youth and Elderly services together which is why we separated the center out into separate floors. We would have Youth Services up on the second floor. I think that any concerns by the elderly concerning the youth catering their establishment can be worked out as a matter of building space.

Ald. Sysyn said that the kids will find a way to disrupt the elderly.

Chairman Pariseau said the committee had a long agenda and he wanted to hear from the department heads.

Mr. Lemaire, Director of Youth Services, said when we first heard of the concept, we were asked to look at the financial aspects. The problem is that we do not know anything in terms of the planning, the organization, the building facilities, how it's going to look...I do have some concerns.

Ald. Pariseau said he wanted it on record that "That's been the problem with the Mayor's office. Nobody knows what's going on. You're not alone."

Mr. Girard responded that he thinks the matter was referred to the committee to...

Ald. Elise said she didn't think this was a debate. I think we want to hear from the departments.

Mr. Lemaire said he did have a concern, as Ald. Sysyn said, about combining the elderly with Youth Services. In the past when we were at 24 Pleasant Street, elderly services was downstairs and we were upstairs on the third floor, we did have problems. Because in order to get into the building they had access to that department coming in and going out. I had individuals we found in the recreation areas, the halls. And I would not want to reintroduce the problem. That is a problem; there's no question in my mind. In terms of cost, I have no way of knowing whether this way is better or not because I have not seen any plans that would say what are we doing, where are we going. We haven't seen anything about square footage. I couldn't tell you what cost reductions are. I don't have any answers in terms of economics. In terms of proximity I have to be careful. I also have EAP which needs confidentiality. The Mayor asked to meet with us at the site, unfortunately Barbara had left as the Mayor was a little bit late. I did tell the Mayor at that time if you're going to do anything, you really need to sit down and discuss this with all of the people are sitting in the room and we have an idea of where we were going and what kind of planning. Then I got the idea of doing a zero budget and I talked to Mr. Girard after and he explained he didn't know what had happened in terms of the meeting.

Mr. Girard said that we are not trying to say that this is a hard and fast proposal, what we're trying to say is that we put together a concept for your consideration, if it's the wish of this committee. You may pursue it further with each department. The problem that we had in preparing...

Chairman Pariseau said, isn't that kind of closing the barn door after the horse has left? It's doing things backwards.

Mr. Girard said no, it's not. Because really where it should be put together is in this committee or with the direction of this committee, working together. We have a proposal.

Chairman Pariseau recognized Barbara Vigneault from Elderly Services.

Mrs. Vigneault said that when she went to look at the building space, she was told that for the senior center, she should look at the outside walls, not all the office space. We don't know what the detail of the rental line item is. I had tried to work with the figures a little bit to find out where we would get the savings. We are told that we would be spending for rent next year, \$56,595. We had proposed in our budget roughly \$72,000 and there's an extra \$5,000 in there because of increments which, according to the lease, could be charged to us. So the letter you're getting is saying there going to be coming down \$10,000 -- but they are actually coming down from the \$72,000. So you're taking \$15,000 from the cost of rent, not \$10,500.

Ald. Elise said she added up the three departments and had come out with \$132,480 and added on the electricity costs budgeted, and came out with a total figure of \$141,744 for Health, Youth Services and Elderly. And the Mayor had recommended \$177,000.

Ald. Elise moved that the three department heads get together with the Mayor's Office to work on the numbers and the details of the concept. Seconded by Ald. Sysyn. Chairman Pariseau said that he would like to hear from Fred Rusczek, Health Officer first.

Mr. Rusczek said that the department heads were asked what could we do together. The proposal would provide a single home to consolidate administrative costs, we would have shared phone lines, and one lease. Access is good. Parking is available. There is flexibility for the use of the space. And it's the best office space he's ever seen available for use by the Health Department.

Ald. Elise said that what was missing was the three department heads working together.

Ald. Hirschman asked Mrs. Vigneault if, in the future, there was any way for the elderly to work with the Housing Authority.

Mrs. Vigneault said that they had looked at that in the past, that the general public uses the elderly center while elderly housing stays within itself. Ideally, she said, elderly needs a separate place of its own. We do have a problem interacting with Youth Services.

Ald. Shea asked what are the terms of your lease now? Yearly? Five years?

Mrs. Vigneault stated that it is a 20 year lease with option to renew every five years. This year is the five year option, but in the letter, Stebbins Realty seems to be offering a year-to-year lease.

Ald. Shea asked Mr. Rusczek if Health's lease runs from now until November, 1997. Mr. Rusczek said it did.

Chairman Pariseau said the Committee had to move along. Ald. Elise withdrew her motion. Ald. Sysyn withdrew her second. Chairman Pariseau said he was opposed to the consolidation. Health and Youth Services are confidential entities. The elderly are talkative, and some inappropriate rumors or stories might circulate about individuals who are using those services. Also, the Parole Board is nearby and people shouldn't be watching who's coming and going.

Ald. Elise felt that the consolidation should be denied. The numbers aren't hard, there wasn't any collaboration with the departments, and there really wasn't much effort put into the proposal.

Ald. Sysyn moved that the request for consolidation be denied. Seconded by Ald. Shea. Motion passed.

Chairman Pariseau addressed item 6 of the agenda:

Communication from Leo Bernier, City Clerk, requesting the Rule 23 of the Board of Mayor and Aldermen relative to sewer abatements be referred to the Committee on Community Improvement Program.

Referral moved by Ald. Shea, seconded by Ald. Hirschmann. Motion passed.

Chairman Pariseau addressed items 7, 8, & 12 of the agenda:

Communication from Jill E. Allyson, Continental Cablevision, submitting total subscriber revenues for the period of January 1, 1995 to December 31, 1995.

Communication from Susan M. Eid, Vice President, Corporate Counsel, Continental Cablevision, advising that Continental has reached an agreement with the FCC to amend its existing contract to include systems it acquired late in 1995 and to amend certain other provisions.

Communication from Russell Stephens, Senior Vice President, Continental Cablevision, advising of Continental's agreement to merge into U S West Media Group.

Chairman Pariseau recognized Tom O'Rourke, Continental Cable's Director of Government Affairs. He said that the industry and the company had been going through a lot of changes and he wanted

to make himself available to answer any questions. The Social Contract was initially adopted by the FCC in August, 1995. The amendment allows our recently acquired cable systems to take advantage of the way we had restructured our rates and some of the other investment opportunities to rebuild and invest in those communities. It's really designed to include more people than the deal already enacted. The benefit for Manchester is the piece that addresses Cable in the Classroom commitment and our commitment to provide free Internet service to the schools in our service area. Unlimited time. We'll also be providing free cable modems as well as regional teacher training so that we don't just throw the hardware at teachers and expect them to know what to do with it. Continental is also part of the Governor's initiative to provide Internet access to all of the schools in New Hampshire, not just the schools in Manchester. The third main element is that we've increased our investment from \$1.35 billion between now and the year 2000 to upgrade all of our systems around the country, to \$1.7 billion. So that will give us the opportunity to accelerate our upgrade here in New Hampshire and nationwide. We're going to introduce some new services by the end of the month here in Manchester including a package made up of the History Channel, Science Fiction television, and Cartoon Network, and a couple of others.

Ald. Pariseau asked if that was basic service.

Mr. O'Rourke said no. Those would be a new tier. The initial Social Contract broke out what used to be standard service and created a basic broadcast, cable service tier 1. Cable service tier 2. And now we're introducing a new 4th tier so the customers don't have the opportunity to purchase channels a-la-carte, but they do have different packaging choices. There's no buy-through provision. Before, in order to get to a new level, you had to buy through the lower tiers to get the new level. Now you can cut out the middle tiers.

Ald. Sysyn moved that these communications be received and filed. Seconded by Ald. Hirschmann. Motion passed.

The Chairman thanked Mr. O'Rourke. Ald. Hirschmann asked if adding the new channels would mean added revenues for the city. Ald. Pariseau said no, and they were not able to discuss that this evening, but Continental would be invited back to discuss this further. He said that if the city allowed quicker billing, there might be something that can be done. Ald. Elise added that the Mayor's proposal might not be the best for everybody, but Continental might have another proposal that would be beneficial. Mr. O'Rourke added that between now and the end of the year, Continental would be merging into U.S. West Media Group, one of the baby bells in the Rocky Mountain area, 14 states. We will be going through some paperwork. Continental will continue to manage all the cable operations for U.S. West, so all the people you've worked with will still be here.

Chairman Pariseau addressed item 9 of the agenda:

Communication from John Erdahl, General Manger, WGIR, requesting use of Arms Park and the Bridge Street Bridge for their 5th Annual Memorial Weekend fireworks display on Sunday, May 26, 1995, with a rain date of Monday, May 27, 1996.

Alderman Shea moved to approve use of the Park. Seconded by Ald. Sysyn.

Ald. Hirschmann asked if the city made any money by letting the station use the park. Ald. Elise said they donate everything and pay their usage fees.

Motion passed.

Chairman Pariseau addressed item 10 of the agenda:

Communication from Richard Girard, relative to recent communications from Kathy DeSchuiteneer of the Amoskeag Quilters Guild who is seeking relief from City fees leveled on her organization's exhibit.

Chairman Pariseau said he suggested that the Committee deny the request for relief. If they want to give up the fire and police, that's up to fire and police.

Ald. Hirschmann moved to deny the request. Seconded by Ald. Elise. Motion passed.

Chairman Pariseau addressed item 11 of the agenda:

Communication from Donna McMahon, Marketing Director, Royal Palace Circus, seeking permission to hold their event on June 8, 1996.

Ald. Sysyn asked where the circus would be held. The Clerk stated, JFK. Ald. Pariseau asked if they would pay the necessary fees. The Clerk said, yes.

Motion to approve license was made by Alderman Sysyn, seconded by Ald. Hirschmann. Motion passed.

Chairman Pariseau addressed item 13 of the agenda:

Communication from Mark Taylor, Chairman, Logistics Subcommittee, 150th Birthday Committee, requesting a waiver of or reduction in permit fees for the 150th Birthday Picnic at Derryfield Park on June 8, 1996, with a rain date of June 9, 1996.

Ald. Pariseau said he would recommend that the fees be waived. Ald. Elise said the Committee should waive the fees on anything that the Birthday Committee wouldn't be making money on. The Clerk pointed out that there might be fees for Police, Waste Management, and other usage charges. Ald. Hirschmann asked how much were we talking? Ald. Elise said we didn't want to subsidize Waste Management. They have money. Ald. Hirschmann said, what are they asking us to waive? Is there one permit? Five? Is it an assembly permit? What is it? Ald. Elise said that food vendors would have to be licensed by the Health Department. The Clerk stated that normally the City Clerk would issue a Fair License for \$200 and then all the other independent vendors wouldn't have to get their individual licenses. It's an umbrella license. The sponsoring organization would obtain the Fair License. That's one fee that perhaps the Committee could waive. We'd still give them the license so they could control their vendors, but not charge them for it. Another, perhaps, would be any entertainment licenses which we would issue. I don't know what their program's going to be, so I don't know if there would be any. But perhaps the Committee might begin by just waiving the City Clerk fees, and let them approach the Committee with more specifics later on. Ald. Hirschman said to let them know that the public safety costs still need to be covered.

Motion to waive the City Clerk fees was made by Ald. Elise, seconded by Ald. Sysyn. Motion passed.

Chairman Pariseau addressed item 14 of the agenda:

Discussion relative to the establishment of a Board of Directors for Channel 40 as governed by the Continental Cablevision contract.

Chairman Pariseau stated that Grace Sullivan could not be here tonight and asked that this item be tabled.

Alderman Elise moved to table the item. Seconded by Alderman Sysyn. Motion passed.

There being no further business to come before the Committee on Administration/Information Systems, on motion of Ald. Sysyn, duly seconded by Ald. Shea, it was voted to adjourn.

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A True Record. Attest.

*Les R. Bernier*  
Clerk of Committee