

**COMMITTEE ON ADMINISTRATION/  
INFORMATION SYSTEMS**

**December 17, 1996**

**6:00 PM**

Chairman Pariseau called the meeting to order.

The Clerk called the roll.

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

On motion of Alderman Shea, duly seconded by Alderman Sysyn, it was voted to enter into non-public session under the provisions of RSA-91:A-3 (Paragraph 2(c)) to discuss denial of two licenses to operate taxicabs.

On motion of Alderman Elise, duly seconded by Alderman Shea, it was voted to return to public session.

Chairman Pariseau addressed item 5 of the agenda:

Communication from Ald. Elise relative to her suggestion of making Manchester more "business friendly".

Alderman Elise advised that she would be visiting the Chamber of Commerce, Intown Management, and MEDO, as well as Planning, and then come back with their opinions. I do have a proposal, but have not had a chance to meet with those departments yet.

Alderman Sysyn asked didn't a committee get appointed for this type of thing.

Alderman Elise answered these are some proposals that I have that do not tie in with the new committee.

Alderman Hirschmann asked does this have to do with “doing business” with the city?

Alderman Elise answered yes.

Chairman Pariseau stated apparently there has been some concern expressed by some developers that it takes the City too long to grant a license.

On motion of Alderman Elise, duly seconded by Alderman Sysyn, it was voted to table the issue pending further information.

Chairman Pariseau addressed item 6 of the agenda:

Communication from the City Clerk requesting the re-establishment of a Municipal Records Committee as required under RSA 33-A:3 and acknowledging support from the Norwin S. and Elizabeth N. Bean Foundation, the Parker Nelson Foundation, the Samuel P. Hunt Foundation, and the Genealogical Society of Utah for the Office of the City Clerk’s efforts to preserve our historical records and improve public access to them.

Mr. Bergeron stated it is a law that the committee should be formed, and the law dictates who should be on it. The City Clerk, Finance Director, the Chairman of the Board of Assessors and the Tax Collector, as well as municipal officers or their designee. The law is intended specifically to deal with records retention requirements. The Aldermen, back in June, approved the records retention ordinance which addressed most of that. The only piece that has not been addressed is the issue of records retention for electronic media. It has become a concern to our office as we get ready for the move, we have heard some departments talk about scanning or imaging a lot of their documents and then throwing hard copies away, which we cannot do under State law. We felt there was a need to educate other departments about records retention requirements.

Chairman Pariseau stated I thought we could microfilm and throw the papers away.

Mr. Bergeron answered you can do that, microfilm or keep a hard copy, but today there is technology out there for scanning and imaging, but the State does not recognize that process as a proper vehicle for retention. Our feeling was that if there was a way to pull the department heads together for records issues, maybe there can be some education shared on these issues. We are required to keep vital records forever, financial and personnel issues for six or seven years, some financial documents for ten years, others can be disposed of in one year.

Alderman Hirschmann commented it sounds ridiculous.

Mr. Bergeron stated the rationale so far has been that technology is changing so fast, there is no guarantee that what we are scanning this year will be compatible with the software three or four years from now. Plus the discs only have a life span of about six years, versus microfilm which is a hundred years or more. The rest of Leo's letter is asking, and this is where it goes beyond what State Statute requires, and the committee perhaps could consider, is using that committee to discuss other issues like dealing with imaging technology itself. Planning has a scanner now, we have been looking into it, Finance has been looking into it, and there is no standardization for those types of systems yet. It only makes sense that we all have the same system and software so these documents can be shared throughout the City.

Alderman Elise stated one of the things about imaging is that the city could even make money with that particular type of service to the public in terms of being able to scan documents.

On motion of Alderman Hirschmann, duly seconded by Alderman Elise, it was voted to approve the establishment of a Municipal Records Committee to serve in an advisory capacity to make recommendations to the Committee on Administration/Information Systems.

Chairman Pariseau addressed item 8 of the agenda:

Communication from Thomas O'Rourke, Continental Cablevision, advising of some cable programming service rate increases effective January 1, 1997, and some exciting additions to their Standard Service Package.

Chairman Pariseau stated I have a problem with finding out about a rate increase through the Union Leader, and having to respond to constituents who read the newspaper and call their alderman in hopes of seeing if they could hold up the increase. I don't think we can but it is really frustrating to get a phone call...The cable company ought to come up with some way that the elderly are not forced to have all that stuff, half of them don't use what they have now.

Mr. O'Rourke stated one of the things that we had done in order to accommodate the different programming choices for elderly or other populations is we have established some different levels of service so that not every customer needs to subscribe to the standard service. That's the most popular package but we Do have a basic lifeline service, a basic broadcast tier that will provide reception of superior quality to an antenna. It is mostly off air channels, and also includes Manchester Channel 40, and our locally produced Channel 12. That is available for \$6.38 per month. In going forward, we are going to be establishing different tiers as we did with Smart Choice, so if a customer just wants that basic reception but also wants to pick up a few extra channels like History or Sci-Fi, they can buy that smaller package and they are not forced to buy through all of the tiers as used to be the case. There used to be buy through provisions so that in order to get from one level of service to the next, you had to take everything in between, now there is no need to do that.

Chairman Pariseau stated you mean an elderly person can get basic cable for \$6.38 per month? Why aren't they made aware of that, or why aren't we?

Ald. Sysyn suggested the Union Leader could put that in the paper.

Ald. Hirschmann stated regarding the \$6.38, there is a fellow on our agenda for later in the evening that wrote a complaint letter in saying that he has to pay for a box to get that lower tier, is that true?

Mr. O'Rourke answered no, as long as he has a cable ready television, because some of the basic cable channels are spread out, if his television won't tune high enough, in order to get all of those, he would need adjustment.

Ald. Hirschmann asked do you have a special agreement per se for all the people in the high rises, or the Housing Authority people?

Mr. O'Rourke answered we don't have special deals or elderly rates, but I would have to check because we do have some bulk agreements for certain areas, but I believe those are all apartment complexes.

Ald. Hirschmann stated I think that would be a good thing to investigate for the elderly buildings.

Chairman Pariseau stated I think it would be beneficial if Continental would advertise that people can get basic cable for \$6.38.

Ald. Elise asked do you plan to advertise these rates?

Mr. O'Rourke answered yes, I have included a brochure with the communication explaining the new rates and channel choices.

Brief discussion ensued regarding the new cable rate chart.

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

Chairman Pariseau addressed item 8 of the agenda:

Communication from Thomas O'Rourke, Continental Cablevision, advising that effective January 1, 1997, they will be adding *The Pay-Per-View Guide* to their standard service package on cable channel 56.

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

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

A True Record. Attest.

Clerk of Committee