

## COMMITTEE ON COMMUNITY IMPROVEMENT

January 27, 2009

5:00 PM

Chairman Garrity called the meeting to order.

The Clerk called the roll.

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

Messrs: B. Sanders, S. Maranto, K. Sheppard, C. DePrima

Chairman Garrity addressed item 3 of the agenda:

3. 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 and the CIP staff prior to the meeting.)*

Chairman Garrity stated I think we should strongly look at the cash projects and the fact that all of these balances are remaining. I would like to get an explanation to determine exactly what encumbrances means. Is that under contract basis? I think that there should be a motion from this Committee until we decide what we are going to do with all of these balances that we make a recommendation to the full Board that unencumbered balances not be spent at all. I don't know how the rest of the Committee feels about that.

Alderman Gatsas stated one project I was looking for and I couldn't find, I am sure it is in here, was the Hackett Hill project because my understanding was there was cash involved there and I don't see it on this report.

Chairman Garrity asked was it MHRA funds?

Alderman Gatsas replied but it was cash.

Mr. William Sanders, Finance Officer, stated yes, the project you are referring to Alderman, I think there was a balance of about \$430,000. Mr. Minkarah wrote a letter at the last Board meeting about it. The reason it is not on this schedule is that it was not a bonded project and the cash was not general fund cash that was

moved into the project. The proceeds or the cash that was used in the project was a transfer from EPD about three years ago from CSO funds as we understand it. It wasn't included because it is not clear yet as to whether the cash, if it is no longer needed, should go back to EPD or whether it would go to the general fund.

Alderman Gatsas asked this Board or the full Board can make the motion to bring it back to the general fund? With ten votes you can do anything around here.

Mr. Sanders replied okay.

Chairman Garrity stated we can start on page 3-59, CIP 2003 through 2007 active cash projects. If you want to take this in baby steps I think these are some of the things we could look at. It is cash from 2003, 2006 and 2007.

Alderman Gatsas stated well, I would rather take the big step, Mr. Chairman, and start right on page one.

Chairman Garrity stated this would be a really easy one. This is cash that has been kicking around since 2003. It has a remaining balance.

Alderman Gatsas asked why isn't it in the CIP cash projects cash report then?

Chairman Garrity replied I couldn't give you that answer.

Alderman Gatsas asked can somebody give me that answer?

Mr. Sam Maranto, Planning Department, replied those were projects that departments indicated the funding could be put back into the general fund. All of the other pages you have are all projects regardless of whether or not they have contracts or encumbrances. These projects don't have encumbrances on them and they are balances that could be easily taken and put back in the general fund or whatever you want to do with those funds.

Alderman Smith stated under the section, no requests to extend, there is a total of about \$16,000 that departments don't have any use for at this stage.

Chairman Garrity asked is that the total?

Alderman Smith replied I think it is. There are items here with stars next to them which come out to \$16,557.07, I think.

Chairman Garrity replied it is my belief that if we have cash projects from 2007, 2006 and 2003 and we are in fiscal year 2009 that this Committee may...

Alderman Smith interjected I just want to caution because I am very interested in hazardous material. It is down to \$1,900 and that has to be in there because if God forbid there is an oil spill or something like that it has to be used. That was issued in 2003. There are no more funds available.

Chairman Garrity stated I guess I can politely disagree with you, Alderman Smith. If it is cash from 2003 it shouldn't even be in this budget.

Alderman Smith asked Sam, what would we do if we had a spill? Where are we going to get the money? We are in the process now of a court case as you well know.

Mr. Maranto replied Alderman, depending upon where the spill would be, if it is in a CDBG eligible area, we could utilize CDBG funds at that time. If it wasn't we would have to look at existing cash projects.

Alderman Gatsas stated you could go to the oil disbursement fund through the state. That is another spot. The total that I have here is \$48,686.61.

Alderman O'Neil asked am I looking at this right, that page 3-59? I only picked up on one. There may be more but it is also reflected in the tables at the beginning of our handout.

Mr. Maranto replied that is correct.

Chairman Garrity asked would you gentlemen like to start from page one?

Alderman Gatsas stated these are not on page one.

Alderman O'Neil stated yes they are because the master plan support for planning, cash project 810807 from 2007 for \$10,000 is also listed. If you look at planning, project 810807 from 2001 master plan, it is the same project.

Mr. Maranto stated these are a subset of the other tables, Alderman. These are identified in the other tables.

Chairman Garrity stated there were a few department heads that said they have balances that can be taken. The Health Department has \$10,000 from Mr. Soucy for the EEE and West Nile virus spraying.

Alderman O'Neil asked I am looking at page 3-2 through 3-4, aren't those a summary of everything else?

Chairman Garrity replied yes.

Alderman O'Neil stated if that is the question, I only see one Health project but it is not the project they appear to be talking about.

Chairman Garrity stated I think it is called something different here.

Mr. Maranto stated project number 213509 Abroviral Surveillance.

On motion of Alderman O'Neil, duly seconded by Alderman Smith, it was voted to take that balance and move it to contingency.

Alderman O'Neil stated while we are on Health, there is also a VISTA office relocation for \$75.00.

On motion of Alderman O'Neil, duly seconded by Alderman Smith, it was voted to take the balance of project number 810708 and move it to contingency.

Chairman Garrity stated I don't want to get into a discussion of putting one project against another. We all know we have some challenges ahead of us this budget season so there are going to be some decisions that we are going to have to make that are not going to be popular. I would hate to put one project against another. I think we have to make a policy as a Board if it is cash that has been sitting around since 2003 or 2007. I don't think that is a good business practice to start anyway, having cash projects hanging around for five years.

Alderman O'Neil asked is your suggestion to go to page 3-59 and move on those projects?

Chairman Garrity replied correct, that would be my suggestion.

Alderman O'Neil asked even though some departments have indicated they are okay and some haven't?

Chairman Garrity replied yes, we have some tough decisions to make.

Alderman O'Neil moved to move to contingency the 2003, 2006, and 2007 CIP cash project balances totaling \$48,686.61. Alderman Gatsas duly seconded the motion.

Alderman Lopez asked the \$10,000, didn't they just hire Mr. Mackenzie for contract on the Master Plan?

Mr. Maranto replied we are utilizing CDBG funds for that, Alderman.

Alderman M. Roy stated I don't want to be a thorn but even though these projects go back to 2003 and 2006, that is when the monies were first put into these funds. Things like this discretionary sidewalk and curb program if they are not spent in any given year, they are carried forward to the next year and the year after that. That is an ongoing program.

Chairman Garrity stated I could not agree with you more but we are in a deficit.

Alderman M. Roy stated okay. The only concern I have, again not to be a thorn but as we take those funds like the Health one for \$10,000 that just came back, if we do have a EEE problem next year instead of rolling 2009 funds over, we are going to be looking to re-tax on the same dollar.

Chairman Garrity stated if we have a EEE problem next year, I am not an expert but I don't believe it is before July 1<sup>st</sup>. This is the reason why we have contingency funds.

Alderman M. Roy stated I would just be more interested in the programs that have an asterisk next to them. The departments have said they don't want to extend and that would eat up, I believe five or seven on the page that you are referring to. Again, it is a small step but it wouldn't stop any ongoing projects like the discretionary curb and sidewalk program.

Alderman Gatsas asked Mr. Sanders, do we have the ability to put this \$48,000 in the contingency fund?

Mr. Sanders replied yes sir. I believe that we do. It is already appropriated money and we are moving it into the general fund budget.

Alderman Gatsas stated I think that will alleviate your problem, Alderman Roy, that it is there and if there is a problem we will take it out of contingency.

Alderman M. Roy stated the only problem is that our contingency ends on June 30<sup>th</sup> and we would have to refund the contingency next year, if any of these problems came up. While I do agree there will be piles of money there, they will all be smaller and not dedicated. That is the point I really wanted to make.

Alderman Gatsas asked Mr. Sanders, I see the Weed'N Seed program on page one that is \$210,000 to date.

Chairman Garrity called for a vote on the motion.

Alderman Shea asked are we taking the Crystal Lake Master Plan at \$726.52? Is that still going to be available?

Chairman Garrity replied it will be available in the contingency fund of this year.

Alderman Shea stated I know that Alderman DeVries mentioned that there was a need to keep that. She is not here to defend that so I will vote to accept the others but not vote for that project.

Chairman Garrity stated again we have some difficult decisions. I don't know if you all got the letter from Mr. Sheppard yesterday but we are \$82,000 in the red for the snow removal budget and we have 14 inches of snow coming tomorrow. We have got to make some tough decisions here.

A vote was taken on the motion made by Alderman O'Neil to move the 2003, 2006, and 2007 CIP cash project balances totaling \$48,686.61 to contingency. The motion carried.

Alderman Gatsas stated Mr. Sanders, the Weed'N Seed is \$210,000, expense to date is \$85,000, which leaves a balance of roughly \$125,000. Did that appear in your surplus statement that we hadn't funded that? If my memory serves me right that was with a delinquency factor in there.

Mr. Sanders replied no I did not include CIP cash, either surplus or deficit, in my forecast.

Alderman Gatsas asked why wouldn't you have shown that as a surplus because that is part of what we were told we didn't fund... or the guns and roses or whatever that other...

Alderman O'Neil stated Drugs and Guns.

Mr. Sanders stated yes sir, Drugs and Guns was included as part of the deficit at the Police Department but not the Weed'N Seed.

Alderman Gatsas asked aren't these two programs... I wouldn't say they are exactly the same but are they pretty close?

Mr. Sanders replied I don't know.

Alderman O'Neil stated I don't believe so.

Chairman Garrity stated gentlemen, I am down to Planning 612209. Is there a motion?

Alderman O'Neil asked is that a 2009 project?

Chairman Garrity stated correct.

Alderman O'Neil asked before we get to that could we take any of the others that are past years? Some of the past years on the first sheets don't match what we just did. I don't know what open encumbrance means but...

Chairman Garrity interjected can we get an explanation on that Mr. Sanders? Is it strictly because they are under contract with somebody? There was a discussion in the back room that we really need to figure out what encumbrance actually means.

Mr. Sanders stated unfortunately it is probably a mix. In some cases, it is likely that it is a contract that has been signed, so it is a legal obligation. I would need to have someone review each of the encumbrances with the department heads. Some of them could be just the encumbrance of money, to set it aside, to make sure they have kept it waiting for future expenses, invoices or purchase orders to come through. It wouldn't be a binding legal contract. The answer is that it could be either.

Alderman Gatsas stated I am not opposed to any of these but somebody needs to explain to me how in the first seven months or eight months of the year, you look at Child and Health Services and we haven't spent any money there. Can somebody explain to me why there is no expenditure to date?

Mr. Maranto replied these are all contracts we have under Planning. They are encumbered contracts and not all the agencies take money down every month. Some come in quarterly some even come the second half of the year. Most organizations look to us to get money on a monthly basis but not all of them do.

Alderman Gatsas asked can somebody explain to me from whose contract is the Child and Health Services?

Mr. Maranto asked are you looking at the project number 211409?

Alderman Gatsas replied yes.

Mr. Maranto stated that money is actually gone now. That payment just went out January 15<sup>th</sup>. That was for capital repairs to the facility. It shows no balance as you can see there.

Alderman Gatsas asked how is that still on here if this is dated the 22<sup>nd</sup>?

Mr. Maranto replied it is showing no balance, Alderman.

Alderman Gatsas stated but it shouldn't even be on this sheet.

Mr. Maranto stated this is from Finance. I think if you look at the Planning Department's handout, I don't know that you will see that on there.

Alderman Gatsas asked if I am looking at it on the first page why should we see it?

Chairman Garrity stated it must be an oversight. It was a pretty extensive report that staff had to put together.

Alderman Gatsas stated let's go to the next one. How about if we look at Homemaker services. What is that?

Mr. Maranto replied these are all contracts with organizations. We have numbers for the actual balances. Finance shows the encumbrances and identifies no balances at all. I do have numbers and I believe if you look at Planning Department numbers you will have specific numbers on there. The encumbrances are just showing that all the funds are under contract.

Chairman Garrity stated a lot of these are the non profits that we help out in the CIP cash portion of our budget.

Mr. Maranto stated if you look at the individual sheets that the departments gave you, Alderman, they have explanations and under ours we have identified that they are under contract.

Alderman Gatsas asked Sam, what page are you on so that I can see where Planning is?

Mr. Maranto replied page 3-12.

Chairman Garrity asked Sam, can you give me an explanation for Millyard Maintenance?

Mr. Maranto replied yes, that project money is used basically for herbicide spraying. I have discussed that with Chuck and basically they had actually asked for a considerable amount more in funds. We indicated that those funds could be made available. They would be something that would go out in the springtime to spray along Commercial, Granite and Canal Streets to get rid of weeds.

Alderman O'Neil stated some of these match with our previous action and some don't. I am willing to move on any of the projects that are not 2009 and are not encumbered.

On motion of Alderman O'Neil, duly seconded by Alderman Smith, it was voted to move all cash project balances prior to 2009 and not encumbered to contingency.

Alderman Gatsas asked do we have a total?

Alderman M. Roy stated again, not to be a thorn, but I believe the 2008, under the Tax office 810608....

Chairman Garrity stated that is only a balance of \$225. Again, this is why it is going into contingency, Alderman.

Alderman M. Roy stated I am seeing \$57,000.

Mr. Maranto stated they are in the middle of a project.

Chairman Garrity stated if you read the letter from our Tax Collector on her letterhead, I don't believe that motor vehicle registration system number is correct.

Mr. Maranto stated she probably should have encumbered all of those funds, Alderman.

Chairman Garrity asked is that a true balance?

Mr. Maranto replied she put a letter in there. I think all of those funds, except for a few hundred dollars, are required to finish that project.

Chairman Garrity stated this is the last time I am going to say this. I think this Committee was pretty clear in telling everyone what we wanted in front of this Committee and we gave them two weeks to do it. We are sitting here saying one balance is good and one balance is not good. What is the problem?

Mr. Sanders stated the balances reflected on pages 3-2 through 3-8 are all out of the City's HTE accounting system. It is the official books and records of the City of Manchester.

Chairman Garrity replied that is what we are going to go by, the official books and records.

Mr. Sanders stated department heads are not encumbering amounts or if they have contracts they have not encumbered for that...

Chairman Garrity interjected okay these balances are how we pay our bills, the HTE system?

Mr. Sanders replied yes sir.

Chairman Garrity stated I am going to go on the Finance Officer's suggestion that this is the latest and greatest information we have.

Mr. Sanders stated as of the close of business on January 22, 2009, this is what these projects showed.

Alderman Gatsas asked do I look at this first page, because that is what we should be going by because you cut the checks?

Mr. Sanders stated that is correct sir.

Alderman Gatsas asked if somebody tells me that a check was cut on the 15<sup>th</sup> for \$50,000, you didn't cut it because it is not here?

Mr. Sanders replied that would be my answer, yes sir.

Alderman Gatsas asked did you cut it, Sam?

Mr. Maranto replied I would have to discuss that with you. We did have an invoice go through for \$50,000.

Alderman Gatsas stated I am real nervous now when I have a finance officer sitting in front of me saying he didn't cut the check and somebody else is telling me they cut the check.

Mr. Maranto stated the \$50,000 was CDBG funds, not cash. Sorry. We just cut a check for \$50,000 for CDBG.

Alderman O'Neil stated what Alderman Gatsas is talking about is in fiscal year 2009. All of our previous action is prior to 2009.

Alderman Gatsas stated the only question I have is that he said that was...

Mr. Maranto interjected they have cash in CDBG, Alderman. We cut them a check for \$50,000 Child and Health Services in CDBG funds, not cash.

Alderman O'Neil stated the action we have taken does not include the \$50,000 for 2009. The problem is some of these projects are in one list and some of them are on another.

Alderman Gatsas stated how about if we make a motion for reconsideration on the two motions we just made and get out of those two motions? Then we can work off of this first list and find out what we are doing, so we don't get confused.

On motion of Alderman Gatsas, duly seconded by Alderman O'Neil, it was voted to reconsider the previous two motions.

Alderman O'Neil stated all we have done to date is prior to 2009.

Alderman Gatsas stated I am not sure that they coincide with what the Finance Officer has on the front page. I would rather get rid of those two motions and work off of this sheet.

Chairman Garrity stated if it will help the process gentlemen, we will do it.

Alderman Smith asked are we going to go itemized right down the list?

Alderman O'Neil stated off of the Finance report.

Chairman Garrity stated I believe that Alderman O'Neil's motion is the correct one we need to take at this time because we can nickel and dime every item here. If it is in 2007, 2008, 2006, or 2003, we need to put that into our contingency fund. No questions. We can sit here and judge every project against another but we could be here until midnight doing it.

On motion by Alderman O'Neil, duly seconded by Alderman Smith, it was voted to rescind the first two motions.

On motion by Alderman O'Neil, duly seconded by Alderman Smith, it was voted to take all CIP cash project balances except for 2009, of the Finance Officers report, pages 3-2 and 3-3 and move them to contingency.

On motion of Alderman O'Neil, duly seconded by Alderman Shea, it was voted to take the balance of CIP project number 213509 Arboviral Surveillance and move it to contingency.

Alderman Gatsas stated the last project Sign Inspection and Maintenance from 2007, there is an open encumbrance of \$6,634.52. Can somebody speak to the open encumbrance?

Mr. Kevin Sheppard, Public Works Director, stated that was money approved back in 2007. That is for large sign structures you will see down by the armory. The large sign structures go over Canal Street. There was an inspection of those by a structural consultant. The consultant reviewed them, identified some issues, and then we contracted to have the repairs.

Chairman Garrity asked do you have a contract for that money?

Mr. Sheppard replied that is one thing I was confirming today.

Chairman Garrity asked if you don't have a contract, do you mind us taking it for snow removal?

Mr. Sheppard replied not at all. I would be the first one to offer that for snow removal. If you would like I will be in touch with the Finance Director.

Alderman Gatsas asked what is Info Bank?

Mr. Maranto replied that money is available, Alderman. That project is completed.

Alderman Gatsas asked so that \$2,000 I need to move to the other column?

Mr. Maranto replied yes.

Chairman Garrity asked are there any encumbrances that we can move over into the balance side? Maybe that is a question for the department heads, but are there any 2009 monies that we can move over to the remaining balance, that are currently encumbered? Deferred Maintenance for 2009, is that out of Facilities? I was reading the backup information from whomever it came from, I guess it was

Eric. There was \$20,000 for emergency maintenance and there was something in there for City Hall Finance Floor. What is that for?

Mr. Sheppard replied from what I understand there was a safe that was once located in the Finance Department. The Finance Department floor project is where a built in filling system was installed during the renovation of City Hall. The floor is raised up in the area where the old safe used to be. Expansion was causing concern whether the floor was structurally sound. We currently have a structural engineer on board to take a look at that and right now we are waiting for his report.

Alderman Shea stated this has to do with City Hall. I think they have a maintenance fund set up. I believe that Walter Stiles mentioned that there is some sort of fund available. I am not sure how much is in that. Have you checked?

Mr. Sheppard stated we can check. I know the Acting Clerk is saying that he is not...

Acting City Clerk Matt Normand interjected I think that account was just dissolved last week. We received notification from the Secretary of State's office that it was dissolved.

Chairman Garrity stated this is where I would like to go on this account. It is a \$60,000 balance. Do I feel that we need to leave something for emergencies? Yes. Do we need to fix the floor at the Finance Department? I would like to see if we could have a motion for that item of leaving \$20,000 in there for emergencies and putting the remaining back in contingency if that is possible. It is for the Facilities Department and it is for repairs and things that come up of that nature. This is project number 710909.

On motion of Alderman Gatsas, duly seconded by Alderman Shea, it was voted to keep only \$20,000 in project number 710909 and move the remaining balance of \$39,441.16 to contingency.

Alderman Gatsas asked is there anything lying around in there that we haven't discussed?

Mr. Maranto stated under Planning we have an encumbrance of \$6,738.82 for (CDI) Community Development Initiatives, project number 810707. There is an encumbrance of \$6,738.82 that can be moved as well.

Chairman Garrity stated we have already done that. It is from 2006, 2007.

Alderman Gatsas stated that is encumbered.

Chairman Garrity stated sorry. The Master Plan Support was discussed earlier. Did you say we did that with CDBG funds?

Mr. Maranto replied yes.

Chairman Garrity asked so that is available also?

Mr. Maranto replied yes it is.

Chairman Garrity stated but we already did that it is from 2007.

Alderman Gatsas asked how much is the encumbrance?

Mr. Maranto replied \$6,738.82.

Alderman Gatsas asked is there anything else that is encumbered that can be released?

Chairman Garrity asked Chuck, on the second page, the Annual Park Improvement Program project number 511209, it is a \$33,000 balance. Realistically do you need all of that or can we put some of that in contingency for our snow plowing emergencies? Can you give us a brief description of that balance and do you need all of that?

Mr. Chuck Deprima, Acting Parks, Recreation and Cemetery Director, replied realistically that money is used for projects as they arise throughout the parks system. That is the only money I have to respond to a major playground repair or any other type of situation like that. I am reluctant to relinquish some of it but if it is the will of the Committee I will.

Chairman Garrity stated I wouldn't look for a motion to drain those funds but would it be appropriate to put some in contingency and if you had an emergency you could come to the Board and we could discuss it? I don't know how the rest of the Committee feels.

Alderman Gatsas stated I would leave that one. He is in the winter. He doesn't know where he is at right now. I would let him coast for the next three months.

Mr. DePrima stated that money has to last me until June 30<sup>th</sup>.

Alderman Gatsas stated I would look at some others.

Alderman Smith stated I would think that he has a lot of work to do in the spring time with the fields.

Chairman Garrity stated okay, that is why I brought him up to ask. I am not the Parks expert, he is.

Alderman Gatsas stated Millyard Maintenance, there is \$5,000 there. What is that for?

Chairman Garrity stated I thought I had asked for a motion. That is for herbicide spraying.

Alderman Gatsas stated that is under Planning.

Chairman Garrity stated because it is a CIP funded project through...is it Intown Manchester?

Mr. Maranto replied they requested those funds last year, yes.

On motion by Alderman Shea, duly seconded by Alderman Gatsas, it was voted to move \$5,000 from the Millyard Maintenance project into contingency.

Alderman Gatsas asked can somebody explain to me what disaster services is?

Chairman Garrity replied that is the Red Cross. There have been a lot of fires because of alternate heating sources.

Alderman Gatsas stated I am just asking the question because it does not appear there anywhere. What is Young Heroes?

Mr. Maranto replied it is a City Year program.

Chairman Garrity asked Alderman Gatsas, the \$6,738.82 was encumbered through Planning, right? Was your motion to also grab that one and the Millyard Maintenance?

Alderman Gatsas stated I am going to go through and give them the projects so that we don't get confused and they total up to a number.

Alderman Gatsas asked what is Facilities Deferred Maintenance for \$25,000, project number 711307? That is from 2007. I want to know how that can still be encumbered since 2007.

Mr. Sheppard replied the projects that are under that right now are Mammoth Road shower replacement to the Fire Station, City Hall Elevator repairs to hydrolics that was leaking, Pine Grove Green House boiler replacement and Pine Grove maintenance garage roof replacement.

Chairman Garrity asked how do we encumber a 2007 project number and we are taking care of it in 2009? Are those ongoing projects or are they going out to bid?

Mr. Sheppard replied I think they are ongoing.

Chairman Garrity asked two years later with 2007 numbers.

Mr. Sheppard stated I can get further details if you would like. A lot of time 2009 monies for example, we get them July 1<sup>st</sup>. We can't spend them July 15<sup>th</sup>. We do everything we can.

Chairman Garrity stated you can spend them in two years.

Mr. Sheppard stated I agree. This is two years later. I am not too sure why those balances are there. A lot of these monies, similar to what Chuck DePrima was just saying, are emergency monies for emergency repairs. A boiler replacement for example is an emergency repair. We need to maintain money because we maintain over 20 million square feet of space in the City. We need money for emergency repairs, should they occur. We do carry balances.

Alderman Shea asked wouldn't it be better if we took this out and kept that other one, the 2009 for \$59,000 where it was? We are only taking \$20,000 out of that.

Chairman Garrity asked Chief Goonan, are we fixing the showers up there currently? What is wrong with the shower? Can you use it? We need to plow the streets.

Mr. Daniel Goonan, Deputy Chief, replied from what I understand this has been an ongoing problem for years. They go up there and patch the walls and they still leak. The plumbing has been replaced and it still leaks. What is happening now is that every time a guy takes a shower, it leaks into the walls and floors.

Chairman Garrity stated it does the same thing down at Engine nine.

Mr. Goonan stated correct, you are absolutely right.

Chairman Garrity asked how come the shower is getting fixed up on Mammoth Road and not Engine nine?

Mr. Goonan replied I couldn't tell you that. All I know is that this issue has been going on for a long time.

Chairman Garrity stated I don't want to put one fire house against another but I think everyone is in agreement that Engine nine is in pretty tough shape.

Mr. Goonan stated yes it is.

Alderman Gatsas asked what is the cost of that?

Mr. Sheppard replied I apologize, I do not have the breakdown of funding with me tonight.

Chairman Garrity asked is that a \$10,000 item? New bathrooms don't come cheap.

Mr. Sheppard replied I couldn't give you an answer on that.

Alderman O'Neil stated we are starting to cross the line a little bit of...

Chairman Garrity interjected I get a lot of enjoyment out of that.

Alderman O'Neil stated I know, but we are starting to cross the line of...I agree we need money for snow removal and snow treatment and plowing in the City, but we also have these other needs that if we start pulling money away we are not going to address problems. I think we have taken a good step tonight. Maybe in another month or so we can review where we are at with some of these, but I would rather see the Facilities people have some things in the works. We need them to keep going.

Chairman Garrity asked if there is a balance in the 2009 projects that is not encumbered, would the Committee like to entertain a motion saying if you are going to spend that money you need CIP Committee approval?

Alderman Gatsas stated I guess what I would offer is that we are probably going to meet again...

Chairman Garrity interjected we are going to meet probably twice a month.

Alderman Gatsas asked are we going to meet again next week before the full Board? I would like to see once we get all of these cleaned out of here a clean report. Once we have taken them out and the money is moved then we can see a report that has just where we are in 2009 and what is available on the table. Then we can continue to move further if we need to.

Chairman Garrity stated I am talking remaining balances, gentlemen, from 2009 monies. I think the times that we are in it requires CIP Committee scrutiny every meeting.

Alderman Gatsas stated we can do that at the next meeting. I have a total right now of \$164,619.76.

Chairman Garrity stated that is a good start. Can we make it a regular, until this fiscal year is done? The CIP Committee is requesting remaining balances before they are spent. If I have a department head call me or send a letter that says, we have an emergency and we have to fix something, I can just phone poll the Committee. I just think these challenging times require that.

Alderman Shea stated I would prefer to wait until next meeting and then see where we stand because we may have to do something that requires...I mean talk about micromanaging. We want to do what is right for the community but...

Chairman Garrity interjected I am not suggesting that the department heads... I mean everybody knows that these balances are out there. I just don't want department heads just to be spending money... I guess it is a poor choice of words but I just don't want to see all of these balances drained by...

Alderman Shea interjected well we have responsible people.

Chairman Garrity stated there is no question in my mind that we do.

Alderman O'Neil stated as we can see I think the departments came very well prepared but obviously we throw some curve ball questions at them that they probably can't anticipate coming. I guess all we can ask, regarding the 2009 projects and the respective departments, is to try to keep a list up to date and see if there is movement in a couple week period, just the best they can. It probably is not going to be perfect but say the shower is completed at Station ten... try to keep a running list almost because if we get to crunch time we may have to take some action.

Alderman Gatsas stated there was discussion of Motor Vehicle Registration System. That is a 2008 project and I didn't hear the whole discussion about it.

Chairman Garrity stated apparently there is a dispute between, not a dispute, but apparently there is not a balance in there according to the Tax Collector and the Finance Director. That was the question I had for him. That is the latest and greatest information we have so go ahead and count it.

Alderman Gatsas asked do we have it counted? What do you want me to do with it?

Mr. Sanders replied it has been counted based on my understanding of the motion that you passed. It has been zeroed out and transferred to contingency.

Alderman Gatsas stated there has been no motion as of yet. I don't think we voted on it because we didn't have an amount.

Chairman Garrity asked have you counted that yet?

Alderman Gatsas replied I haven't counted that.

Alderman Smith stated I am sure we are trying to do the best we can, to try without going into the "superfund" I call it, the rainy day fund, and we are trying to reduce our costs but I am sure there are going to be some agencies coming in and we are going to have to probably replenish them.

Chairman Garrity stated sure, that is the intention of it going into contingency. That way the funds are available if there is a hiccup in the process here.

Alderman Gatsas stated I think what we agreed to is make a motion going through this list and then I was going to read you numbers and totals so that someone has the project numbers and everybody can be on the same page.

Alderman Lopez stated in reference to the Tax Collector, page 3-14, I would hope that we took a good look at that. She started a new program down there. I will leave that at that.

Alderman Gatsas stated we are only working on the first page.

Chairman Garrity stated it is on the first page, Alderman. That is the intention of it going into contingency in case there is a hiccup.

Alderman Lopez stated I would like to get clarification here. If this is going to come before the full Board, these have been appropriated and it is going to be hit or miss on a lot of these projects. Putting everything into contingency is going to

take the full Board to take money out of the contingency for these projects. Deferred Maintenance for example, I am wondering how that is going to really work out in details, other than just saying we are going to put all of this money into contingency. No matter what the Committee does, you made a statement that they would have to come back to you to spend it. They have already been appropriated.

Chairman Garrity stated not the monies that are going into contingency, Alderman.

Alderman Lopez stated but all the other money.

Chairman Garrity stated 2009 money. It would be my suggestion that we monitor the balances very closely, as we get towards the end of the fiscal year. It could get worse.

Alderman Lopez asked before they spend it, will they have to come back to this Committee?

Chairman Garrity replied no, we would just like to be updated on a more frequent basis on the balances. I think that is the responsibility of this Committee, to be quite honest with you.

Alderman Lopez stated when it comes to the full Board we are going to have to have a clear cut piece of paper of what we are doing because I can see a lot of confusion along the lines.

Chairman Garrity asked are you talking about the 2009 monies? Those are the ones that we have not touched yet, Alderman Lopez. We just want to monitor the balances more closely.

Alderman Lopez stated I am speaking of the balances that are going into contingency.

Chairman Garrity stated so you are talking about the 2007 and 2008 monies.

Alderman Lopez stated that is correct.

Chairman Garrity stated I just don't think it is good business practice to have 2007 and 2008 monies in the 2009 fiscal year budgets. That is not a good business practice in my opinion. We just disagree.

Alderman Lopez stated during the budget process, to give you an example, you transfer \$10,000 for Veterans Park Plaza and now you put it into contingency, so that means we have to come to contingency and try to get the money out of there. We have a special project such as the Fire Department and we say don't touch them because we want to continue those projects. That is the argument we are all going to have as Aldermen. I would ask that a clear policy be made. If it is going to be hard to take money out of contingency maybe there is some project to take under consideration like the Finance Officer is doing now with overtime. We go through the Finance Officer because there are some things that won't be able to wait.

Chairman Garrity stated Mr. Arnold, our actions tonight in CIP are our responsibility and it is to monitor CIP projects, I would assume. Right?

Mr. Thomas Arnold, Deputy City Solicitor replied yes.

Chairman Garrity stated Alderman Lopez, like I said at the beginning of the meeting, we have to make some difficult decisions here. We are in difficult times. The deficit could get worse as the winter does go on. It is not even February yet.

Alderman Lopez stated Alderman, just treat everybody fair that is all.

Chairman Garrity stated I am treating everybody fair. I am trying to be as fair as possible.

Alderman M. Roy stated Alderman Gatsas's motion hasn't been made yet but I would like to see a potential friendly amendment that the Finance Officer can track each of these balances that are put in contingency so that there is no confusion later on as to what came out of which CIP number. The other request would be instead of closing out the CIP numbers by zero balancing them that the CIP numbers are left open.

Chairman Garrity stated what I would suggest by the end of the week is that a friendly memo from this Committee go to all the Board members and specifically what projects we suggested go into contingency. Would that be fair? I can work with the Finance and CIP staff with that this week.

Alderman M. Roy stated just to make my point. I don't want to recreate the wheel. I don't want to stop you from taking the action you are I just want to make sure there is tracking and accountability three or four months from now.

Alderman Gatsas stated I am sure that this sheet will give us all the tracking we need. Let me read the numbers, 810708 for \$75, 411708 for \$2,099.30, 811707 for \$877.96, 213508 for \$2,000 in open encumbrances, 612209 for \$5,000, 810806 for \$175.77, 810707 for the encumbered amount \$6,738.82, 810807 for \$10,000, 710909 for \$39,441.16, 810608 for \$57,637.47, 411103 for \$27,080.62, 411808 for \$695.56, 213509 for \$10,000, 710608 for \$20,000, 711207 for \$801.76. There is a question on 711307 and we will get a clearer explanation of the \$21,677.63 at the next meeting and that is not in this total. Project number 713408 for \$17,115.15, 411807 for \$78.77, 511308 for \$8,245, 511306 for \$726.52, 511508 for \$11,897.50, 511608 for \$10,000 and 612207 for \$10. The total that I have is \$222,257.23.

Alderman M. Roy asked by my following of the discussion, the 2006 project 712706 for \$15,740.87 on page 3-2, was it not included?

Alderman Gatsas stated I have it in the total I just didn't read it. It is project number 712706 for \$15,740.87. That is in the total of \$222,257.23.

On motion of Alderman Gatsas, duly seconded by Alderman Shea, it was voted to accept the changes to the CIP cash report with the expectation that if there need to be revisions on the totals or project numbers that it is reported back for the next meeting.

Alderman Gatsas stated we have School District CIP projects. Do we have the ability to intertwine those?

Mr. Sanders stated I think the Joint School Buildings Committee or the School Board itself would have to be involved in changing the School Districts bonds or cash I believe.

Chairman Garrity asked can we get a motion from the Committee sent to the School Board, asking for backup information?

Alderman Shea asked basically should it be the Joint School Board? I think that would be the motion.

Alderman O'Neil stated I will second with a clarification that we are only talking cash, right?

On motion of Alderman Shea, duly seconded by Alderman O'Neil it was voted to have the School Board send back up information on cash projects.

Alderman M. Roy stated I could save you some time. Could you send it directly to the School Board? We have also asked for them to look at cash in Joint Schools so you are asking them for something that we are doing as a Committee. If you send it to the School Board to look at cash projects...

Chairman Garrity stated I know you serve on that Committee Alderman Roy. Do you plan on meeting anytime soon?

Alderman M. Roy stated we actually met Thursday evening and we are looking at a week or two weeks from now.

Chairman Garrity stated I am sure you will let them know the Committee's intentions. Thank you Alderman Roy.

Alderman Gatsas asked these are cash projects with them? They can't be.

Mr. Sanders stated I think in looking at it most of them are bonds. There may be a cash item but I expect most of them actually are bonds as I have looked at it.

Chairman Garrity asked does anybody want to go to the page 3-9?

Alderman Gatsas stated I would like to go to page 3-5. There was some signage discussion that we had in Highway. Then I look and see that there is a visitor's signage package that we bonded that has \$77,000 left in it. That was done in 2003. I would think that some of the cash projects that we have in the front for signage, couldn't we move some of those funds from the bonded projects and relieve the cash to come back to the City?

Chairman Garrity asked is it your intention to take a look at the 2009 projects on the first page?

Alderman Shea stated we already took that.

Alderman Gatsas stated no, we didn't take that signage at the bottom. It is encumbered. Is there the ability to move that into some other projects that we have? Obviously you need a vote of ten but it has got to be similar in scope.

Mr. Sanders stated in nature. We would have to look at that for the next meeting.

Chairman Garrity stated let's get a recommendation from the Finance Director at our next meeting which is going to be shortly before the Board meeting next week.

Alderman Gatsas asked can we also get a discussion on the land fill?

Alderman Smith stated I was going to bring that up. That is 370795; it is a 1995 project. There are two figures. One is \$990,067.64 and the other one is \$96,767.41. Kevin, do you have any explanation? It is entered in there both times. I think the sanitary landfill was closed in 1995.

Mr. Sheppard stated you are correct, 1995-1996. I have worked with Sam Maranto of the Planning Department, CIP. We believe the first one is unrealized revenues that were never spent as part of the states revolving loan fund and the second one of roughly \$96,000 may be an unobligated bond that has been sitting.

Alderman Gatsas asked can we find out what those funds could be used for?

Mr. Sheppard stated the first one is part of the SRF program, the landfill grant program. Where we didn't spend the money we can't use that money. The second part I believe is probably free or an open bond and we can work with Finance and CIP to confirm that if you would like.

Alderman Gatsas asked are you saying that the \$990,000 can't be used?

Mr. Sheppard replied correct. The way the state grants typically work is the City has to expend the funds and then you apply for the money. So the City had started up certain money with the anticipation of revenues. We never received those revenues so that money cannot be spent.

Chairman Garrity stated I think your intention, Alderman Gatsas, in going down, this road, is looking at old bond balances to see if we can apply them to this year's fiscal year bond balances. Maybe we need a separate meeting for that. Let's decide what type of information we want from folks like Kevin. On his bond balances we want an explanation or something to say we can bond it on something else. You want more back up on your bonds I would imagine. Do you want to leave that for a different night or do you want to discuss this tonight?

Alderman Gatsas stated for the series 2003's obviously we can't discuss that until somebody says what the \$228,000 you have in available remaining balances can be used for. Obviously we are already paying debt on these so if we have not started a project in 2009, it would follow sequence with these projects. That means we would reduce our obligation for interest and principle payment by \$228,000.

Mr. Sanders asked the number \$228,000 where are you getting that?

Alderman Gatsas replied I am getting it from remaining balances on page 3-5. That says that there is \$228,718 of remaining balances. Those bonds have already been paid for and if we can replace that \$228,000 in 2009 obligations, you wouldn't have to bond that amount, which would reduce out indebtedness.

Mr. Sanders stated that is correct.

Chairman Garrity asked can we get a report for the next meeting? Are you looking for the \$228,718.10 or the \$1,038,492.55 too?

Alderman Gatsas stated well I think the biggest part of the \$1,038,492.55 is the \$990,000 and we can't spend it but there is a good piece in there for the \$77,000 for the visitors sign package.

Alderman O'Neil stated instead of overwhelming everybody with a lot of requests, we are trying to manage the cash right now. I agree that I would like to digest the bond part of it but I would prefer not asking them to...we are asking them to provide information on the 2009 cash, lets concentrate on that right now, and I think we have a little bit of time to address the bonding part of it.

Chairman Garrity stated I think Alderman Gatsas is actually going down the right road.

Alderman O'Neil stated I agree but let's not try to bite off too much.

Chairman Garrity stated let's take care of the cash first and then we are going to concentrate on the bond balances. I think that is fair. Are you alright with that, Alderman Gatsas?

Alderman Gatsas stated I don't have a problem but the problem is that the longer you wait on that, somebody is going to start encumbering those bonds. There is \$228,000. It is an exercise that we should know right now that there are three projects available, that we can put in \$228,000 and reduce the cost to the taxpayers.

Alderman O'Neil stated with that I would like to put that on Mr. Sander's timeline. If it is something he can do reasonably in the next couple of weeks then fine.

Chairman Garrity asked could you put a report together for us within the next couple of weeks?

Mr. Sanders replied certainly. I will make our best efforts to do that and cover as many as we can.

Chairman Garrity asked if we wanted to meet the second week in February, would that be time enough for you?

Mr. Sanders replied yes it would.

Alderman Gatsas asked on page 3-7, the Granite Street reconstruction, which is a remaining balance of \$649,000?

Mr. Sheppard replied the project may appear to be complete but we are still working with the railroad crossing and there is still some construction to be completed. I have some information on that but we have gone through that over the past few days to verify that that money is there.

Chairman Garrity asked when is completion going to be done realistically?

Mr. Sheppard replied realistically we are hoping in the spring. Right now we are at the mercy of the railroad.

Alderman Gatsas stated on page 3-8 there is \$100,000 and from 2005 Gill Stadium equipment for \$74,000. I guess we might as well talk about Parks because those four issues are there. There is a 2003 project for \$16,000.

Chairman Garrity stated I don't understand how we have a \$16,000 balance on a 2003 bond for the Derryfield County Club.

Alderman Gatsas asked are these bonds or cash balances? What are they?

Mr. Maranto stated I think they are bonds paid by Enterprise funds.

Alderman Gatsas asked the Gill Stadium equipment, it shows \$100,000 from 2005 and there is a remaining balance of \$74,000. We are paying a bond on \$100,000 and we haven't expended \$74,000. The same thing with 2003, the clubhouse. Same thing with 2007, the Derryfield Country Club rehab. I am just looking to see what those balances are and why we are paying for them if we haven't used them. Maybe there are other projects, again if they are not being used that we can replace them with 2009 bonding issues because that is another \$489,000 even

though the ice arena on the west side isn't money from this year. I don't know if they are still working on it. We ought to find out those four projects.

Chairman Garrity asked can you make that part of your report too, Mr. Sanders?

Mr. Sanders replied I will include that with the prior request.

Alderman Shea stated there are some others for Highway at 2005 with \$1,019.37. So all of these that go back to 2005, 2004, Clem Lemire Sports Complex there is \$87,000 there. I am not sure if that is still being paid. That was repairing at Memorial High School.

Chairman Garrity stated that is the report that Mr. Sanders is going to provide to us in the second week in February for a CIP meeting, to include all bonded projects. Is that clear Mr. Sanders?

Mr. Sanders replied sure, I will make every effort to go through these bonded projects and obviously I am relying on the department heads to advise the status but I will include them.

Alderman Gatsas asked when we did that fleet bonding that we did a month ago or so, was this \$1,972,732.40 on page 3-6...what is the status of that? I don't ever remember having discussions about that with fleet maintenance.

Chairman Garrity asked isn't that Public Works Facility? Kevin is shaking his head. It is the Public Works Facility.

Alderman Gatsas asked from 2007?

Chairman Garrity stated correct.

Alderman Gatsas stated that is a big number that you can reduce debt service by.

Chairman Garrity asked Kevin, can you provide Mr. Sanders a report of what that project is for and the reason for the balance and we will discuss it in February?

Alderman Gatsas stated I guess my question to Mr. Sanders is, has that amount been bonded?

Mr. Sanders replied yes, it was bonded in 2007.

Chairman Garrity stated I don't disagree with you, Alderman Gatsas. I want to make sure we have all of the information compiled in one report so that way we can really do our...

Alderman Gatsas interjected I know but I have got to tell you that in the next budget process a lot of things are going to change around here. I can't believe that is \$1.9 million we are paying interest and principle on and nothing is happening with it. That makes absolutely no sense.

Chairman Garrity stated I couldn't agree with you more, Alderman Gatsas.

Alderman Smith asked can Kevin Sheppard come up and explain? I wish you would because he has a good reason.

Chairman Garrity stated let's do all the bonding projects in one meeting. We could be here all night asking about every project and why there is a balance. I think it is the best way for us to do it. We are going to do the best job at it that way.

Alderman O'Neil stated some of these we are going to find that when we look back some of these were at directions of the Board and that. That is why some of these monies have not been encumbered to date and all that. Let's just take it slow. Some of this is at the direction of the Board.

Chairman Garrity stated what I am going to ask is that places like Parks, Highway, Facilities, Parking reach out to Mr. Sanders. We want to make sure he has a good report in front of us. Just reach out to him and help him compile this report because it is a lot of information and we do need it the second week in February because that is when we are going to discuss bonding projects.

## **TABLED ITEMS**

4. 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.

5. Communication from Fred Rusczek, 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.

6. 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 Shea, duly seconded by Alderman O'Neil, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee