

COMMITTEE ON COMMUNITY IMPROVEMENT PROGRAM

October 14, 1997

6:15 PM

Chairman Robert called the meeting to order.

The Clerk called the roll.

Present: Aldermen Robert, Wihby, Reiniger, Clancy, Domaingue

Messrs.: Alderman Elise, Bob MacKenzie, Dick Houle, Principal Donahue, Sam Maranto, Linda Garriott, Fred Rusczek, Bob Corbeil, John Rist, Tom Bowen, Mark Hobson

Chairman Robert advised that the report on 1037 Elm Street was not available at this time.

Chairman Robert addressed item 4 of the agenda:

Request of Board of Mayor and Aldermen that Committee look into potential locations for use by the City's youth for skateboarding activities.

A general discussion was held regarding this item where it was noted by Mr. MacKenzie that several parties had expressed an interest in a skateboarding area including Regis Lemaire of Youth Services, the PALS Program (Police Athletic League), and Parks and Recreation Department.

Alderman Domaingue noted that she supported the idea asking if Mr. MacKenzie was aware that either Derry or Londonderry recently had to make their skateboard park larger because of the number of users responding when it had been opened. Mr. MacKenzie was not aware of it. Alderman Domaingue requested he research that issue further.

Chairman Robert questioned whether Mr. MacKenzie could get a group of staff and interested parties together to look at this issue and report to the Committee.

Alderman Elise addressed the committee noting that she had provided the committee a letter as a member of the Steering Committee of "For Manchester" she wanted them to know that there were some people who had been working on this issue. Some had national contacts and could perhaps assist with fundraising for such an area. Alderman Elise noted that she had listed these people in the letter with information on how to contact them.

Mr. MacKenzie advised that he would invite them to participate.

On motion of Alderman Domaingue, duly seconded by Alderman Wihby, it was voted to refer the communication to staff.

Chairman Robert addressed item 5 of the agenda:

Referral by the Municipal Fleet Maintenance Advisory Committee recommending that the Committee consider authorizing a \$20,000 contract for the services of D. M. Griffith & Associates, Ltd. to perform the fleet management audit for the City.

Mr. Houle addressed the committee advising of the process taken for the RFP and outlining the firms that responded. Mr. Houle explained that interviews had been conducted by the Fleet Maintenance Advisory Committee and they had recommended the firm of David M. Griffith & Assoc. to perform the audit as outlined. In response to questions, Mr. Houle advised that there were no local firms that responded to the RFP and none were known. There were existing MER funds carried over that could be utilized.

On motion of Alderman Clancy, duly seconded by Alderman Wihby, it was voted to authorize a contract award to David Griffith & Assoc. for the fleet management audit utilizing existing MER funds.

Chairman Robert addressed item 6 of the agenda:

Communication from Alderman Elise suggesting that representatives from the Planning, Parks & Recreation, and Traffic Departments address the issue relative to parking at Derryfield Park.

Alderman Elise stated I'd like to take this in two parts. Derryfield Park does have a parking problem and one of the components of that is that Hillside Junior High School is in Derryfield Park and the parking lot at Hillside is in bad repair, so one part is that this Committee seriously look into funding repairs at Hillside Junior High regarding the parking lot. Principal Donahue is here right now to give testimony to this and I'd like the Committee to give him permission to speak.

Chairman Robert acknowledged Principal Donahue.

Principal Donahue stated I'm Steve Donahue, I'm the Principal at Hillside. Just some information on the parking lot situation and roads around Hillside. On Thursdays which is our largest day because of Special Ed 91 staff members...our count today show that there are 72 parking spots in our parking lot, so obviously on Thursdays in good weather we have problems. In addition, what happens is we use the grass areas around the sides of the school and back but in the winter we do not have those available and there is one new staff member who parts across the street in the part area, so we really have a parking problem insofar as we do not have enough spaces. In addition, there are hazardous ruts in the parking lot particularly closest to the cafeteria or eastside of the building some of which are as much as six inches deep. In the wintertime there is only one light in that area and as the water comes down the hill and freezes at night and you walk out especially if you do not know the area and even if you do know the area you cannot often tell the difference between the ruts and the ice and puddles and things like that, so it's very hazardous and I wouldn't be surprised if there is an accident/injury either to a visitor in the area or even to a staff member during the day because of some of the ruts in that area which are as much as six inches deep. There is also not enough adequate parking and turning space on the west side of the building which is the side of the building that has a soccer field on it which is used not only by the School, but also by Parks & Recreation, East Soccer League, by several of the high schools for fields as well as, I believe, the Manchester Angels used it last spring, as well, so there is a variety of groups in the area. Part of the problem there is as you come down the hill to park on the soccer field there is really not enough room to turn around once you get there without hitting the building, young children who might be running in the area or another car. Also, on the west side of the building the present road doesn't extend all the way along the westside of the building which in case of an emergency does put us at some risk for Police or Fire vehicles, they can make it but it might not as good as it might be if it were entirely paved on the westside of our building. Hillside's ability as a school really I don't want to say compete with the other schools, but compete facility wise with the new Middle School, with Southside, and with Parkside to some extent in terms of parking we

are not as good, we do not have the parking facilities, oftentimes in the past Southside would get any Middle School area function that goes on because they have better parking than we do which puts an unfair burden on them and really in a sense does not allow Hillside to host events that we should be hosting as our fair share. On nights when we have concerts, open house, a variety of school activities, we have 990 students in the building and if each of them come and bring a parent there is obviously no where near enough parking...not that I would ever suspect there would be that many people, but it's serious limitations in terms of parking. The other issue is when Hillside really hosts with Derryfield Park cross country meetings in the Coca Cola Classic in the fall and some of the statewide meets are parking lot is not as large as it should be to accommodate their needs, as well. So, for a variety of reasons I'll present this to you, my statement on the parking and through the technology of our technology grant I took some pictures and the art teacher developed today through our digital camera so there is a few pictures that I'll submit to you.

Chairman Robert stated, Bob, I know I've asked you about this a couple of times already, the junior high schools don't seem to be getting the grounds taken care of, Parkside has some problems, Southside is not immune to having problems. Are these facilities plugged in to get things taken care of.

Mr. MacKenzie stated I may ask Sam to come up and help out. The City has been attacking the elementary school recreation and school sites. Last year, the Board went on record and they doubled the amount of funds so that we could take care of Highland Goffs Falls and Weston School, both of them in bad shape. We recognize that Hillside is in really tough shape and Parkside needs help too and I think those are the next two schools after we complete the elementary schools that would be in line for funding depending upon how much the Board would authorize in the next CIP Program for site improvements.

Chairman Robert stated the recommendation then is to let this run its course.

Mr. MacKenzie replied right now the City has problems just in the management capacity of some of these projects. Parks and Recreation have a lot of projects going on and there's really only one person to handle all of these projects and he's working on for construction next year, Highland Goffs Falls and Weston School. This particular site even though parking is clearly a problem in both locations, really the entire site needs work including the soccer field which needs drainage

improvements and general maintenance and improvements around the school, so I believe we should do the entire school grounds as we've been doing some of the other schools and maybe I could check with Sam to see what other elementary schools are in line.

Mr. Maranto stated the junior highs would be next in line.

Mr. MacKenzie stated it does look like they might be on line with some smaller improvements at Webster, but they might be on line for the next year's fiscal year funding starting July 1, 1998.

Chairman Robert asked how is that. Mr. Donahue do you feel comfortable with that.

Principal Donahue replied much better than there would be some improvement at some time, yes.

Alderman Wihby asked are we in the middle here because Highway says that it's a school playground and the School says we don't have any money because a thing like a pothole can be fixed tomorrow. Some of these pictures...we can pave some of the grass over there where there is no grass where they're parking, is it because we're calling it a school that we're not doing this.

Mr. MacKenzie stated the entire site is in tough shape. The soccer field needs drainage improvements.

Alderman Wihby stated I'm talking about the parking problems, why can't we take care of the parking problems tomorrow.

Mr. MacKenzie replied I think they should take up the parking area and reconstruct it rather than just paving over it. I don't think that the ruts I know are out there and the frost heaves you can't just pave over those type of problems.

Principal Donahue stated part of our problem is that the water runs down the hill and right into our parking lot, so you're kind of creating a ravine in the process, it's not a single rut, it's a series of 40 or 50 feet long.

Mr. MacKenzie stated so we have to solve some of those fundamental drainage problems around the site before we can really put a lot of money into it and it would depend on how much money the Board would want to put into the school recreational facility program as to whether you get both Hillside and Parkside done in one year. Just to be clear though, it would not likely occur...if the Board authorized it next year as part of the FY99 Program, the design would start next summer or next fall, but the construction would not be until the following summer likely.

Alderman Elise stated I did know that the elementary schools were in the process of being taken care of which is why I brought this project forward at this time and I wanted to make the Committee aware of problems that were going on and that when the junior highs did come up for consideration in this category of funds that Hillside was considered.

Alderman Domaingue stated we've just gone through a five or six year recession, so we're still playing catch up with a lot of these facilities. When I hear you say recreational facilities fund for schools and I think parking lots is there no other fund that can be tapped and drainage...drainage is not a recreational thing, you know what I'm saying. I'm having a hard time wondering why we're tapping that fund to do basic maintenance of a site. It goes beyond recreational facilities, I guess is my point.

Mr. MacKenzie stated the proper name of the program is really School Site, Parking, and Recreational Improvements and it does cover all of those. You really have to attack the whole school site as a unit which includes parks although they may have highway construction parts to it.

Alderman Domaingue stated this is the only fund that addresses that.

Mr. MacKenzie replied yes.

Alderman Elise stated the first part of this proposal was looking at Hillside Junior High and the second part was looking at the rest of the Park and I know this is a crude drawing noting Hillside Junior High bordered by Reservoir Avenue which comes around the Park which is City-wide which provides facilities for baseball, football, a playground which is in very bad repair, a tennis court, there are parking facilities near the baseball/football park and next to the tennis courts and across from Trinity. The problem we are having in the area is that along Reservoir Avenue people who come to the Park park on both sides of the avenue and I do want to compliment the Parks & Recreation Department where they did come in

and beautified the area with tar berms which prevented a lot of erosion of the soil and it looked a lot better but it did make Reservoir Avenue a narrower street, so when cars are lined up on both sides of the streets a bad traffic problem was created where only one car can pass through safely with the neighbors being alarmed with safety. They had tried posting "No Parking" signs on one side of the park but during these type activities you run into a public relations and park usage dilemma whereby you want people to use the Park and yet don't want to ticket people either. There are lots there that need to be expanded and one of the options is that the Red Cross has a facility on the eastside of the Park which they do have an easement from the City to use for their parking and we could expand parking at Derryfield Park and maybe utilize the Red Cross' facility as well as the public facilities to expand parking there. This is a major problem that has to be looked at and it may need a study and have proposed that the playground be moved so it could create more parking on the street. At this particular point, I may suggest a study of the Park to recommend what types of parking facilities may be expanded, but I did want to bring to the Committee's attention that there is a problem.

Chairman Robert asked if this item was referred to Traffic.

Alderman Elise replied it was not as I am viewing this as a planning issue. I know Ron Ludwig is not able to be here this evening as he had another meeting noting he views it as a planning issue also with respect to future plans as to how to expand parking.

Chairman Robert asked, Bob, do you have a recommendation on this matter.

Mr. MacKenzie replied no, I do not.

Chairman Robert asked can it be forwarded to you for further review.

Mr. MacKenzie replied I can't honestly say when I could get to this particular issue.

Alderman Elise stated perhaps a study would be the best way to approach it. As a matter of fact, Ron Ludwig has said that a study may be the best way to approach it.

Alderman Wihby stated normally Parks has a plan that they go through for all of the different parks and asked if this matter could be forwarded to them asking that it be addressed perhaps during the next budget process as did West Memorial and Livingston and all of the other ones.

On motion of Alderman Wihby, duly seconded by Alderman Clancy, it was voted to refer the communication from Alderman Elise relative to parking at Derryfield Park to the Parks and Recreation Department requesting that a study be conducted during the next fiscal year.

Chairman Robert addressed item 7 of the agenda:

Communication from the Executive Director of Intown Manchester seeking exclusive authority to coordinate and manage a banner program in partnership with the Downtown property owners and businesses on Elm Street.

On motion of Alderman Reiniger, duly seconded by Alderman Wihby, it was voted to approve request of Intown Manchester relative to a banner program.

Alderman Clancy asked where would the banners be placed and who would pay for the insurance.

Ms. Garriott stated I'm Linda Garriott from Intown Manchester on behalf of Rich and Intown Manchester will coordinate the program and we will assume responsibility for maintaining banners as well as insuring them and insuring liability issues as well in the Downtown area.

Alderman Clancy asked how long are the banners going to be up, certain periods of the year.

Ms. Garriott stated yes. These are seasonal banners, we have three rotations throughout the year...double-hung banners. If you drive by the Farmer's Mark area you'll see a sample of these are up now. Currently, each rotation allows for four months, so they will be changed at the end of the winter season, then we'll have another cycle up for spring/summer, and finally a set up for autumn...colorful, decorative, fun.

Alderman Clancy asked how many area of town would you decorate, just Downtown.

Ms. Garriott replied we are mandated to serve the Intown district, so that is the area we will be working in and right now we're looking at all of the sterne light fixtures and, in fact, the proposal that we have put forth calls for initially 36 sterne light fixtures and as we expand the program then we will expand it throughout other areas in the district, however, right now we focus right now on Elm Street because that is where the construction is taking place which is where the sterne poles are being repaired and redone, resanded, and repainted. So, that is where we would focus.

Alderman Wihby stated right now the City Clerk's Office handles that, I would just ask that you check with them to make sure that all the stuff that they were looking for and doing you still maintain and do that.

Clerk Johnson stated in conferring with the City Solicitor the suggestion is that a contract be drawn up of some sort to have them accept the liabilities and the maintenance issues and present that to the Board for approval.

Chairman Robert asked is that acceptable.

Ms. Garriott replied that is acceptable and asked is that something that you will draw up and present to us or do we need to contact you to do that.

Clerk Johnson replied why don't you call me tomorrow.

Alderman Reiniger moved to amend his motion to include approving the request and that a contract be drawn up relative to Intown accepting liabilities and maintenance issues. Alderman Wihby duly seconded the motion as amended. There being none opposed, the motion carried.

Chairman Robert addressed item 8 of the agenda:

Communication from Health Officer requesting the Board's authority to enter into a 6-month lease extension under the same terms and conditions as their current lease at 795 Elm Street.

Mr. Rusczek advised that the intent had been to extend the lease for six months and then rent at 50 Bridge Street. As the committee was aware the current space was not adequate for the department's needs. However, 50 Bridge Street had recently changed ownership and the new owner had increased the rent to \$15.50 a square foot.

Mr. Rusczek stated he was looking to extend his current lease for one year with authorization to lease additional space at a cost of \$7,000. to allow time for a long term plan for Health Department space needs to be looked at with the Planning Department.

Discussion ensued where it was noted that the public rest rooms had no hot water but were expected to over the next year and that funds were available within the department's budget to pay for the extension and additional space needs.

On motion of Alderman Wihby, duly seconded by Alderman Reiniger, it was voted to approve the one year lease extension and additional space not to exceed \$7,000. as requested, subject to the review and approval of the city solicitor.

Chairman Robert addressed item 9 of the agenda:

Communications from Library regarding Brown School and submitting a copy of the executive summary of a recent needs assessment done by Providence Associates.

Alderman Robert noted that he felt this was a viable option for the building if the school department released the property to the city. Alderman Clancy noted that the library location in the old firehouse was not adequate to the needs as he understood it. Alderman Robert concurred that he understood there was a space and parking problem.

On motion of Alderman Clancy, duly seconded by Alderman Domaingue, it was voted to refer the communication to the Planning Director to hold for future consideration in the event the property becomes available to the city.

Chairman Robert addressed item 13 of the agenda next:

Communication from Jim Butler, President of the Crystal Lake Preservation Association, seeking funding assistance through the CIP process for the upkeep of this area.

Mr. Corbeil stated I'm Bob Corbeil current President of the Crystal Lake Preservation Association. The Association formed in 1993 and basically what we do is we have a cleanup each year in May and we spend about 40 to 100 hours with volunteers cleaning up the beach area, raking, painting, whatever Parks & Recreation needs to do. What happens after is the Park is not officially opened until the kids get out of school. So, from May till July it's very active, there's a lot of people down there, go down eat their lunch, whatever and leave their trash and leave it there. Since 1993, our Association...members go down each day and cleanup after these people and dump the trash, we got Parks & Recreation to put a dumpster in which helps. At the end of August, it's the same thing. It closes the lifeguards go home and Parks & Recreation forgets about the Park and we have to clean it up. We've addressed Ron Ludwig and he has told us that there is no funding, they just can't get down there. Just so you'll have a little background about our Association...we've applied for and received grants where we've done water quality testing, we have people in our group that test the water monthly. We've build a kiosk down there for information for people coming in, we've had a gate installed at the top of the parking area to try and keep the off hour activity down to a minimum and we haven't had a drowning in that Lake since that gate has gone in. We recently through the CIP funding treated the phragmites which is a weed that takes over the lake and we want to thank you for the CIP funding for that and from what I hear it's a big success and next year it should be just about gone. We also contribute to the Adopt-A-Block and whatever other organizations need assistance. We feel that at least the minimum of 40 hours in the ten months that the Park is closed concentrating on the April, May, and June because those seem to be the worse with people having spring fever and they just want to get down there and don't take everything back with them. If there is money available to bring people down more there is plenty of work to be done down there such as the clubhouse which needs to be stained, painted inside, there's brush that's overgrown and each year we approach Ron whose hands are tied too.

Alderman Domaingue stated Crystal Lake is the only natural water body park that the City owns currently that is not polluted, currently used by the public and it's a swimming place and we have a number of other swimming facilities/pools of the like that are treated and maintained and taken care of by the Parks Department and this one seems to have been put aside and not intentionally, I don't think it's an intentional thing, I think Ron does have his hands full, but what this organization has been doing has been volunteer work that has saved the City thousands of dollars literally and I think that the time has come for the City to look at Crystal Lake as more than just a forgotten fresh water body and concentrate on folding it into the overall plan for all of the City's water facilities and finding some regular maintenance for it.

Alderman Clancy asked so, Bob, what are you looking for.

Mr. Corbeil replied Parks & Recreation has said there is no funding to send people down so basically what we need is some funding to go to Parks & Recreation where they can send some people down which is part of their job each week to go down and clean up the Park and if they have extra time maybe do some staining or painting. The two months that they are there they do great, but the other ten months we're a forgotten soul.

Alderman Clancy stated that is why they get summer help, after that they don't have any more help who are mostly high school and college age kids.

Mr. Corbeil stated but unlike the pools you drain the pools and nobody's going to go swimming, we can't drain the Lake, we can't stop the people from going down there and if you were down there today there was probably 20 cars down there having lunch and enjoying the beach and we put receptacles out and we have to go out and dump them otherwise they just keep overflowing and the birds come in, the wind gets it, and it's a mess and we feel it doesn't take a lot of time to go down, but Ron said he doesn't have the available help or the funding.

Chairman Robert recommended that refer this item to the Parks & Recreation Department and the Mayor's Office so something could perhaps be worked out and during budget time they could budget whatever they would feel is appropriate.

Alderman Domaingue stated I think that would be reasonable.

Chairman Robert stated it would help by being folded into the budget and addressed.

Alderman Domaingue stated I think it needs to be because it is a City Park beyond the usage of the water it is a designated City Park.

On motion of Alderman Wihby, duly seconded by Alderman Wihby, it was voted to refer this item to Parks & Recreation and the Mayor's Office to be taken under consideration during the next budgeting process.

Alderman Clancy asked would your Association still do the annual clean up even if Parks & Recreation came in.

Mr. Corbeil replied yes. We go down for the annual clean up and it's also part of our grants that we got that we have to put in community service for the Lake as well as doing educational seminars and all types of different things.

Chairman Robert asked could we ask that when they come to some conclusion that Parks & Recreation write these people a letter informing them of what is going on.

Chairman Robert addressed item 10 of the agenda:

Communication from John Rist, Director of the Manchester School of Technology requesting permission to establish a lease agreement for an additional vehicle noting that federal vocational funds have been set aside to enter into a contract.

Alderman Clancy asked, John, didn't you come before us about a year ago or six months ago about the same vehicle.

Mr. Rist replied we bought a vehicle last year requesting permission to enter into an agreement to get another one. It's a different vehicle, this would be in addition to the fleet that we now have in place.

Alderman Clancy asked what did you do with the old one.

Mr. Rist replied we still have it. Currently, we have seven Dodge Maxivans, this would be an additional van.

Alderman Clancy asked why the need for all of the vans.

Mr. Rist replied some of the older ones are falling apart and we're taking two of the 83's or 82's and making one decent one and we just have a need for additional vehicles.

Alderman Wihby asked for what purpose.

Mr. Rist replied the carpentry class uses a van everyday to go to the job site, the electricity class uses the van as well as the health science class, the plumbing class to go to their clinical experiences which is probably three days a week. The core carpentry program uses the van for materials, the landscape van is used for the

landscaping program, and that leaves very few vans for the other programs for taking trips. Our electronics program is in a partnership with Electropac and we're going there weekly and we lend them out to the other schools who might need a van, so we have a distinct need for a newer van that works safely.

Alderman Wihby asked what other school groups would use it.

Mr. Rist replied the FBLA from West High, elementary schools such as Webster and Northwest.

Alderman Wihby stated you work with all the schools and if you can help them out you do.

Mr. Rist replied we've done that historically for years.

Alderman Wihby stated you also fix these yourself.

Mr. Rist replied we maintain all of our own vehicles, we buy any parts that are needed for them. This vehicle would be financed from Federal Vocational and Education funds as have almost all of the vehicles except for last year's, I had found some money here and there and put that together, so as far as local taxpayer dollars you folks are paying for the State inspection yearly and that's it.

Alderman Wihby asked is there an automotive class.

Mr. Rist replied yes.

Alderman Wihby asked are they always full where you're not looking for a vehicle are there other City vehicles we could bring you a Police cruiser or something you could work on.

Mr. Rist replied we have done work on School Department vehicles. We do paint jobs, fender benders, put in a radio and things like that. As far as a regular fleet management type program maybe I should put in a proposal for the \$20,000 to study that, but I don't think we can do that type of management. I have one automotive mechanics instructor who oversees the vans, he keeps the records on the vans, so that is how we maintain them. They don't get a lot of mileage is one of the keys.

Alderman Clancy asked do these vans go out of town.

Mr. Rist replied yes. For example, the West High School van which I think there was one last week went to Wolfeboro. So, the better vans that I'm looking at are used to go out of town.

Chairman Robert in addressing Mr. Houle asked is the Advisory Committee on Fleet going to look at this option and maybe utilizing the School for service.

Mr. Houle replied we can ask them to certainly. They will be looking at the vehicles that the School has.

Chairman Robert stated my understanding is that they were going to look at all possibilities and I guess my question is is this one of the things they were going to look at to see if it was something that was reasonable or viable to do.

Mr. Houle replied it has not entered our discussion with the contractor to this date.

Chairman Robert asked do you want it.

Alderman Wihby stated that would hold it up, right, if we did that.

Mr. Houle stated this is a lease number one, I wouldn't suggest we hold this request up.

Alderman Wihby stated we used to have a Committee where we sent any new fleets to for review to see whether a vehicle was necessary or not. Do we still have that committee.

Mr. Houle replied not that I am aware of. The role of this Committee is to approve and it's set forth an ordinance to approve any new vehicle. There was a Committee on Transportation at one point in time which has been consolidated into the CIP Committee, so if someone wants an additional vehicle and the real issue here is registration it has to come to this Committee for approval and has been that way for at least two years now.

Chairman Robert stated that the Board has stated that it doesn't want to add to the fleet, but I think the Committee...

Alderman Wihby stated I thought there was a sub-committee that either you or Alderman Hirschmann. It's you, okay it's a sub-committee of this Committee, right.

Chairman Robert replied no, it's a special committee.

Alderman Wihby asked is that Committee then to review this or not to review it, what was the Committee.

Chairman Robert replied it's the Municipal Fleet Advisory Committee.

Mr. Houle stated I wasn't sure if you were talking about the Skill Center maintaining vehicles or the need for vehicles.

Alderman Wihby stated as far as this request goes, I thought that there was a Committee that we set up to look at additional vehicles because I can remember making a motion, seconded by Alderman Domaingue that we cut the fleets in the City and it was sent to a Committee to look at and I don't know where the Committee is.

Alderman Domaingue stated it was the Committee on Fleet Maintenance, I thought.

Alderman Wihby asked who made up the Committee.

Mr. Houle replied it's called the Municipal Fleet Maintenance Advisory Committee and the members include Chief Driscoll, Richard Horan, Ron Ludwig, Alderman Robert, Ron Roy from the MTA, Frank Thomas, Victor Goulet, myself, Frank Monnelly, Fred Rusczyk, and Fred Testa.

Alderman Wihby stated that Committee was set up to see if vehicles were necessary or not, correct.

Mr. Houle replied I don't have the purpose in front of me.

Alderman Wihby stated why doesn't this go that Committee first so that this Committee can get a recommendation from them saying do it or don't do it.

Chairman Robert stated I think what the Advisory Committee is doing is looking at a broader picture right now and once the picture has been clarified and the Board either approves or disapproves it, it can then be applied. Do we want to allow Mr. Rist to go ahead with this or do we want to hold. I believe that this is the second request that has come into the Committee from you this term.

Mr. Rist replied no. I made a request in front of this Committee last year for a van which I went ahead and purchased, this is my second request to this Committee.

Chairman Robert stated the Fleet Advisory Committee's deliberations have been on-going since then.

Alderman Reiniger asked does the Superintendent and his Finance Officer all believe that this is necessary that we go ahead with this.

Mr. Rist replied I believe so. I copied my request to Mr. O'Shea and I also included a set aside in my Carl Perkins Vocational Education application for van rentals and these vans are also used in our summer program, so I'm sure that they are aware of it.

Alderman Domaingue stated my understanding of the Advisory Committee was that they would look at the picture from the perspective of the cost to the City. What Mr. Rist is asking for tonight is already funded, at least it appears that way...federal vocational funds have been set aside...I'm not sure about maintenance, but I'm wondering if this falls under the same category or if there is a specific reason why we would send it to that Committee in the first place. He has a need at the school and he's meeting the need with the Federal funding that he's managed to secure. I'm a little hard pressed to believe that this particular request falls under the guidelines of that Committee unless someone has a specific reason why it would, is it maintenance, is it just to control the number of vehicles that the City is responsible for.

Chairman Robert stated I believe when the full Board made a recommendation to cut the fleet or begin with the committee they were looking at it in terms of cost as well as cutting the number of vehicles.

Alderman Domaingue stated I would assume to people who are using them that really don't need them. This is a van to transport students in, am I correct.

Mr. Rist replied in the affirmative.

Alderman Domaingue stated I don't see why we need to drag this out, is my point. The School Department is coming forward and asking us, he set these funds aside. Unless there's a cost involved here that I'm not aware of in terms of maintenance or a long-term agreement that is going to bind the City.

Mr. Rist stated the only other cost might be that I do add these fleets to Risk Management, I send a notice of the VIN number to Harry Ntapalis, so they are added to the insurance pool, no question about that, you're picking up the coverage on these.

Alderman Reiniger moved to approve Mr. Rist's request.

Alderman Domaingue stated they are in need of this and I don't want to circumvent the process, I'd like to hear one more time from Alderman Wihby maybe he has some point to make that we haven't heard yet.

Alderman Wihby stated I'm not against this. My feeling is we set up the special committee for a couple of reasons, cost was one and the other thing was to see if we had in some other department a car that we could use and take out of that department to give to someone who was requesting a vehicle. But, we had wanted to work within all of the departments to see if there were extra vehicles and move them around as people needed them. It's just that I thought all vehicles were going to go to this Committee who would then make a recommendation to CIP indicating they've reviewed it and acted on it. In this case, we're talking about a van and I'm hoping that any other vehicles would go to that Committee first because there might be another department that has a vehicle that this one could use.

Alderman Domaingue stated that's a wonderful argument, but how long does the Skill Center wait to get the transportation they're requesting. This process doesn't seem to be moving fast enough is my point. Even if we went through the process that we're recommending. This Skill Center does not get made available to them and they have the funding for the vehicle they need for transportation, so I'm at a loss why we would want to hold it up.

Chairman Robert in addressing Mr. Houle asked when do you feel that we'll be able to have something concrete from the study to send back to these folks.

Mr. Houle replied hopefully by the end of the calendar year.

Alderman Wihby stated I don't want him to wait, I just think though that they could still go to that Committee in the future and still make recommendations to this Committee even before that study comes up because the same thing is going to happen if something comes up next week. Are we going to make them wait until December or January, it should still go there first.

Chairman Robert stated do you want to refer this to that Advisory Committee and when the Committee meetings make a recommendation.

Alderman Clancy interjected don't make them wait.

Alderman Wihby stated I don't have a problem with the van, I'm just talking about the future that cars at least would go to that Committee first.

Chairman Robert asked what does the rest of the Committee think.

Alderman Clancy stated he needs the van. If some high school needs the van they can just call up John and ask him if they can use the van. What is it going to cost the City offhand, a plate and what else...gas.

Mr. Rist replied some of the gas is picked up by vocational education funds and the city is picking up all of the insurance.

Alderman Domaingue duly seconded the motion to approve Mr. Rist's request.

Chairman Robert asked would we want to recommend to the full Board that future requests like this go to that Committee.

Clerk Johnson stated if the Committee wants the Fleet Maintenance Advisory Committee to review requests before they look at it the Clerk's Office will automatically refer such requests to Fleet first, if that is what the Committee desires it is within the Committee's jurisdiction to do.

Chairman Robert stated that the Committee was in agreement of forwarding such requests to the Municipal Fleet Maintenance Advisory Committee first.

Chairman Robert addressed items 11 and 28 of the agenda next:

On motion of Alderman Clancy, duly seconded by Alderman Wihby, it was voted to remove item 28 from the table for discussion at the same time as item 11.

Communication from the Director of the Manchester Water Works seeking the Board's approval of a renewal lease between the City of Manchester, Manchester Water Works and Cynthia U. O'Brien, President, Harp Co., Inc., d/b/a Spatt's Restaurant.

Communication from the Director of the Manchester Water Works submitting a renewal of Sandy's Variety Store lease between the City of Manchester, Manchester Water Works and Massabesic Realty, Inc. (Tabled 8/26/97 - awaiting reports from Water Works and the Board of Assessors.)

Alderman Wihby stated both seem like the rents are considerably cheap noting both businesses are doing relatively well, how come we don't ask for more money.

Mr. Bowen replied these are 10- year leases. The last time we had an appraisal done was in 1988 when the Water Board reviewed the leases this year which is an annual process and set the rates for the coming year they instructed staff to put money into next year's budget for a full fledged reappraisal of all of our properties. So, the two that have come before you this year reflect a five percent increase in the lease fee, it was only a staff recommendation realizing they were low, they needed to be increased, but we didn't go through the whole process. We did not do a full blown appraisal or have one done as it costs about \$10,000 the last time we had an appraisal done.

Alderman Wihby stated so we're going by 1988 numbers and why are we going ten years, why wouldn't we give them the year lease.

Mr. Bowen stated the terms of the lease are that the Water Board can set the lease annually, so that the dollar figure that is in the Spatt's lease, for example, is \$3,100. Next year per the terms of the lease if we think that the number should be \$4,500 or \$6,500, we have the right to do that and they are both tenants-at-will. At any time, we can say the terms of this lease are null and void and you've got to vacate the property, so they don't have long-term commitment to the property at all.

Alderman Clancy stated those are two good tenants we've had out there for a number of years.

Alderman Wihby stated I don't care who it's rented by, if we're not getting what we should then we should be looking at it noting this is fine so long as they have the appraisal done next year.

Alderman Domaingue in reference to item 3 of the lease asked if that has always been in there, so the language has always been there. So, the phrase "the Lessor may review and adjust the rate annually" has always been in the lease. Have you ever adjusted the rate.

Mr. Bowen replied it they have adjusted the rates upwards.

Alderman Wihby moved to approve the leases as submitted subject to properties being appraised in 1998 by the Water Works Board. Alderman Clancy duly seconded the motion. The motion carried with Alderman Reiniger duly recorded as abstaining.

Chairman Robert addressed item 12 of the agenda:

Communication from Lloyd Basinow requesting that the Board declare 1,255 units of public housing within the City limits to be "Drug Free Zones".

Alderman Reiniger stated I do think this would be good particularly for some of the large public housing buildings we have in the City, however, I do wonder if it would be better to send it to the Traffic/Public Safety Committee or the Redevelopment Authority.

Alderman Domaingue stated I was going to ask for the Police Department's input.

On motion of Alderman Domaingue, duly seconded by Alderman Reiniger, it was voted to refer the communication from Mr. Basinow to the Aldermanic Committee on Traffic/Public Safety with the recommendation that it be discussed with the Police Department and representatives of the Manchester Housing and Redevelopment Authority and report back to the Committee on CIP.

Chairman Robert addressed item 14 of the agenda:

Communication from Mr. and Mrs. Roland Cloutier seeking to purchase two (2) parcels of tax deeded property known as Map 222, Lots 78 and 52 for the original back taxes of \$4,152.15.

On motion of Alderman Wihby, duly seconded by Alderman Clancy, it was voted to refer the communication from Mr. and Mrs. Cloutier to the staff SPOT Committee.

Chairman Robert addressed item 15 of the agenda:

Communication from Robert LaMontagne expressing an interest in purchasing City-owned property known as Map 728, Lot 2.

On motion of Alderman Wihby, duly seconded by Alderman Clancy, it was voted to refer the communication from Mr. and Mrs. Cloutier to the staff SPOT Committee.

Chairman Robert addressed item 16 of the agenda:

Communication from Barbara Prentiss, Principal of Weston School, requesting a sidewalk on Briar Avenue through the School Sidewalk Program.

Mr. MacKenzie stated this is not a street that kids walk on going to school but a street people come up and drop their kids off on, it had been reviewed but not placed on the list noting this Committee would be reviewing the sidewalk listing again this winter.

Alderman Domaingue asked if kids are dropped off how far away is this street from the school, does it abut the school.

Mr. MacKenzie replied this street is behind Weston School. Most kids walking to Weston School walk up either up and down Hanover Street or the two adjacent streets Beaver and Michigan, I believe. But, this is directly behind the school.

On motion of Alderman Clancy, duly seconded by Alderman Wihby, it was voted to add the request from Principal Prentiss to the CIP School Sidewalk Program list.

Chairman Robert addressed item 17 of the agenda:

Petition for discontinuance of Cul-de-Sac "Ears"--Megan's Meadow submitted by LaMontagne Builders, Inc.

On motion of Alderman Domaingue, duly seconded by Alderman Clancy, it was voted to recommend that the petition for discontinuance submitted by LaMontagne Buildings be referred to the next road hearing.

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Chairman Robert addressed item 18 of the agenda:

Petition for discontinuance of a street known as Auger Avenue submitted by Richard O'Keefe.

(Note: communication from the Public Works Director relative to the status of Auger Avenue dated 10/9/97 enclosed.)

Clerk Johnson noted it should be referred to road hearing.

Alderman Domaingue stated if the Public Works Director says that it was released, why would it go to a road hearing.

Clerk Johnson stated I was informed it was an accepted way and had not been discontinued.

Alderman Domaingue stated the Public Works Director indicated it was released and no further action by the Board of Mayor and Aldermen is required.

Alderman Clancy stated it's right across from Duclos Auto Body.

Alderman Domaingue stated all I am pointing out is that there seems to be some confusion here. If it is released, why would we want to send it to road hearing.

Alderman Wihby moved to refer it to the next road hearing should it need one.

Clerk Johnson stated it can be authorized to be discharged and will double check the research on it as it was in Streets and Bridges as an accepted way which was my understanding when the initial research was done and I'm not sure if someone has been in to look through out books, so I'm not really sure where it stands.

On motion of Alderman Wihby, duly seconded by Alderman Domaingue, it was voted to recommend that the petition for discontinuance submitted by Richard O'Keefe be referred to the next road hearing if required, otherwise a finding of statutory discharge is to be recorded.

Chairman Robert addressed item 19 of the agenda:

Communication from Hugh O'Neil regarding City-owned property known

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as Lot 8A, Tax Map 105, located north of Dockside Condominiums on Riverfront Drive, on behalf of St. Anselm's College for use by the rowing club.

Alderman Clancy stated we need a boat ramp down there more than we do this so that the Fire Department can launch there boat when the need arises.

Mr. MacKenzie stated the Fire Chief did call me when he saw this on the agenda wanting to express his concern that they do not have good access of the upper reaches of the Merrimack River for their fire boat and that it should be kept in mind.

Chairman Robert asked, Bob, are you suggesting then that staff such as Fire and Highway should look at this item.

Mr. MacKenzie replied the first thing to check would be why the Highway Department acquired it and to see if that purpose is still valid and thought that Highway was looking at it as part of the Interceptor Program whereby a drain outlet was needed for that particular area and thought there were also issues dealing with the abutters who seem to utilize that property as their own noting the lawns are mowed and maybe a gazebo structure on the property and thought they would have to clarify who owns the property and see it Dockside Condominiums which is right beside it might have any rights to the property.

On motion of Alderman Domaingue, duly seconded by Alderman Wihby, it was voted that the communication from Mr. O'Neil be referred to the staff SPOT Committee.

Chairman Robert addressed item 20 of the agenda:

Communication from the Director of Planning recommending that the Committee consider use of CDBG funds to temporarily hire a consultant for the development of an ADA Transition Plan

Alderman Reiniger moved to approve use of CDBG funds for the development of an ADA Transition Plan as requested by the Director of Planning. Alderman Clancy duly seconded the motion.

Alderman Domaingue asked, Mr. MacKenzie, is this in conjunction with the plan that the Human Resources Department was going to take under its wing at no cost to the City or is this another plan.

Mr. MacKenzie replied the Human Resources Department will be taking this under their wing at some point. We have been working with them and the Access Manchester Committee has been working on the City's ADA Handicap Accessibility and feel strongly that the City should be doing this Transition Plan in the near future. I don't believe Human Resources has the manpower to be up and running to do that, I think Mark is here. I think the intent was to try and get a plan up and running fairly quickly because under federal statutes the City is supposed to have such a plan and this isn't necessarily a facility part, this is more the issue of the programmatic part where, for example, if a blind person wants to find out what the grades on the student's report card is, how do they find that out. There has to be a logical way for them to access that information. So, these are program issues that are separate from some of the facility issues that we are working on. I don't believe that Human Resources at this point has the manpower since one of their employee's left to work on this thing.

Alderman Domaingue stated understand I am not advocating that anything other than what your recommending happened, I just find it interesting that when the Human Resources Director came forward he had a very ambitious plan and he brought forward two items in that plan that I felt at the time should have been handled in other areas, but I commended him for taking them on and since that time I see that we obviously have to reach out for other sources. I guess we need to have the reality of funding brought forward, we appreciate your ambition but sometimes we need to take on responsibility for the reality of the funding if we're meeting federal requirements.

Mr. Hobson stated what happened was I attended a meeting with Sam Maranto who has been graciously the Acting Chair of this Access Manchester group and what I learned and Alderman Domaingue is correct, which I did not know was that the City performed a portion of its due diligence back in 1993. We don't want to confuse the concept of Affirmative Action with the ADA, they're not the same thing, however, the Affirmative Action Officer in 1993 which worked in Human Resources took on the responsibility of being something called an ADA Coordinator which we're still going to do. Now, the ADA has four titles and only one of those titles has anything to do with Human Resources management, the other three have to do with what Bob stated...programmatic issues, accessibility issues, it's called access to public government is what it's all about. In doing more of this research there are three parts of the Rehabilitation Act which coincide with the ADA and one of those does have to do with some Affirmative Action pieces. But, the bottom line is since June of 1993 the City has been out of compliance with completing a self-assessment and then implementing this Transition Plan which is mandated. So, we've been out of compliance for quite some time and I

think the best way to resolve this is to bring in someone to write a plan which will bring us into compliance with this committee which has numerous disabled people serving on it and then a char will take the responsibility of working with the department heads and maintaining the plan. I think that just makes sense, we don't have to add to staff, we'll do it with what we have and going forward we will look at that and other future fiscal years there will be some impact such as telecommunications. There is an act in ADA that involves telecommunications and to the best of my knowledge we haven't finished all those pieces, but with the conversion system and some other pieces we'll be able to bring that to fold and someone needs to make sure that all of that is being done. Another example is that the world famous Special Education IDEA Act is also part of this and there needs to be someone in school who is familiar with all of the issues that are involved with what's called Section 504 and School had a plan in the past, but that needs to be updated and Mr. Houle needs to continue to be involved in that upgrade of school needs and School needs to make sure they are communicating with Mr. Houle on these issues, as well. So, it's really a pretty big piece and we're out of compliance and there is a sense of urgency and the Access Manchester group is thumping us to put something in place. So, I stand humbly corrected before you, half right.

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

Chairman Robert addressed item 21 of the agenda:

Communication from the Director of Planning seeking authority to submit an application for designation under the American Heritage Rivers Initiative.

Alderman Reiniger moved to support the use of \$2,000 as requested. Alderman Domaingue duly seconded the motion. There being none opposed, the motion carried.

Chairman Robert addressed item 22 of the agenda:

Communication from the Director of Planning requesting the Committee's concurrence with the use of Planning Department funds to prepare an overall park plan for Piscataquog River Park under the guidance of the Parks, Recreation & Cemetery Department.

Alderman Wihby moved to approve the use of funds to prepare an overall park plan for the Piscataquog River Park as requested by the Director of Planning. Alderman Clancy duly seconded the motion.

Alderman Domaingue asked how does the Piscataquog River Park compare in size to Crystal Lake Park.

Mr. MacKenzie replied it's probably five times larger.

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

CONSENT AGENDA

Chairman Robert stated if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

- A. 1995 CIP Budget Authorization:
 - 7.60321 Combined Sewer Overflow Abatement - Revision #2

- B. 1998 CIP Budget Authorizations:
 - 5.10116 Derryfield Country Club Master Plan
 - 5.10118 McIntyre Ski Area Rehab-Project #1
 - 5.10163 JFK Coliseum Repairs - Phase II
 - 7.10103 Annual Right of Way Reconstruction - Revision # 1 -
line item breakdown
 - 7.30260 Residential Soundproofing
 - 8.20101 Communication Development Initiatives - Revision #1

- C. A resolution "Authorizing the Finance Officer to effect a transfer of Sixteen Thousand Twenty-seven Dollars and Ninety-one Cents (\$16,027.19) from the 1996 7.10217 Valley/Tarrytown/Massabesic Intersection Improvements to the 1998 CIP 7.10115 Bridge Rehabilitation Project".

- D. An amending resolution allowing for the acceptance and expenditure of grant funds by increasing Title IV from \$115,200 to \$122,451 and the Apprenticeship Program from \$75,000 to \$77,785; and by adding Safe and Drug Free Schools/Community Grant - \$37,900 and Application for Goals 2000 Grant-Enhancing Science Education/Collaboration with UNH Manchester - \$53,529.
- E. An amending resolution and budget authorizations allowing for the acceptance and expenditure of grant funds for various Health Department projects by adding the 1997 2.20504A Public Health Improvement Program - \$135,000 (\$75,000 State, \$60,000 Private); 1997 2.20705A Immunization Program Enhancement - \$62,811 State; 1997 2.20708A HIV Prevention - \$83,128 State; 1997 2.20711A HIV Testing & Counseling - \$28,900 State; 1997 2.20715A Refugee Health Program - \$7,392 State; and by increasing the 1997 2.20706 Tuberculosis Control from \$20,350 to \$29,350, and 1997 2.20709 Homeless Health Care from \$130,771 to \$134,694.
- F. An amending resolution and budget authorizations decreasing the 1995 CIP 6.40404 Project Greenstreets - \$3,964.91 CDBG; and increasing the 1998 CIP 5.10252 Downtown Parks Rehabilitation Project - \$3,964.91 CDBG increasing the budget from \$125,000 to \$128,964.91 CDBG.
- G. An amending resolution and budget authorization allowing for the acceptance and expenditure of FAA grant funds by adding the 1998 CIP 7.30260 Residential Soundproofing - \$2,800,000 (\$300,000 MAA, \$2,500,000 FAA).
- H. An amending resolution and budget authorization allowing for the acceptance and expenditure of grant funds by adding the 1998 CIP 7.60110 Piscataquog Riverbank Stabilization Project - \$5,000 other.
- I. An amending resolution and budget authorization allowing for the acceptance and expenditure of grant funds by increasing the 1997 CIP 5.20201 Library Literacy Volunteers of America Project - \$3,000 from \$12,500 Other to \$15,500 Other.

**HAVING READ THE CONSENT AGENDA, ON MOTION OF
ALDERMAN WIHBY, DULY SECONDED BY ALDERMAN REINIGER,
IT WAS VOTED THAT THE CONSENT AGENDA BE APPROVED.**

TABLED ITEMS

Communication from Al Lindquist, A & A Resource Mgt., Inc. requesting the City's assistance to expedite a closing on property located at 241 Crosbie Street which the City held at public auction in 1995.
(Tabled 6/10/96)

This item remained on the table.

Communication from the Director of Planning seeking the Committee's acceptance of the assignment of promissory notes and mortgages from the Manchester Housing and Redevelopment Authority of various Housing Rehabilitation Programs.
(Tabled 6/24/97)

This item remained on the table.

Report of the Mayor's Baseball Advisory Committee regarding a feasibility study to explore the possibilities of locating an affiliated baseball franchise in the City.
(Tabled 8/26/97 pending further information from the Parks Department.)

This item remained on the table.

On motion of Alderman Clancy, duly seconded by Alderman Wihby, it was voted to remove item 27 from the table for discussion.

Communication from Louise Gazda regarding the Manchester Transit Authority's cancellation of two "bingo" runs and transportation for after-school programs at the YMCA and YWCA.
(Tabled 8/26/97)

On motion of Alderman Clancy, duly seconded by Alderman Wihby, it was voted to receive and file item 27.

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

A True Record. Attest.

Clerk of Committee