

## COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

**August 10, 1999**

**6:30 PM**

Chairman Pariseau called the meeting to order.

The Clerk called the roll.

Present: Aldermen Pariseau, Rivard, Girard, O'Neil

Absent: Alderman Thibault

Messrs: G. Sullivan, T. Arnold, R. Sherman, F. Thomas

Chairman Pariseau addressed Item 3 of the agenda:

Communication from Georgie Reagan seeking authorization for the placement of a banner on Hanover Street one week in advance of November 3, 1999, February 5, 2000, and May 16, 2000 in conjunction with Big Band Music events to be held at The Palace Theatre.

Alderman O'Neil moved to grant authorization for November 3, 1999. Alderman Girard duly seconded the motion.

Alderman Rivard asked why can't we approve all of the dates. They can reconsider it.

Chairman Pariseau stated because I don't know who is going to be here next year. In the past we haven't committed a future Board to anything.

Alderman Girard stated could the motion be that we approve the November 3, 1999 date with a recommendation to the next Committee on Administration that they approve the February 5, 2000 and May 16, 2000 dates. That way it will be on the agenda and come back.

Alderman O'Neil amended his motion to grant authorization for November 3, 1999 with a recommendation to the next Committee on Administration to approve the February 5, 2000 and May 16, 2000 dates. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Chairman Pariseau addressed Item 4 of the agenda:

Communication from C. Michael Armstrong, Chairman of the Board of AT&T submitting an application for transfer of control of the existing cable television franchise with MediaOne.

Chairman Pariseau recommended that this item be tabled. He stated these people are awful. They have no concern for their customers. They went ahead and changed programming, especially Channel 58. Now I don't watch Channel 58, but it is the channel that tells the elderly what is on TV and on what channel because they can't read the newspaper. I must have gotten about 17-25 phone calls concerning Channel 58. We have to tell these guys something. I don't know what we can tell them but I am getting sick of it. Between MediaOne and the Airport, I am going nuts as an Alderman.

Alderman Girard stated I watch Channel 58 every now and again and if I had known you had gotten that many calls, I would have given you another one. Actually what I was going to ask was this with this item and I don't disagree with tabling it but in tabling it I wonder if we can send a letter to and I don't know who the appropriate person would be but perhaps the Solicitor or Dr. Sullivan could advise us but I was hoping to send a letter either to MediaOne or AT&T asking for them to pay our consulting fees or the consulting fees that we are going to incur for the franchise renewal contract.

Chairman Pariseau replied we did that already.

Alderman Girard responded I know that we did it and they refused us, but now they need something from us and frankly I think we have them in a position that we could get something.

Asst. Solicitor Arnold stated we got a copy of their request for a transfer in the office. We are looking at that. I would note that we are also looking at compliance issues with the present contract because we want to make sure that they are in compliance with the present contract before we agree to any transfer. In terms of just tabling it, unfortunately that is not an alternative because if you don't act on it, after 120 days it will be deemed to have been consented to.

Chairman Pariseau asked when is the 120 days dated from.

Asst. Solicitor answered from the date of the letter, which was July 14 if I remember correctly.

Alderman Girard stated we have time to table this.

Asst. Solicitor replied but you can't leave it on the table. You have to act on it. As I said, I want to look at compliance issues.

Chairman Pariseau stated in all fairness, I had a phone call from a Jennifer Farrell and I called her back but she wasn't in.

Asst. Solicitor Arnold replied she has taken Tom O'Rourke's place. She was probably calling you to grease the skids sort to speak but we are looking at not only in compliance with the present contract but I understand that there have been problems with outages on Channel 16 that we are going to take a look at. We may very well be looking at other issues in terms not only of the negotiated new franchise, but also the transfer they are requesting for this franchise. I would note that in terms of programming, unfortunately there is very little we can do about that. We can certainly bring our concerns to their attention but Federal law basically prohibits us from regulating in that area.

Chairman Pariseau stated well we could deny the merger. I mean if you look at Section 4, Exhibit 4 in this book that we all got, we can deny it and I will do everything I can to make it difficult for these people. As difficult as they have made it for me and they have been told.

Alderman Girard asked, Mr. Sherman, where are we with the audit of MediaOne.

Mr. Sherman answered we have entered into an agreement with John Barry. Actually I believe the person we are using is out of their Portland Office. They are at this point trying to gather information. They have had some meetings with the company. The audit is in the process. We expect to have something later this fall.

Alderman Girard asked within this 120-day window.

Mr. Sherman answered I would hope so.

Alderman Girard asked if the audit is not done within the 120-day window and we approve this transfer, can we still, if the audit finds that the City is owed money, will we still be able to recover those funds.

Asst. Solicitor Arnold answered there are provisions in the contract for that. I would prefer to see it within the 120 days. It could certainly be argued that the contract is up to a year. I don't think that argument could be made so it would be handy to have that within the 120 days.

Alderman Girard asked outside of the audit and the Channel 16 issue, what other compliance issues are being investigated.

Asst. Solicitor Arnold answered we are presently looking to see if they are in compliance with the provisions for the construction of the City's I-Net. As a matter of fact, I have a letter that I am about to send out to Jennifer Farrell requesting that they provide us with documentation of that compliance.

Alderman Girard asked strategically are we better to table this and threaten not to approve it if the audit and all of the other compliance issues are not addressed to the City's satisfaction within that 120-day limit.

Asst. Solicitor Arnold answered yes.

Alderman Girard moved to table this item and advise MediaOne and AT&T that approval will not be granted by this Committee if the audit and other compliance issues are not straightened out within the 120 day period to the City's satisfaction. Alderman O'Neil duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Chairman Pariseau addressed Item 5 of the agenda:

Communication from Attorneys Chamberlin and Ciandella offering their firm's legal services to help facilitate a coordinated approach to the transfer proposals of cable franchises from MediaOne to AT&T.

On motion of Alderman O'Neil, duly seconded by Alderman Rivard, it was voted to receive and file this item.

Alderman Girard asked could we send them a letter thanking them for their offer of assistance and advise them that the City already has counsel to do this.

Asst. Solicitor Arnold answered they were one of the bidders on our RFP.

Alderman Girard stated I think we should acknowledge the fact that they offered to help. I don't have a problem receiving and filing, but I think we should let them know that the City is all set.

On motion of Alderman O'Neil, duly seconded by Alderman Girard, it was voted to send Attorneys Chamberlin and Ciandella a letter thanking them for their offer of help.

Chairman Pariseau addressed Item 6 of the agenda:

Communication from Deputy City Clerk Bergeron submitting information regarding licensing procedures and Police and Fire staffing arrangements at selected civic centers in New England.

Alderman O'Neil moved to table this item. Alderman Girard duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Alderman O'Neil stated we don't even know if there is going to be a civic center now. We are not ready for this now.

Alderman Girard replied but we asked for this to be developed and what we need to do is develop policy and I don't think we are ready to discuss the policy.

Chairman Pariseau stated I think this was specifically requested for Singer Field.

Chairman Pariseau addressed Item 7 of the agenda:

Communication from Deputy City Clerk Bergeron submitting a request from Mr. Dennis R. Hamel for changes in the taxi fare structures.

Alderman Girard moved to table this item and consolidate it with the other taxi cab items that have been on the table for some time. Alderman Rivard duly seconded the motion. Chairman Pariseau called for a vote on the motion. There being none opposed, the motion carried.

Alderman Girard asked could we schedule a meeting in the future to deal specifically with taxicab issues. These have been on the table for awhile.

Chairman Pariseau answered yes and I would like to clear them up. I will ask the Deputy Clerk Bergeron to schedule something in the next week or two.

Chairman Pariseau addressed Item 8 of the agenda:

Monthly report by Finance Department relative to HTE usage.

Mr. Sherman stated if you recall, we sent a letter to the Board back in May addressing the areas that we thought a lot of the departments could get involved in and start using HTE. In addition to that, we had a meeting in June with all of the departments and we talked to them specifically about using work orders. Shortly

after the court decision came out about the School Department and the court adopted the budget and said we have to collect \$6.8 million from the School Department this year or our budgets aren't going to work. We met with every one of the departments and said we have real concerns about the fact that we are going to be sending bills to the School Department and they are going to be denying them because there isn't sufficient documentation there. We would like to start working with all the departments that have work orders. To this point, we haven't heard from any departments yet. We are already 40 days into the next fiscal year so people are already starting to run up some costs that should be charged to the School. My fear is that they are documenting it manually but the School Department may start rejecting it. Some of you may remember how difficult a time Parks has had trying to get reimbursed for their money. We were trying to get everyone to set-up work orders. Highway has set theirs up. They have got theirs going. They even know what schools they are picking the trash up from. They shouldn't have any problems. Maybe somebody like Police, their issue doesn't come up really until school crossing guards come out so we may have some time. Info. Systems has done it and Finance has done it, but I am concerned that the other departments aren't doing it. If they are not using the system, we don't know what they have there. In response to my main letter to the departments, again I have had like three departments call and ask for help and to sit down and talk. I would really like some assistance from the Board in this area. If you let this \$6.8 million go too long, it is going to be a challenge to go back retro and recapture that information.

Chairman Pariseau stated we have to send a letter to these departments that they should get with the program.

Alderman Girard asked, Asst. Solicitor Arnold, is this Committee capable of sending a directive to all departments that they are to comply with what the Finance Department dictates to get this system to where it ought to be.

Asst. Solicitor Arnold replied I think the directive is better coming from the full Board. The present Charter doesn't deal with directives. The previous one did.

Alderman Girard stated well we have a time issue here so what I am asking you is can this Committee send a directive so that Finance can get started and we will, at the same time, make a recommendation to the Board advising that we have sent it and ask them to send it on top of it so that we can address some of the time problems.

Asst. Solicitor Arnold replied that would be the specific issue. I don't think that this sub-Committee of the Board can send a directive.

Deputy Clerk Bergeron stated would it be possible for this Committee to issue a report requesting a directive from the Board and at the same time ask that the Clerk send a copy of that report to all departments as soon as possible.

Asst. Solicitor Arnold replied absolutely.

On motion of Alderman Girard, it was voted to recommend that the Board send a directive to all departments asking for compliance with the Finance Department regarding bills for the School Department and further that the City Clerk's Office send all departments copies of said Committee report. Alderman Rivard duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Chairman Pariseau addressed Item 9 of the agenda:

Communication from Public Works Director submitting three proposed organizational charts for the restructuring of PBS into Highway.

Alderman O'Neil stated I would like to know about this pay raise for the Director of Public Works. Who presently holds this...how did you go...I was looking at the original Public Building Services and who had the position of Building Maintenance Superintendent. Who did that before and where did he come from?

Mr. Thomas answered the Building Maintenance Superintendent is a new position.

Alderman O'Neil asked but somebody is in there now.

Mr. Thomas answered yes. Barbara Connors who was the Administration Services Manager. She headed up the Administrative section. The reason she is in that position now and the reason I am proposing to keep her in that position is that she has an overall working knowledge of all of the different operations in Public Building Maintenance. Not only in the corrective maintenance areas but also on the capital areas and whatnot. I see that she has the capabilities of tying all of the operations together in the form of a strong administrative/financial head for that operation.

Alderman O'Neil asked is that the proper wording for that job.

Mr. Thomas answered yes; I think so because I am proposing to set this up as a division of the Highway Department. Typically, divisions of the Highway Department have superintendents. The wording can be changed and we can dream up something else but the point I was trying to make was that I want it to be a

superintendent level position such as a Billy Gagnon or Brian Fitzpatrick who heads up a facility.

Alderman O'Neil asked and from an operations standpoint, they would...who decides where employees will schedule work and that type of thing.

Mr. Thomas answered the Maintenance Superintendent will be running their separate little operation, however, the Superintendent or Barbara would be consolidating all of the requests, defining all of the fires, and then assigning them accordingly and work with her supervisor or foreman level positions to determine what the best course of action is.

Alderman Rivard asked how many people do we have in that department.

Mr. Thomas answered there are 14 people in that department now that was headed up by the director. Under the final proposal there are 14 positions. What we have done is reallocated some of the people. Right now, there are three personnel who basically supervise the custodial operations. With this new contract, we will only need one person so I want to shift two of those people. One presently has his Masters Electrician license and we are going to drop him in the electrician spot. The other one is certified in HVAC and we are going to drop him in the HVAC area because with all of the new upgrades to the ventilation systems and the facilities and the fact that they are getting computerized and high tech, we are definitely underhanded in that area and understaffed in that area. In addition, we have created another Building Maintenance Technician position. This is a person who is going to be able to go out and patch holes, fix windows, etc. We have two plumbing positions right now. One, the plumber is working full-time as an HVAC technician. We are going to ship one of those plumbers up to beef up the HVAC area. Really, for the same number of people and the same budget, actually we are accomplishing this at a \$3,000 or \$4,000 savings in salary, which we will shift into providing materials and what not. We actually are picking up four technical type positions.

Chairman Pariseau asked how much in savings.

Mr. Thomas answered in salary about \$3,000 or \$4,000. I want to also say that this proposal has been worked out with the staff of PBS and as far as I know, they are happy with this and they feel that, again, with these additional technical people out in the field we should be able to cut down on the amount of contract services that we are presently spending and take some of that savings and put it into buying parts to do corrective maintenance work.

Alderman O'Neil asked at some point could you provide names with these positions.

Mr. Thomas answered that is the old organization with the names and the only thing we will be changing is on the left-hand side. The two inspectors will shift into the HVAC area or an electrician area.

Alderman O'Neil asked which one is the licensed electrician.

Mr. Thomas answered one has their license and the other one had it, dropped it and he is presently in school or taking classes to get it back. By the time this gets approved, we will probably have two electricians with Masters licenses. In addition, the Building Maintenance Supervisor, I believe, also has a Master Electrician license.

Alderman Girard asked, Mr. Thomas, I am going to kind of put you on the spot here. If we were to approve this, the organizational chart has got the Building Maintenance Superintendent reporting directly to you but right now Mr. Sheppard in your department is really overseeing PBS directly, right. Would his role change?

Mr. Thomas answered I have Mr. Sheppard working on the CIP capital improvements contracts for the schools and whatnot for the majority of his time. Some of the other issues I am working with PBS directly on are the custodial side and the corrective maintenance side. As part of the budget process, I believe Alderman O'Neil is credited with giving us a Civil Engineer III equivalent, which is going to be redefined as a Facilities Engineer. Once we bring that position on, we will be taking some of that workload off of Kevin as far as the CIP projects.

Alderman Girard stated the upshot is that both you and your deputy director have received a significant increase in your workload. Does this reorganization and pardon me for having to ask the question, but does this reorganization compensate you and Mr. Sheppard for the increased workload?

Mr. Thomas answered no.

Alderman Girard moved to ask for upgrades for the Director and Deputy Director of the Highway Department for the addition of these responsibilities. They go with this consolidation from an \$11 million budget to a \$15 million budget and the amount of work that is involved with maintaining the City's 2.5 million square feet of buildings is enormous and I don't think it is fair to ask the management structure there to take on a significant additional workload without being

compensated for it. Alderman O'Neil duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Mr. Thomas stated the Highway Department's budget is, in fact, up to \$28 million now.

Alderman Girard replied I was talking about the operations side.

Alderman Rivard asked the Electrician at 40 weeks, what does that mean.

Mr. Thomas answered when I put this proposal together we were in a transition period. Over the summer months, we weren't going to bring on the electrician because we still needed those two building inspectors out working with ServiceMaster to make sure the buildings got cleaned over the summer months. Come September I figured that the proposal would be approved and I could take those inspectors out of the schools and put them into the electrician's position and the HVAC position.

Alderman Rivard asked but this will be a full-time job and it will be more than \$24,000 correct.

Mr. Thomas answered that is correct.

On motion of Alderman O'Neil, duly seconded by Alderman Rivard, it was voted to adopt the final organizational chart.

Alderman Girard asked are there any other members of your staff other than yourself and the deputy director who are impacted work wise by this consolidation.

Mr. Thomas answered no.

Alderman Girard asked would it be appropriate to have the Human Resources Director...I don't know what Decker organizations are still in place that could review and make...

Chairman Pariseau answered well we are going to do that by that motion anyway.

Alderman Girard stated well I just want to know where it goes from here because we didn't say a specific grade or anything.

Deputy Clerk Bergeron stated it would go to the full Board requesting referral to the Human Resources Committee.

Some discussion took place about scheduling a meeting to deal with the taxi cab issues on the table. Chairman Pariseau stated that the meeting will be scheduled within two weeks.

### **TABLED ITEMS**

10. Communication from Deputy City Clerk Bergeron submitting proposed changes to the Taxicab Ordinance.

This item remained on the table.

11. Communication from the Mayor's Special Committee on Downtown Cleanliness advising that they are currently considering three options for changing the current system of Downtown trash collection.

This item remained on the table.

### **NEW BUSINESS**

Dr. Sullivan stated the City Solicitor told me that you were going to take up the issue of the transfer of control of the existing cable television franchise. Handouts were provided to the Committee. She stated we have to get this information out in terms of looking at the transfer and compliance issues that MediaOne...that what we have to look at before you let AT&T get transfer from MediaOne I think there are some significant issues and I have been doing some work on the Internet and I have heard about this before. These are just 10 times that our signal went down over the past year. We have had problems with them and the other thing is that MediaOne has discontinued producing local programming at their own studio. So there are a lot of compliance issues that we are going to have to look at. I have been getting phone calls about it.

Alderman Girard moved to refer Dr. Sullivan's letter to the tabled item on the transfer of control of the existing cable television franchise. Alderman Rivard duly seconded the motion. Chairman Pariseau called for a vote. There being none opposed, the motion carried.

Alderman O'Neil stated at some point as part of this renewal we should be seeing our consultant, right.

Chairman Pariseau asked who is he. Where is he?

Asst. Solicitor Arnold answered I have been speaking to him. The consultant is Peter Epstein. I have been dealing with him in terms of some of these compliance issues.

Alderman O'Neil stated I think we would like to see him at some point.

Asst. Solicitor Arnold replied certainly.

Alderman O'Neil stated there was supposed to be money in there to help address some of these side issues. Maybe next time we get together on this he should be here.

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

A True Record. Attest.

Clerk of Committee