

## COMMITTEE ON COMMUNITY IMPROVEMENT

**January 13, 2009**

**5:15 PM**

Chairman Garrity called the meeting to order.

The Clerk called the roll.

Present: Aldermen Garrity, Gatsas, Shea, O'Neil, Smith

Messrs: J. Burkush, W. Sanders, S. Maranto, P. Goucher

Chairman Garrity addressed item 3 of the agenda:

3. Communication from James Burkush, Fire Chief, requesting that \$8,022.04 be taken out of CIP #411304 to purchase two Self Contained Breathing Apparatus (SCBA) units.

Alderman Gatsas asked can staff tell me where that is in this fifty page report?

Mr. Sam Maranto, Planning, replied Alderman, that is a bond project so if you are looking at the extension list, it will not be on there. We don't extend bonds. Those stay until all the funds are exhausted.

Alderman Gatsas asked can you repeat that please?

Mr. Maranto stated if you are looking at the extension list for cash...

Alderman Gatsas asked what is this 50 page report that we have?

Ms. Pamela Goucher, Planning, replied I am not sure. That comes from Finance.

Chairman Garrity stated before we talk about the report, did all City staff get the email that said the Chairman wanted these documents by 1:00 pm yesterday? It really is not fair to hand a report to Committee members that is 50 pages thick, when we sit down at our desk. We have been talking about this for weeks.

Mr. William Sanders, Finance Officer, stated I became aware of the request on Friday. I wasn't able to get it to the Clerk's office until this afternoon. I apologize for that.

Chairman Garrity asked is that the station relocation project?

Ms. Goucher asked did you want a description of what the original start up was? I am not sure what the question is.

Alderman Gatsas stated my question is, if our Finance Officer spent the time to put this together, and you are giving us another sheet, there should be some coordination for us to flip to a page to see what that CIP request started with and what had been dispersed.

Ms. Goucher replied we didn't know that Chief Burkush had put this item into the City Clerk's office until we got the agenda yesterday.

Chairman Garrity asked when did you get the agenda?

Ms. Goucher replied by 1:00 pm yesterday we gave you this item...

Chairman Garrity interjected I believe I got my agenda on Friday. When did your staff get the agenda?

Ms. Goucher replied well we were trying to get the items that...

Chairman Garrity interjected the agenda. Do you read through the agenda?

Ms. Goucher replied I printed it out yesterday because I was trying to get the material that we were directed to get to the City Clerk at 1:00 pm yesterday. I was not aware that the agenda was online because I thought we were preparing information for 1:00 pm yesterday for the agenda. When I brought my information over yesterday at 1:00 pm, I was informed that the agenda had gone out on Friday and that this was separate information. I did not know that until I brought it over at 1:00 pm yesterday.

Alderman Shea asked is this something that is related to the 410008A? Is that where that is going to be transferred from or taken to?

Mr. James Burkush, Fire Chief, replied the original project was designed for Hackett Hill Fire Station improvements and Central Fire station improvements to the sprinkler system. That was the balance of the account. I came to CIP probably in June and asked to transfer that prior to when the bond was issued for the

strategic study. Once it was issued for the Strategic Study Committee, this bond was no longer needed. We do have a bond out there for breathing apparatus which is CIP# 411709 and we would hope to add the \$8,000 to the CIP #411709 that we have sitting there.

Alderman Gatsas asked why isn't it on this list that shows the project name, department, balance and encumbrances?

Mr. Maranto stated we do not extend bond projects. We extend cash projects, CDBG, federal and state projects. We have never extended bond projects. They stay until the funds are exhausted.

Chairman Garrity stated I think what Alderman Gatsas is looking for is if we have balances on bond projects.

Alderman Gatsas stated that is in the Finance Officer's handout.

Alderman Smith stated Sam, I called you on this right away and I think that I got an answer from you. Why don't you explain the difference so that everybody understands where the money is coming from. I asked the same thing Alderman Gatsas asked.

Mr. Maranto stated as the Chief explained, in 2004 we provided funding for an automatic sprinkler system at the Central Fire Station. That was completed in the summertime and there is a balance of \$8,022.04. At that time the Chief came before the CIP Committee and he asked if those funds could be utilized since the other project had been completed. He utilized that towards the strategic planning for Facilities. There was an approval made. That was revision number one to the project and I believe it was August 5, 2008 that took place. Those funds still remain and now the Chief is asking that they be utilized for self contained breathing apparatus. There was a bond for this which was a ten year bond so that would be consistent with the life term of self contained breathing apparatus so it would be an appropriate use of those funds if you so wish.

Mr. Sanders, stated in the package that I have provided this item is at the top of page 59.

Alderman Gatsas asked what do those units cost? They are not exactly \$4,011.02

Mr. Burkush replied no they are about \$4,000 a unit. We anticipate going out for bid. We are still waiting for the federal grant. The City's match for the federal grant is what we are looking for.

Alderman Gatsas asked this is dependent on a federal grant?

Mr. Burkush replied that is correct.

Alderman Gatsas asked what if you don't get the federal grant?

Mr. Burkush replied we have it in our CIP requests for this coming year and we would hope to get the balance of it. What we want to do is purchase all the breathing apparatus at once. We can't part purchase breathing apparatus because of the standardization issue. You have to have all the same breathing apparatus so we have been working actively. The Mayor's office has contacted Senator Gregg's office so we are hoping to get that grant. It could be April or even later before we find out.

Alderman O'Neil stated I just want to make sure I understand unless something has changed here. Generally, the information is needed in the Clerk's office the Wednesday before the week of the meeting. Correct?

Mr. Matthew Normand, Acting City Clerk, stated it is Monday by 5:00 pm the week before but this was a short meeting called by the Board last Tuesday night. It was discussed to have a meeting of CIP to deal with these issues that were hung up in the Committee on Finance. That was why the short notice on this.

Alderman O'Neil stated it may serve as a reminder. We seem to be getting worse at this than better. At one point I remember we took a stand and we wouldn't act on an item if it wasn't submitted to the Clerk on time. Wouldn't you know items were submitted to the Clerk on time. Maybe we need to go back to that. I am not being critical. I know it is a short window. It seems to be a trend. We need to get information better than we are getting it now.

Alderman Gatsas stated I guess I am wondering why we had to vote on this when this was money in 2004. What was the necessity of having to do this tonight?

Chairman Garrity stated the Chief put a request in and I approved it to come on the agenda.

Alderman Gatsas stated I thought the understanding we had was that we were holding all CIP fund balances until we met as a full Board to decide where the money was going to go.

Chairman Garrity stated I was under the impression that it was just cash projects that we were holding up.

Alderman Gatsas stated no because it could be a bonding project that we could pay something else out of the current budget for bonding. That was my understanding that is why I didn't understand why it was on the agenda.

Alderman O'Neil stated I thought we were talking about cash and maybe we weren't clear. I thought that was what the discussion was.

Alderman Gatsas replied I thought it was all projects.

On motion of Alderman Shea, duly seconded by Alderman Smith, it was voted to approve this item.

Chairman Garrity addressed item 4 of the agenda:

4. Discussion relative to CIP projects and project extensions.  
*(Note: The Board has requested that the Committee review the attached projects. Additional reports to be submitted by the Finance Department, the Economic Development Office and the CIP staff prior to the meeting.)*

Chairman Garrity stated I think if we really want to do a good job on this we really have to go through this report and dot our I's and cross our T's.

Alderman Shea stated we did get a notice that people at the Planning Department contacted different department heads and I added up about \$16,700 in cash that was no longer being asked for.

Ms. Goucher stated if you look on the package that I submitted yesterday to the Clerks office, we provided a sheet with active cash balances. I believe the request was from 2003 through 2007 active cash projects. Those totals come to about \$48,000. I need to caution you though that Bill provided you with a list today. Those balance numbers are somewhat of a moving target because if a department encumbered funds on Monday, it wouldn't have shown up on what we provided because we did this on an HTE report on January 7, 2009. Normally if the Board would want to take some of these cash balances, the motion would be to take whatever remaining balances are there without specifying the amount because we cant tell you tonight 100% certain that is the exact number in there. To answer the question about the departments, yes emails went out to department heads asking if they were looking to extend projects. That is why we have the extension list request and that is why you have the cash balances written that way.

Alderman Shea stated at the bottom it says no request to extend from administrating department.

Ms. Goucher stated I knew that someone on the Board would probably look at some of these projects and see that they are not on the extension list.

Alderman Shea stated so basically there is \$16,577.07 in cash and some of these particular cash items go back to 2006 and some are in 2007. That is what I think was brought up by Alderman Gatsas at the last Board meeting. Let me be clear. This amount of money, can it be taken and put into a different fund other than remaining in the same project numbers or names? You are saying that it can't.

Ms. Goucher stated if the Board decided to take some of these cash balances, you could. I just caution you that some of the departments said they still wanted to use the funds and the balances may not be 100% accurate. These balances that you see were taken from the HTE report that we had run at the end of last week. What Bill gave you was an updated one. Depending on when you do the run you could have a different balance.

Chairman Garrity asked this report, Bill, that you gave us this evening, are there CIP cash accounts in it?

Mr. Sanders replied yes, this includes all CIP projects of the City, enterprise funds and general fund, anything that is a CIP project that we are monitoring. For example the very first item is an Airport project, the property acquisitions item on page one.

Chairman Garrity asked do we have the capability to look at just CIP cash items?

Mr. Sanders replied yes, I can do that.

Chairman Garrity asked so it can be broken down into cash, bonded, and Enterprise items? Could you break it out like that?

Mr. Sanders replied yes we could.

Alderman Shea stated if there is no request to extend from administrating departments, that means that they are not making a request to you. In other words, are they saying nothing to you? Why would you put no request to extend?

Ms. Goucher replied I was trying to explain why those were not showing up on your extension list because we already provided you an extension list, projects to be extended, which you took an action on at the last meeting to extend for 30 days.

Alderman Shea stated what I want to know is if you contacted the departments.

Ms. Goucher stated yes, an email was sent to department heads.

Alderman Shea asked and they said they do not have any requests at this time to extend?

Ms. Goucher replied most of them responded with the projects they wanted to extend. I don't think anybody responded saying they didn't want the money.

Chairman Garrity stated maybe an email should go out to department heads saying send us all of your information on your cash items and we will make the determination if we are going to spend it or not spend it.

Alderman Smith stated just to follow up with Alderman Shea, you are not going to do the work during the winter. That is for sure. They are going to carry it over to springtime. I think that is why some of the balances are still in it and that is why they want to extend it.

Chairman Garrity stated I think we have to make some tough decisions because we are \$1.9 million in the hole here.

Alderman Gatsas asked Bill, if I turn to page 112, which is the last page, that tells me that there are balances of almost \$51 million in this 112 page report. Is that correct?

Mr. Sanders replied that is correct, yes.

Alderman Gatsas stated so there are some projects in here that are as old as 1999.

Mr. Sanders stated that is correct.

Alderman Gatsas asked with funds in them?

Mr. Sanders replied that is correct. Now some of those could be Enterprise funds. For example on page one the very first item is an Airport item that has \$2.3 million left in it which is a 1999 item.

Alderman Gatsas stated right, but that is not City funds for any of us to look at or touch.

Mr. Sanders stated that is correct.

Alderman Gatsas stated I certainly appreciate now that you can follow this report. I don't know if that is Airport on the first one.

Mr. Sanders stated with some time I could create this in a way that it would be easier to follow.

Alderman Gatsas asked if we asked not to see the Enterprise funds reported here because we can't do anything with EPA, Water Works, or Airport... To have those included here doesn't allow us the flexibility to move money. Is there another one that you can suggest that we shouldn't be looking at?

Mr. Sanders replied I am sure there are others.

Alderman Gatsas asked others being?

Mr. Sanders replied Enterprise funds activities.

Alderman Gatsas stated I am not talking about Parks and Recreation because we know that...

Mr. Sanders interjected no, Parks and Recreation and the Parking Enterprise would be available.

Alderman Gatsas asked those are all things that we can get our fingers on?

Mr. Sanders replied that is correct, sir. I don't know if there is one for Water Works or not. I guess that is what I was saying.

Alderman Gatsas stated I don't know either. If I can just tell you what I would like to see...

Mr. Sanders interjected there is EPD in here for example.

Alderman Gatsas stated I would like the print to be a little bit bigger and I would also like to see whether it is cash or bond and how it is broken down by project. If I looked at Hackett Hill Road Area Improvements, it is maybe the fourth one down, donations developer \$10,000, construction contracts \$10,800, and total expenditures \$10,800. What is that? How did it get paid and where did it come from? Obviously it must be cash.

Mr. Sanders replied to focus on that one just for a second to make sure we all understand the report the same way, that was the budget \$10,875. Actually nothing has been spent and there is still a balance there of \$10,875.

Alderman Gatsas asked what was the age of that?

Mr. Sanders replied according to this report, it was a 1999 item in the Planning Department.

Alderman Gatsas asked was it cash?

Mr. Sanders replied I am assuming because it is a donation, it is cash.

Chairman Garrity stated I know that the Mayor is going to ask the CIP Committee to look at balances as part of his presentation tonight. Let's figure out what we want on the report and maybe we can meet again next week. We need a report a couple days before hand. This is absolutely ridiculous. I am not going to go through a 112 page report when it was just handed to us.

Alderman Gatsas stated I don't disagree with you, Mr. Chairman, but I think we need to have all the relevant...at least I do. This is from 1999 and it is cash. It has been hanging around an awful long time. I don't know why somebody hasn't picked it.

Alderman O'Neil asked Bill, is it realistic that you can get this done in the next three days or do we need to give you a little more time to get it back in the form the Aldermen are looking for?

Mr. Sanders stated it would be much appreciated if we could have a little bit more time. I am not asking for a month but we do have a few other things going on in the department and across the City. If it could be a week from next Tuesday, January 27<sup>th</sup> or something like that, I think that is more than adequate. We could get this in the mail next week.

Chairman Garrity stated how about if we could have it at our houses next Friday. Is that realistic?

Mr. Sanders replied that seems very realistic. If for any reason I find that it isn't then I will communicate with you, Mr. Chairman, but I think that it will be.

Alderman Gatsas asked if you take a look at page 7, just so that I understand when I am reading this report, down to Wrap for Youth Resiliency Project 213408, that project says the budgeted amount is \$126,929. The actual is \$141,571. So that means there was an additional expenditure of \$14,642. Where would that have come from?

Mr. Sanders replied it could be an encumbrance. It could actually not be an expenditure.

Alderman Gatsas asked what is the age of that project?

Mr. Sanders stated that is a 2008 project. That is an Office of Youth Services project.

Alderman Gatsas stated we don't know if it is paid.

Mr. Sanders stated actually there is an encumbered column that doesn't have an amount in it so it probably has been cashed out. The \$141,571 is probably the correct expenditure number.

Alderman Gatsas stated that doesn't tell us how it was paid. This Board had to approve something to pay for something that was over budget. I would hope.

Mr. Sanders stated I agree, yes. I don't know at the moment.

Alderman Gatsas stated if you go through these, not that I singled it out, I just saw it and asked the question and you are telling me there is zero encumbrance so \$14,000 either had to come from this Board or a line item in the budget that we would have had to approve for additional expenditure. I am not saying whether we did or didn't do it but it doesn't tell us here how it was paid. If you can go through those and maybe with the additional time you have with the allotment you can tell us how it got paid.

Chairman Garrity stated so what we want on the report is separated as CIP cash, CIP bonds and Enterprise funds in a separate column. Is that what the Committee is looking for?

Alderman Gatsas stated I don't need to see the Enterprise funds because we have no control over those.

Alderman O'Neil stated with the exception of Parks and Parking.

Alderman Gatsas stated right, anything we can get our fingers on, but Water Works, EPD and Airport are nothing we can touch or move.

Chairman Garrity asked Pam, in your email to department heads, what were you asking for? Were you asking for just CIP cash items?

Ms. Goucher stated on the extension list it was just for the cash.

Chairman Garrity stated I would also like to see the balances on CIP bonds and CIP cash balances in each department.

Alderman Gatsas stated he is doing that in this report.

Ms. Goucher asked Mr. Chair, are you going through present or just through the 2007 which is what we provided?

Chairman Garrity replied I would like to see present balances too.

Alderman Gatsas stated anything that the City has should be on this report.

Mr. Sanders stated that is what this report is. It will be everything that has been approved by the BMA through tonight.

Chairman Garrity stated so it will include this year's fiscal budget.

Mr. Sanders stated it will indeed. It does now.

Alderman Shea stated one of the concerns that I have is that somebody has to finally make the decision as far as what is going to happen to money that is sort of abeyance. In other words, it is either going to be the CIP Committee, the Aldermanic Board, or some department head that says here is the justification for this particular amount being there since whatever year it has been. Otherwise we are just lumping things every year. It is sort of like we are becoming horders. We are hoarding money in case something comes up that there is a need for rather than saying we can put that money towards some projects now. In the future if some need arises then we will have to bond it or we will have to provide cash for that particular project. Otherwise it is just sitting there.

Chairman Garrity stated Pam, I know you are doing that lengthy report. I would like to see an email sent out to department heads to see what is active CIP projects, both bond and cash, that are in this year's fiscal budget. I think we are the people that have to determine if they are going to spend it or not spend it.

Alderman Smith stated that was my thought. Thank you very much. I think we should send an email out to every department head asking them to explain why the funds are still there. It might be weather related, it might be construction related, I don't know, but give an explanation of everything they have.

Chairman Garrity asked who is going to relate that to the department heads?

Ms. Goucher replied we can send that out. I guess we would need a deadline that you want that. Is that also a week from this Friday?

Chairman Garrity stated yes, next Friday, January 23, 2009 by noon. That way we have a weekend to go through it.

Alderman Lopez stated I just want to make sure that the department heads will explain if we take the money away what the impact is going to be.

Chairman Garrity stated we are going to have to make some tough decisions this year.

Alderman Gatsas stated Bill, let me take you to another one on page 17 the Workforce Development. I assume from looking at it that we budgeted \$7,000. Is that correct?

Mr. Sanders replied that is correct.

Alderman Gatsas stated there is a negative \$42,000 and it is encumbered by \$35,000. Maybe you can help me read that so I understand it.

Mr. Sanders stated it is correct. It was budgeted for \$70,000 of revenue which was from a community development block grant. Expenditures were to be \$70,000 in the budget. We have actually collected a block grant of \$35,000. I am going left to right. We have spent \$42,000 so we continue to need \$35,000 of the block grant money. This is a 2009 item. We still require collecting the \$35,000 additional money from the block grant and for some reason we have encumbered above what the original budget was. I can't explain why that would be but they have encumbered \$35,000. They can only actually encumber another \$28,000 there or actually spend another \$28,000.

Alderman Gatsas stated we get \$70,000. We spend \$35,000. I would think you could only spend another \$35,000 but it looks like they have overspent by \$7,000 on the original project. I don't know how to read it.

Mr. Sanders stated I understand. It is a 2009 project. There is still \$35,000 of revenue remaining to be collected. They do not have authorization to spend more than \$28,000. Why they have encumbered \$35,000. We will have to get that sorted out.

Alderman Gatsas asked who can give us that answer?

Ms. Goucher stated we will give you that answer.

Chairman Garrity stated we will have everything by next Friday. Do you folks want to meet on the following Tuesday? Will that work?

Alderman Gatsas asked what is that date?

Acting City Clerk Normand replied that is the 27<sup>th</sup> of January.

Chairman Garrity asked do we have a full Board meeting on the 27<sup>th</sup>?

Acting City Clerk Normand replied no, we have a full Board meeting on January 20<sup>th</sup> which is next Tuesday. That would be an off week.

Chairman Garrity stated so we will meet on the 27<sup>th</sup> of January and bring our recommendations in at the first Board meeting in February.

Alderman Smith stated the project extensions only go to January 30<sup>th</sup> I think. Am I correct?

Chairman Garrity stated we can extend them to the first meeting in February. We can do that this evening. Is staff clear on what we are asking for and when we want it?

Ms. Goucher asked may I ask when the CIP meeting is? I know that we have a date of January 23<sup>rd</sup> by noon to get everything. Is that correct?

Chairman Garrity stated that is correct. The CIP meeting will be the following Tuesday, January 27, 2009.

## **TABLED ITEMS**

5. Report from Mayor's Housing Task Force.  
*(Note: Referred by the Board of Mayor and Aldermen 12/16/08; Awaiting additional information regarding HOME funds, tabled 1/06/09.)*

This item remained on the table.

6. Communication from Fred Rusczyk, Executive Director of Child Health Services, requesting reconsideration of the Mayor's 12% budget cut of FY2009 CIP allocations to his agency.  
*(Note: Item was received and filed on 5/5/08 in CIP. At the 5/20/08 BMA meeting it was voted to move this item back to CIP. Tabled 8/4/08.)*

This item remained on the table.

7. Update from staff regarding potential opportunities for collaboration with the State of New Hampshire in connection with the impending move of the Manchester District Court, if available.

*(Note: Additional report from Jay Minkarah regarding the property exchange attached from 7/21/08. Tabled 6/3/08)*

This item remained on the table.

There being no further business, on motion of Alderman O'Neil, duly seconded by Alderman Shea, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee