

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

March 16, 2010

5:15 PM

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, O'Neil, Osborne, Corriveau

Absent: Alderman DeVries

Messrs.: K. Reagan, R. Smith, T. Bowen, T. Clark, C. DePrima

Chairman Lopez addressed item 3 of the agenda:

3. Communication from David Preece, Executive Director, SNHPC, submitting the Manchester Joint Sustainability Committee Quarterly Report.

(Note: Referred by the Board of Mayor and Aldermen on March 2, 2010.)

On motion of Alderman O'Neil, duly seconded by Alderman Osborne, it was voted to accept this item.

Chairman Lopez addressed item 4 of the agenda:

4. Communication from Kim Reagan, Public Relations Committee of the Nashua West Rotary, requesting permission to hang a banner on Elm Street two weeks prior to their 8th Annual Rock'n Ribfest at Anheuser Busch beginning June 11, 2010.

On motion of Alderman Osborne, duly seconded by Alderman O'Neil, it was voted to discuss this item.

Alderman O'Neil stated I thought we were trying to do banners on Hanover Street. We had set up for a couple of poles to actually handle banners.

Chairman Lopez stated I called the individual. This is the first time someone from out of town is putting up a banner so I wanted the Committee to be aware of that. Could you state your name and tell us what you plan on doing? I think that would help us.

Ms. Kim Reagan, Public Relations Committee of the Nashua West Rotary, stated I am with the Nashua West Rotary and the Rock'n Ribfest.

Mr. Randy Smith, Chairman of the Committee for the Rock'n Ribfest, stated I am also here with the Nashua West Rotary.

Chairman Lopez asked have you done this in other cities?

Mr. Smith replied yes, we have.

Chairman Lopez asked is there any type of fee for it?

Mr. Smith replied there has not been, no.

Chairman Lopez asked what is the benefit to Manchester?

Mr. Smith replied the funds that we raise get distributed throughout the community, both the Greater Nashua and Merrimack and it flows up into Manchester through the Rotary. The clubs were able to afford funding for different non-profit organizations.

Chairman Lopez stated I wanted the Committee to be well aware that this is the first time that we have authorized a banner from out of town. Have you been in contact with the Chamber of Commerce or Intown?

Ms. Reagan replied yes, we are a member of the Chamber of Commerce and I did speak with Stephanie at Intown and she is the one who directed me back to your Committee.

Chairman Lopez stated I didn't see any correspondence. Do they support it?

Ms. Reagan replied she had no problems with it. She just said that it needed to be approved by you prior to hanging it.

Chairman Lopez stated it is for two weeks.

Alderman O'Neil stated I don't necessarily have a problem. I can't remember if we have ever had an out of town request, but generally speaking, all of our banners are going on Hanover Street. We have poles that are designed to take them. That would be the first condition, that it has to be on Hanover Street. I guess my only other concern would be if we have other requests that are related to Manchester we may have to ask yours to come down at some point. The intent is for it to be up for two weeks?

Mr. Smith replied yes.

Alderman O'Neil stated I'm not aware of any other pending request before us, but that would be my only other concern.

Alderman Corriveau asked have you talked with the Manchester Rotary? Have they expressed support over this?

Ms. Reagan replied actually, all of the Rotaries in the southern New Hampshire area help us support this event. Both the Queen City and the Manchester Rotary Clubs help out at this event. It takes an army to run this event.

Alderman Corriveau stated I've been to it. It's a delicious event, don't get me wrong.

Chairman Lopez stated I'll take a vote in a second, but do you think that some of the funds that you raise could come to Manchester?

Alderman Corriveau replied maybe some ribs anyway.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne, it was voted to approve hanging the banner on Hanover Street for two weeks, under the condition that if a Manchester group requests the space, their banner would be taken down.

Chairman Lopez addressed item 5 of the agenda:

5. Communication from Jack Donovan, Executive Director of Business Finance Authority, requesting that the City support the effort to maximize the use of Recovery Zone Facilities Bonds by agreeing to waive its \$8,966,000 allocation and allowing it to be added to the statewide pool.

Chairman Lopez stated I have been asked by the Finance Officer to table this.

On motion of Alderman Osborne, duly seconded by Alderman O'Neil, it was voted to table this item.

Chairman Lopez addressed item 6 of the agenda:

6. Communication from Thomas Bowen, Water Works Director, requesting authorization to enter into a five-year lease to own agreement for an excavator.

On motion of Alderman Osborne, duly seconded by Alderman O'Neil, it was voted to discuss this item.

Chairman Lopez asked what are we doing here?

Mr. Thomas Bowen, Water Works Director, replied in our ten year CIP and vehicle replacement, we had scheduled to replace an 18 year old excavator in 2010, but when we included it in the budget, because of a decrease in revenues last year, we have come up short. We looked at various alternatives to purchasing the unit and I think I provided you with a couple of alternatives, including an outright purchase that was confirmed in the bid at \$205,900. We looked at renting a unit at an annual rate of about \$24,000, but when you annualize that over the life of the machine, the annual cost does not come out favorable. We looked at both a lease purchase as well as bonding the purchase through the City CIP program and the interest rates were almost identical for the lease purchase that was bid by Caterpillar at 4.15% and the City's current bond rate, because they haven't sold the bond yet, is estimate by Mr. Sanders to be between 4% and 4.5%. We wouldn't actually know until the bond was sold. This has gone to the Water Commission and been approved as a lease purchase. We currently have \$50,000 budgeted in our current budget, so we are asking for an authorization to enter into a lease purchase. It has to go to the full Board because of the future commitment of the lease.

Alderman O'Neil stated Tom, when we had a discussion about a month ago, this item came up. Do you happen to know what you think the annual payment would be on the debt service if it was bonded for purchase?

Mr. Bowen replied almost identical. The annual payment would be \$44,600 as best we can determine because the bond hasn't been sold yet. We would bond it for a five year period. The interest rate on the principle amount is going to be identical to what the loan rate is on the lease.

Alderman O'Neil asked if revenues were not an issue would you just go with the bond? It sounded like revenues were an issue and it is kind of bothering me that it has boxed you in as to where you can go.

Mr. Bowen replied yes, if revenues were not an issue we would have bought it outright.

Alderman O'Neil asked just paid cash for it?

Mr. Bowen replied yes. We typically don't bond any of our vehicles. We never have.

Alderman O'Neil asked Bill, do you think that based on the information provided that the lease purchase is the way to go?

On motion of Alderman Osborne, duly seconded by Alderman O'Neil, it was voted to approve this item.

Chairman Lopez addressed item 7 of the agenda:

7. Communication from Thomas Bowen, Water Works Director, requesting authorization to enter into a License Agreement with the B&M Corporation on a rail crossing in north Manchester adjacent to property of the Derryfield School.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne, it was voted to approve this item.

Alderman O'Neil asked will these items be going to the Board tonight, Mr. Chairman?

Chairman Lopez asked is it sensitive?

Mr. Bowen replied yes, it is.

Alderman O'Neil asked both are?

Mr. Bowen replied yes, both are sensitive.

Chairman Lopez addressed item 8 of the agenda:

8. Ordinance Amendment:

“Amending Chapter 92 Fire Prevention of the Code of Ordinances of the City of Manchester by establishing annual Radio Master Box fees per building and increasing the charges for fire system inspections and false alarms.”

On motion of Alderman O’Neil, duly seconded by Alderman Osborne, it was voted to approve this item.

Chairman Lopez addressed item 9 of the agenda:

9. Ordinance Amendment:

“Amending Chapter 93 Alarms of the Code of Ordinances of the City of Manchester by increasing the annual Alarm permit renewal fee and restructuring the false alarm fee schedule.”

On motion of Alderman Corriveau, duly seconded by Alderman O’Neil, it was voted to accept this item.

City Clerk Matt Normand stated Mr. Chairman, I have one other Ordinance Amendment if you would entertain it under new business for video poker machines.

“Amending Section 111.45 Amusement Device License and Fees of the Code of Ordinances of the City of Manchester by increasing the license fee associated with each so called ‘video poker’ machine or ‘slot’ machine.”

On motion of Alderman O’Neil, duly seconded by Alderman Corriveau, it was voted to discuss this item.

Alderman O’Neil stated you probably mentioned at the revenue night the last time when this was changed.

City Clerk Normand stated it was 1999.

Alderman Osborne stated I want some discussion on my vote. I'm voting against this because I don't believe in it. I don't want to get too far into it, but I don't see going up \$500 on this at all. I think \$1,500 is too much money. I wasn't there when this was brought in anyway. I think I'll leave it like that. I'm just against it.

Alderman O'Neil moved to accept the Ordinance Amendment. The motion was duly seconded by Alderman Corriveau.

Chairman Lopez called for a vote on the motion. The motion passed with Alderman Osborne voting in opposition.

TABLED ITEMS

10. Recommendation from Matthew Normand, Acting City Clerk, regarding a policy for street closures and license events.
(Tabled 03/16/09)

On motion of Alderman O'Neil duly seconded by Alderman Corriveau, it was voted to remove this item from the table.

City Clerk Normand stated this is an issue that had arisen back over a year ago and it comes from the discussions that Brandy Stanley was having with some of the businesses relating to a policy. I know some of the business owners were looking to enhance the existing policy of the City to address notification for street closures. My letter is attached to item ten and I have to be honest with you that this is not as fresh as it was a year ago in my mind. We have implemented one of the items which includes the Parking Division in the sign off process when someone applies. This recommendation that came out of the staff committee that had gotten together included also, I believe, mailing notices to business owners. I would caution the Committee that that could conceivably get expensive especially for the department. This is written in a manner that passed that cost on to the applicant. I'm not sure how expensive that gets.

Chairman Lopez asked is there any major change from that date?

City Clerk Normand replied what we do today is if someone applies for an event, we send it to departments that would be affected: Fire, Police, Highway, Parks and Recreation, and Building. Now, we also send it to the Parking Division.

Alderman O'Neil stated I think improvement was made by the staff on their own with the division heads.

Alderman O'Neil moved to receive and file this item. The motion was duly seconded by Alderman Corriveau.

Chairman Lopez stated the question I have is if there is any policy in place.

Alderman O'Neil replied he said there is.

City Clerk Normand stated the policy is...

Alderman O'Neil interjected I'll confirm it. We start having to getting into mailing for parades and all that stuff.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

Alderman O'Neil moved to accept the policy as described by the City Clerk. The motion was duly seconded by Alderman Osborne.

Alderman O'Neil stated I don't want to miss anyone: Police, Fire, Clerk, Building, Parks, and Parking when applicable.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

11. Communication from Thomas Clark, City Solicitor, regarding a Naming Rights Policy.
(Note: Referred by the Board of Mayor and Aldermen on 2/3/09. Tabled 03/16/09)

On motion of Alderman O'Neil duly seconded by Alderman Corriveau, it was voted to remove this item from the table.

Chairman Lopez stated item 11 has been sitting here for a while. I think it is self explanatory. For Alderman Corriveau, we have had many times when an Alderman or the Mayor makes a nomination to name some thing after somebody on the spur of the moment. We found out afterwards that we really didn't want to do that until we get all of the information. I would recommend that the Committee pass this and send it on.

Alderman O'Neil moved to accept this item. The motion was duly seconded by Alderman Osborne.

Alderman O'Neil asked just for clarification, we're not naming anything after Tom Clark right now, right?

Chairman Lopez replied no.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

12. Communication from Barbara Potvin, New England Sampler, requesting the City hold a public forum to discuss the process of closing off city streets and the impact that these closings have on local small businesses as well as the benefits drawn by the City of Manchester and its local citizens.
(Note: Referred by the Board of Mayor and Aldermen on 10/21/08. Tabled 11/24/08 recommendation to be submitted by staff.)

On motion of Alderman O'Neil duly seconded by Alderman Corriveau, it was voted to remove this item from the table.

Alderman O'Neil stated this ties into item ten.

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

NEW BUSINESS

Chairman Lopez stated I have one other item that I would like to bring to the Committee's attention and pass on to the full Board, which is just information. As you can see, Jennie Angell, Director of Information Services, submitted a grant application yesterday for ARRA stimulus money in the Broadband Technology Opportunity Program also known as BTOP. It is very impressive and the public should know that the project application totals \$5,436,643 and if successful, it would fund the following: federal stimulus money of \$3,720,457; private business matches at \$877,222; private cash matches at \$65,525; and in kind services and labor at \$773,436. The organizations who participated in this grant application are the City of Manchester, the Manchester School District, Manchester Information Systems, Manchester City Library, William Cashin Senior Center, Regis Lemaire Youth Center, and Manchester Health Department. The non-profit agencies are the Manchester Police Athletic League, Manchester Community Resources Center, Manchester Continuum of Care, Greater Manchester YMCA, Salvation Army, and NH Institute of Art. I think it was well noted that they did a lot of work in submitting this and hopefully we will get \$5 million to help the agencies in the City. It was a commendable job.

Alderman O'Neil asked do you need any action?

Chairman Lopez replied no, it is just for information. I asked the City Clerk to pass it on to the other Aldermen at the full Board.

Alderman O'Neil asked do you need us to receive and file it?

Chairman Lopez replied no, we'll pass it on to the full Board. There is one more. City Clerk Normand stated Mr. Chairman, this item in front of you that I just passed out we received today. It is a request and I can read it into the record if you'd like. It is a request for an event on April 17th, which is going to occur before your next meeting so I wanted to make sure the Committee had this in front of them so they could make a decision if they wanted. If you'd like I can read it into the record quickly.

Chairman Lopez stated go ahead and read it into the record.

City Clerk Normand stated "Dear Board of Mayor and Aldermen: As you may well be aware, the annual Manchester Earth Day Celebration is occurring in Veteran's Park on April 17, 2010. Once again, the New Hampshire Conservation Corps of the Student Conservation Association is organizing the events in the afternoon in the park. This letter is to request that the fair permit fee be waived. We have applied for this permit through the Office of the City Clerk, Business Licensing and Enforcement Division. The SCA NH Corps organizes this event in conjunction with Adopt-A-Block Program, Intown Manchester and the City Parks Department. We volunteer our services and absorb costs. We do not charge the participants or the information booths that attend, as we see this as a service to the City of Manchester, its residents and guests." If I could just caution the Board on one thing that is related to this, the last event became a free for all for vendors who wanted to participate and we had people who came, cooked their own food and a gentleman brought furniture from Bedford. None of these people had permits and of particular concern were people selling food to participants at that event without health permits. If the Committee wishes to waive the fair permit fee, we certainly aren't opposed to that as long as conditions be placed that all vendors require licensing from the City.

Chairman Lopez stated I thought that the Adopt-A-Block Program was one issue. Are you saying that they were allowing people to go in there without permits, too?

City Clerk Normand replied I have a report from the inspector in our office from the last event last year and as I said we had multiple unlicensed vendors and of particular concern were the ones who were selling food without health permits. We just don't want that to happen again this year.

Chairman Lopez stated we give \$5,000 to the Adopt-A-Block program. Whenever they are allowing other vendors in there is liability if we don't control it.

Mr. Tom Clark, City Solicitor, stated if you are going to waive the fair permit fee, you can do that on the condition that all of the vendors receive appropriate City licenses.

Alderman O'Neil asked is this Adopt-A-Block day or is this another day?
City Clerk Normand replied it certainly alludes to the Adopt-A-Block program, but I'm not sure.

Chairman Lopez stated they do it and they bring these other organizations in. What was that stipulation?

Mr. Clark replied if you are going to waive the fair license fee you do it on the condition that any vendor selling food or other items requiring a City permit have to have them or they will not be allowed.

Alderman O'Neil asked have we waived the license fee in the past?

City Clerk Normand replied I don't believe that it was waived last year, but a request like this has been done by the Committee in the past. It is not out of line.

Chairman Lopez asked did they coordinate with Parks to have it?

City Clerk Normand stated again, he alludes to having conversations with the City Parks Department in the letter. I'm basing that just on the letter in front of us.

Chairman Lopez asked do you know if they have the park on April 17th off hand?

Mr. Chuck DePrima, Acting Director of Parks, Recreation and Cemetery Department, replied I would have to check the calendar. We have always scheduled in the past so I would have to believe that it is on our calendar and the park is reserved.

Chairman Lopez stated just notify Matt to see if that is true that they have reserved it so that there is no conflict. We'll go along with the City Solicitor's recommendation.

On motion of Alderman O'Neil, duly seconded by Alderman Corriveau, it was voted to waive the permit fee under the condition that all vendors receive the appropriate permits from the City.

There being no further business, on motion of Alderman Corriveau, duly seconded by Alderman Osborne, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee