

COMMITTEE ON COMMUNITY IMPROVEMENT

February 1, 2010

6:30 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Ludwig, Shea, Craig, Greazzo

Messrs: T. Clougherty, J. Minkarah, C. DePrima, A. Vachon, S. Maranto,
L. LaFreniere, T. Soucy, A. Thomas, R. Tourigny

Chairman O'Neil addressed item 3 of the agenda:

3. Petition for discontinuance of Manhattan Lane and Litchfield Lane, submitted by Attorney John Cronin.

On motion of Alderman Shea, duly seconded by Alderman Craig, it was voted to refer the petition to a Road Hearing at a date to be determined by the City Clerk.

Chairman O'Neil addressed item 4 of the agenda:

4. Communication from Timothy Soucy, Public Health Director, requesting permission to present to the Committee the recently released Greater Manchester Community Needs Assessment at the March 1, 2010 meeting.

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

Alderman Shea stated I'm not sure exactly whether it is going to be presented on March 1st or whether we are going to approve now to present it March 1st.

Chairman O'Neil replied we don't need Tim to do anything this evening.

Chairman O'Neil addressed item 5 of the agenda:

5. Communication from Kevin Sheppard, Highway Department, regarding the Transit Center lease agreement and associated costs for the facility.
(Note: Referred to the Committee by the Board of Mayor and Aldermen on November 24, 2009; Additional communication from Leon LaFreniere, Planning & Community Development Director and communication from Kevin O'Maley, Chief Facilities Manager is attached.)

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

Alderman Shea asked what is the total financial cost of this particular project?

Mr. Tim Clougherty, Public Works, stated I don't have the numbers for what the total cost has been to date because the ongoing operational expenses have been forwarded along to the Finance Department and those numbers have been crunched through a different account. We haven't been paying those out of the Facilities budget as of yet.

Alderman Shea asked do you know what additional funding or resources you will use for that?

Mr. Clougherty replied we have monies that are available in the current operating budget for fiscal year 2010. We anticipated spending up to about \$25,000 of that. That money is within the current budget. We would anticipate that the budget request that is currently in front of the Mayor and will be presented on Wednesday night would allow for the Facilities Division to incur the operating expenses moving forward as they are currently contemplated in the lease agreement. That would be somewhere around \$40,000 a year.

Alderman Shea asked do we have any kind of tally as to how many people are being serviced at this particular facility? In other words, what are we spending and how many people are being serviced? Do you have any record of that?

Mr. Clougherty replied no, we don't maintain those numbers.

Alderman Shea asked don't you think it might be a good idea so we know what the cost analysis might be? That is what I would like. In other words, if there are ten people using that facility and we are paying \$40,000 for ten people maybe we should start making an analysis. If there are 100 people using it, it is a different story. In my judgment, we should know why we are spending the money, how it is being subsidized and who is benefitting from this. If you could get that in your report for tomorrow night, I would appreciate that. We should have some kind of figures so we are not just catering to a small minority of people, but spending taxpayer's money at \$40,000 and \$25,000. Maybe a lot of people are using it and that's fine, but maybe not too many so we have to make

some assessments as far as what we should do, whether it is open as long as it is and so forth.

Chairman O'Neil asked Jay, do you have any of the data that Alderman Shea would be looking for? I know one of the things that has gone on here is that City staff has done a great job trying to get their arms around it, but several of them have had different pieces of this project. Jay may have that data or be able to get it for us.

Mr. Jay Minkarah, Economic Development Director, replied we don't have up-to-date ridership information. We can certainly request it. The facility opened up in November so as we expected, it would take a little time before some people came back to the station who had made a choice to go elsewhere. The other problem with getting good figures now is that December being a holiday month the figures aren't going to be typical, but we can certainly request the ridership information from Boston Express.

Alderman Shea stated I don't want to be misconstrued. I think it is a very important citizen operation, but I would like to get a handle on these things so that we can justify spending money in order to service the needs of people.

Chairman O'Neil asked Jay, is that something that you can take the lead on? You don't need a vote from the Committee to gather that information.

Mr. Minkarah replied we would be happy to.

Alderman Craig stated being new to this process, I haven't seen the lease. I was wondering if you could get the members a copy of the lease. Within that lease, did we specifically say that we would be paying for operational expenses?

Mr. Minkarah replied the lease is currently in a draft form. We signed a memorandum of understanding last spring, which is actually with the State Department of Transportation where we specified that we would be taking care of basically the overall building snowplowing, utilities and any of the major mechanicals with the building. They are going to be taking care of operating the facility in terms of staffing it, janitorial expenses, and minor types of repairs.

Chairman O'Neil stated can you clarify who they are? It is not DOT.

Mr. Minkarah replied I'm sorry, Boston Express. Boston Express is under a contract with the Department of Transportation to provide these services.

Chairman O'Neil stated this was kind of put together quickly because they had almost pulled all bus services out of downtown Manchester and moved them entirely to Exit 4. This was a quick response by the City. Their complaint was the condition of the facility.

Staff ran with this and did the best they could. The draft agreement will be coming back to the Board.

Alderman Craig asked do we cap the operational expenses at all or is it open and we will cover everything?

Mr. Minkarah replied we don't have any cap on the expenses. I would note that it is a City owned building.

Alderman Craig asked Tim, do you control the heat from where you are located or do they operate the heating?

Mr. Clougherty replied they currently operate the heating. It would be our intention to connect our building automation system to the building so we can put limits and set backs in to control the utilities.

Chairman O'Neil asked what action do you really need from us tonight?

Mr. Clougherty replied we request that the Committee take action to authorize us to expend monies within the current Facilities Division budget in order to cover the operational expenses from this point moving forward, as well as the expenses associated with some of the additional capital features that remain outstanding from the construction and renovation project.

Chairman O'Neil asked and the funding source again is what?

Mr. Clougherty replied the Facilities Division operating budget.

Chairman O'Neil asked and that is just through the end of the fiscal year, correct?

Mr. Clougherty replied that's correct.

On motion of Alderman Ludwig, duly seconded by Alderman Craig, it was voted to authorize the Facilities Division to expend monies within the current Facilities Division budget in order to cover the operational expenses as well as the expenses associated with some of the additional capital improvements that remain outstanding from the construction and renovation project.

Chairman O'Neil addressed item 6 of the agenda:

6. Communication from Chuck DePrima, Acting Director Parks, Recreation & Cemetery, submitting information regarding an upcoming request for feasibility and master plan for Hunt Pool.

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

Mr. Chuck DePrima, Acting Director Parks, Recreation & Cemetery, stated we are here tonight because it has been brought to our attention over the winter and last fall that Hunt Pool, our second most heavily utilized aquatic facility with about 14,000 users, is in a state right now where it needs to be dealt with and repaired. I'm going to let Andy Vachon explain that and then I'm going to explain what we are hoping to do as we move forward to remedy the situation.

Mr. Andy Vachon, Recreation Enterprise Manager, stated I'm just going to fill you in on Hunt Pool. It is a gunite bottomed pool, which is now leaking because it wasn't properly maintained over the past 20 years. It has been cracking a little bit. We are losing chlorinated water so we keep having to add water and chlorine. The gutter system is a metal gutter system which is fairly well intact. However, below grade there are cast iron pipes that are held together with metal flanges, which with the chlorination and chlorine in the air it has oxidized these pipes so it is weakening the pipes and the flanges to a point that the rust is chipping off at the bolts. We have electrical panels below ground. Anytime the sewers back up it floods into this room. We have had two floods where the electrical panels have been under water. Fortunately, it wasn't while we were operating, but we had water marks on the walls that show that if the power had been on it could have been a dangerous situation. The filtration tank is a diatomaceous earth tank which has racks of wafers in it. Most pools now are sand filters. The tank itself is made out of iron and it is oxidizing and chipping away to the point that it looks like you could put a screw driver through it. If we were to ever have a failure in that tank, it would have to be fabricated by a steel fabricator. This could be a timely process. It could be shutdown for two weeks. It is operational, but it is definitely deteriorating.

Mr. DePrima stated it is at a point where there could be a catastrophic failure and that could cause on a 90 degree day in July a shutdown in an area where we have our second most heavily utilized aquatic facility. That said, we are now viewing that as a potential opportunity to rethink what Hunt Pool or that area and demographic really wants, needs or how it could be better utilize in that area. We have solicited qualifications from consultants who are interested and specialize in this kind of design, and that is aquatic facilities. For informational purposes, we are informing the Committee that we would like to move forward with requesting

proposals from the consultants. Like I said, it is an opportunity for us to possibly cater to the demographic changes there. I don't necessarily believe that it is effective or efficient to operate a 25 yard pool in that type of area. It is more efficient and effective to have something like a splash park. With shallow water you don't need much staff to manage or maintain it. It is also an opportunity to improve an area that has been a problem for the Police Department for many years. There is no visibility into either the pool or the state park and we think that possibly through this process it could be reconfigured to relocate the bath house to the rear and pull the aquatic facility closer to the street and that would allow visibility from Maple Street into both the pool area and the skate park for law enforcement. With that said, we would like to move forward with requesting proposals through neighborhood meetings, demographic studies, existing condition surveys and hopefully the ultimate end would be a set of biddable documents and a cost estimate so we could come back next fiscal year and ask for construction dollars.

Alderman Shea asked do you have the funding source for you feasibility study?

Mr. DePrima replied I'll let Sam Maranto answer that question.

Mr. Sam Maranto, Community Improvement Program Manager, stated we have tentatively identified \$75,000 of CDGB funds which would be a combination of some money that has not yet been programmed in 2011 and some funds from 2010 that will be remaining at the end of the year. We should have about \$75,000 that we can put together.

Alderman Shea asked it is going to cost \$75,000 for the feasibility study? Is that what you are saying?

Mr. DePrima replied no. We're hoping that \$75,000 will actually get us through a feasibility study analysis and biddable documents.

Alderman Shea asked is the analysis a part of the feasibility study?

Mr. DePrima replied it is.

Alderman Shea stated I'm asking if it is going to cost \$75,000 for the complete feasibility study as well as the other master plan. That is really what I'm asking. Or is it going to be less than \$75,000?

Mr. DePrima replied we don't know yet because we don't have the proposals. Based on similar projects, for example Crystal Lake's master plan, for a much larger area, only cost us \$49,000. Based on that comparison, we believe that

\$75,000 will get us a feasibility study analysis and documents that we can bid for construction.

Alderman Shea stated that is the first part. How much time do you anticipate that it is going to take for all of this and when do you plan on beginning all of this?

Mr. DePrima replied we would like to continue with the proposal process and have a consultant hired and ready by the beginning of the fiscal year so they could begin whatever they had to do and then do construction. We'll cross the dollars for next year and then do exactly what we did with Livingston Pool and begin construction the following fall, go through the winter and have it open by the following June.

Alderman Shea asked are you going to keep it open this coming summer, hope for the best and from that time on, you are going to then improve the facility? Would the facility be closed at any time so that the people who go to Hunts Pool would be unable to use it or could the construction be taken care of between seasons or before the season so in 2011 it would be open?

Mr. DePrima replied it is our hope that we would abide by the same schedule that we did with Livingston Pool. At the end of the swim season, the contractor was ready to go in and start doing the demolition and we had it open by the following June.

Alderman Shea asked how much do you anticipate it would cost in order to repair that? In other words, are there some parameters that you are setting like if it costs so much we won't do it and we'll try to get another pool in there rather than doing the improvements to that pool? Do you have any idea what you might have?

Mr. DePrima replied it really depends on what ends up being necessary first. If we are going to repair anything, we need to bring that filtration system out of the ground and above ground because that is a safety concern. It is in violation of a lot of safety issues. We really don't have a good handle on that yet, but it would be quite expensive.

Alderman Shea asked do you anticipate that the budget that we are preparing for 2011 would include certain bonding to take care of that or would you come back after the feasibility study and look for some sort of bonding? What you would include in 2011?

Mr. DePrima replied it is always our hope that we do this in two phases so we can come to the Committee with a much better and more accurate number. We'd like to hire the consultant to do the design. That way, once we have a design, we have the actual quantities that contractors can bid off of and we can get better estimates

and come back to the Committee the following fiscal year and ask for construction dollars more accurately.

Alderman Craig asked is there an urgency to deciding us this evening or can it wait a couple months? I'm asking because I don't know that I feel comfortable committing CDGB money tonight while we are still going through the process.

Mr. Maranto stated we also discussed on Saturday that we were still working with the departments and looking at bond balances. I will be sitting down with Parks. They do have some bond balances. The exact amount is unknown right now, but during this week we will determine that as well.

Mr. DePrima stated to answer your question it doesn't need to be decided tonight. This was mostly just to make the Committee aware of the situation and that we are moving forward with the proposal process to try to get a better price to see what it would cost to get biddable documents.

Alderman Greazzo asked do you really need to hire someone to tell you if it is feasible to move something from one end of the park to another?

Mr. DePrima replied feasibility is the long term. We do need a consultant to design where that would go.

Alderman Greazzo asked you don't do that in house?

Mr. DePrima replied we don't have design staff. Aquatic facilities are a specialty in design.

Alderman Ludwig stated it sounds like you are looking towards a completely different design. This is not a repair. This is a full blown new facility.

Mr. DePrima stated it depends on what the neighborhood wants after the studies are done.

Alderman Ludwig stated that is where I was going because that neighborhood has changed a great deal. My first concern is that we don't under-design in terms of the number of people who can use the pool because that is a heavily used pool. We are probably over the limit of what we should typically use in there.

Mr. DePrima stated we had 14,000 users last year.

Alderman Ludwig stated my question would speak to having to redo the bath house. You are talking about relocating the pool differently. Is that true?

Mr. DePrima replied it is. It has always been a law enforcement nightmare over there because the Police can't see from Maple Street into the pool and kids jump the fence all the time at night once the pool closes. The skate park is a problem area. We felt as though if a consultant could reconfigure the site so that the bath house was placed in the rear and the aquatic portion would move, as we do with playgrounds, towards an area of higher visibility it would improve the site.

Alderman Ludwig stated I think that whole area needs to be revisited. We took out a training pool down there and made a skate board park. It is challenging to make the two work, but I'm sure that in a perfect world someone looking at the pool designing where everything is going to go in the next world, it could come out a lot better. The other thing is, I think Andy spoke to...I'm not trying to put you on the spot...improperly maintained. As I know that pool it is a gunite pool with a marcite finish and with those types of pools the water needs to be maintained. I've had a couple people ask me during a presentation on Saturday why the cost of maintaining Livingston Pool was so high to open and close, and cover and so forth and I believe it goes to the finish of the pool. It is not just a straight concrete pool that we used to build. Because we were never going to cover Livingston Pool, it was my understanding that some of that swelling occurred in some of those areas on the bottom of the pool and has gotten progressively worse over the years. Are you proposing a similar type finish that Livingston Pool has?

Mr. DePrima replied we'll leave that up to the consultants. We're not experts in that type of facility design. There may be new products out there that withstand the conditions in New England without having to keep watering it.

Alderman Shea stated I always take both sides. Let's assume that for the sake of discussion that we don't do anything and we leave it as it is. Tell me what the consequences or implications might be.

Mr. Vachon replied we could go through the season with no problems. If the filter tank does rupture or get a hole it would flood the electrical room and we would have to drain the pool completely to remove that tank. We would have our local fabricator, who has fabricated it once in my nine years, refabricate it. It could be a closure for two weeks.

Alderman Shea asked what would the cost be, Andy?

Mr. Vachon replied off the top of my head, in 2003 I think we replace it for \$8,000. That's just off the top of my head.

Alderman Shea stated basically you are saying that if we don't do anything it would be a continuous cost to maintain the pool, plus it would have to be closed down.

Chairman O'Neil stated I would like to suggest that instead of tabling this we send it back for more information. I agree with Alderman Craig. We are in the discussion now about the budget process and CDGB and we haven't seen anything on bond balances so I don't think we are in a good position tonight to approve anything. Sam, if you can provide for us some options, but I think we may be looking for money on other projects as well. Could you give us a summary of usage at the pools? You mentioned 14,000 use Hunt. Could you get us a breakdown of how many folks use it? My final concern is that I have no problem with bringing in a consultant if we have the funds to take a look at what can be done. I think Alderman Ludwig hit it on the head. We are talking about a new facility. This isn't a repair. It sounds like we are shifting everything. We are talking about a new facility. Before we commit any money for design, we have to make sure we have the money to build it. There is nothing worse than a design sitting on a shelf and paying money for it and never using it. I think taking a look at the feasibility study or master plan might make some sense and that might be the next direction that we go. If there is a go, we might roll design and construction into the same number. Obviously timing is going to be critical here, but we need to make sure that if we are going to pay to design it we are going to build it. We should refer this to the next Committee meeting. We don't need to table it.

City Clerk Matt Normand stated you don't need to table it if you are referring it back to staff for additional information. They can bring it back when they are prepared.

Alderman Shea asked when do you actually need to get approval for a master plan or whatever you want to call it, a feasibility? You said that you would start doing work in September or after the pool is closed.

Mr. DePrima replied we would need the approval in order to know what direction this is going to take. Just a feasibility study is going to require far less funding than going to the neighbors, doing a demographic study, doing the feasibility and then bringing it to full construction.

Alderman Shea asked when would you need the funding in order to get the study done?

Mr. DePrima asked just the study?

Alderman Shea replied yes. March 31st or April 1st? In other words, how long does it take for someone once they get approval to do a study, how long is it to do the study in order to come up with a plan for this particular project? A month? Two months?

Mr. DePrima replied probably two months.

Alderman Shea stated so you won't begin work until after the pool closes. If you go back two months it would be either June or July that you would need the funding for.

On motion of Alderman Craig, duly seconded by Alderman Greazzo, it was voted to have City staff gather more information and report back to the Committee at a later time.

Chairman O'Neil addressed item 7 of the agenda:

7. Communication from James Burkush, Fire Chief, requesting permission to apply for a US Department of Homeland Security FY 2010 Emergency Operations Center grant opportunity.

Chairman O'Neil stated I don't see anyone here from the Fire Department. It is just requesting to apply for a grant. Mr. LaFreniere, do you have any additional information?

Mr. Leon LaFreniere, Planning and Community Development Director, replied no, I'm afraid not in terms of the date, but as you pointed out, Mr. Chairman, at this point they are just looking for permission to apply for the grant. If in fact the grant were awarded, the Board and Committee would have the opportunity to determine whether it was advisable to proceed.

Chairman O'Neil stated unfortunately, Alderman Shea, without someone from the Fire Department here, I don't know if it is time sensitive or not.

Alderman Shea stated I know there is a matching fund of about \$241,000 if the grant is written and received. We have to match that with \$241,000.

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

Chairman O'Neil addressed item 8 of the agenda:

8. Communication from Leon LaFreniere, Director of Planning & Community Development, requesting extensions of various CIP Projects.

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

Chairman O'Neil stated Leon, why don't you give us an overview of the mechanics of why we are granting an extension.

Mr. LaFreniere stated these are ongoing projects that have for various reasons extended the original appropriation and we would look for them to continue within the context of the original appropriation. I don't know if Sam has any additional information to provide in terms of specifics.

Mr. Maranto stated as you know, the majority of these projects are federal and state programs. We are looking for the authority to spend those funds until June 30th. Some of these may be exhausted within the next payment, but we are giving Finance the authority to spend those funds, CDGB funds, federal and state funds for the Health Department to complete the projects.

Alderman Shea moved to approve the request for extensions for various CIP projects. The motion was duly seconded by Alderman Craig.

Alderman Greazzo asked is this basically the same thing we did the other night with a stop gap to pay the bills until the federal government kicks in?

Chairman O'Neil replied no. Some of these projects are works in progress. I think that is the easiest way to describe them.

Mr. Maranto stated we usually give authorization to spend funds for a year or 12 months. The majority of these projects had 12 months and for whatever reason, grants may not have come in when anticipated so they may have started up three or four months later, and this gives authority to the department to continue to spend the funds. That would go to Finance and would allow them to approve the payments when the invoices come in.

Chairman O'Neil stated in my many years here it is regular business. It just needs to be done.

Chairman O'Neil called for a vote on the motion. There being none opposed, the motion passed.

Chairman O'Neil addressed item 9 of the agenda:

9. Amending Resolution and Budget Authorization providing for acceptance of funds in the amount of \$198,184 from the State of New Hampshire Division of Public Health Services for CIP project #214610 – Primary Care for the Homeless Program.

On motion of Alderman Craig, duly seconded by Alderman Shea, it was voted to approve the Amending Resolution and Budget Authorization.

Chairman O'Neil addressed item 10 of the agenda:

10. Amending Resolution and Budget Authorization providing for acceptance of funds in the amount of \$89,866 from the HNH Foundation for the implementation of healthy living initiatives in Manchester's center city, CIP project #214710 – Healthy Eating Active Living.

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

Alderman Shea stated I'm interested where on the City map, 5, 6, 14, and 15 might be. I really didn't have a map. Could you identify where you are concentrating your efforts?

Mr. Tim Soucy, Public Health Director, replied sure. I'm going to let Anna answer. She is most familiar with this grant.

Ms. Anna Thomas, Health Department, stated those census tracks are on the east side, center City.

Alderman Shea stated you listed 5, 6, 14, and 15.

Ms. Thomas stated it is this concentration here. There are four all together right here. It is right in the City center core on the east side.

Alderman Shea stated you are pointing, but what streets are they? It is hard for people who are watching to know where the impact is going to be.

Ms. Thomas replied I would probably have to defer to the map and get back to you to give you the exact boundaries.

Alderman Shea stated not exact.

Ms. Thomas stated all the way down Elm Street out to the Beech/Wilson School area and those neighborhoods and cut up as far as where the Health Department is in the north end of Elm Street.

Alderman Shea asked so that would be 5, 6, 14, and 15?

Ms. Thomas replied yes, sir.

Alderman Shea asked nothing on the west side at all?

Mr. Soucy replied not from this grant.

Chairman O'Neil asked anything up in the Wilson and Somerville area?

Mr. Soucy replied yes.

Chairman O'Neil asked the only item you needed urgent action on was 11, right?

Chairman O'Neil called for a vote on the motion to approve the Amending Resolution and Budget Authorization. There being none opposed, the motion passed.

Chairman O'Neil addressed item 11 of the agenda:

11. Amending Resolution and Budget Authorization providing for acceptance of funds in the amount of \$75,000 from the State of New Hampshire Division of Public Health Services for the implementation of tobacco prevention programs, CIP project #214810 – Community Based Tobacco Prevention & Control Program.

On motion of Alderman Ludwig, duly seconded by Alderman Craig, it was voted to discuss this item.

Alderman Shea stated you had a discussion with your Health Committee and you indicated that you hired the people for these projects.

Mr. Soucy stated we will be as soon as we get the full authorization tonight and tomorrow night and then we will start the recruitment.

Chairman O'Neil stated of all the items that you had this is the only item that needs to be reported to the full Board tomorrow night for action. Is that correct?

Mr. Soucy replied that's correct. If we could get this reported to the full Board tomorrow night we could then get the contract documents to the Mayor on Wednesday and get them up to the folks at Concord because they have been holding this money for us longer than they like to.

On motion of Alderman Ludwig, duly seconded by Alderman Craig, it was voted to approve the Amending Resolution and Budget Authorization.

Chairman O'Neil addressed item 12 of the agenda:

12. Amending Resolution and Budget Authorization providing for acceptance of funds in the amount of \$25,000 from the State of New Hampshire Department of Justice for the implementation of domestic violence programming in Manchester, CIP project #411610 – VAWA (State Domestic Violence Funding) Program.

On motion of Alderman Shea, duly seconded by Alderman Ludwig, it was voted to approve the amending Resolution and Budget Authorization.

Chairman O'Neil stated Chief Mara did call and told me he had a family commitment. I told him that I thought we would be okay with this one.

Chairman O'Neil addressed item 13 of the agenda:

13. Amending Resolution and Budget Authorization providing for acceptance of grant funds in the amount of \$6,000 from the New Hampshire Department of Health and Human Services for the implementation of Fire Safe Project, CIP project #211210 – Fire Safe Project.

City Clerk Normand stated I'm told by Mr. Maranto that the amount is \$360.47 rather than \$6,000 as stated on the agenda.

On motion of Alderman Craig, duly seconded by Alderman Shea, it was voted to approve the Amending Resolution and Budget Authorization as amended.

Chairman O'Neil addressed item 14 of the agenda:

14. Amending Resolution and Budget Authorization providing for acceptance of grant funds in the amount of \$10,000 from the State Department of Transportation for CIP project #612410 – Arts & Cultural Institutions Economic Impact Analysis.

On motion of Alderman Craig, duly seconded by Alderman Ludwig, it was voted to discuss this item.

Alderman Shea asked Jay, in reading through this I know the results of the study will be available to the public for viewing, but who is going to do the study? In other words, is there someone that the City has in mind or do you put this out for a RFP?

Mr. Minkarah replied we do plan to work with a professional consultant to help facilitate the study and in particular to do the impact analysis part of it. We are also going to rely very heavily on in house staff because the overall amount of the grant is fairly small. The idea is that we will be pulling together representatives from the major arts and cultural institutions in the City that tend to have a significant draw from outside the area. They are really going to be the building block that we will be working with, institutions like the Currier Museum of Art, Palace Theatre, See Science Center, Millyard Museum and some of the other major draws in the City.

Alderman Shea asked when you say professional staff what does that mean? I know you said that your staff is going to work on it and the Art Commissioner, but who is the professional staff?

Mr. Minkarah replied I'm sorry, I misspoke. We will be bringing in professional consultants. We do have a firm in mind. The firm is Mount Auburn Associates. They have done a lot of work with art and cultural institutions and a lot of work in economic development, planning and strategies that relate to art and culture institutions.

Alderman Shea asked are they in town here?

Mr. Minkarah replied they are not, no.

Alderman Shea asked where are they located?

Mr. Minkarah replied they are located in Somerville, Massachusetts. We have looked at a number of different firms and we really think their expertise is particularly appropriate for this. They have agreed to do it, though the amount is very small so they will be providing us with some assistance. They have done the art and cultural plan for the City of Lowell, which we thought had a lot of similarities to Manchester. We thought their strategies were good. They have also done some recent work for the City of New York as well as the City of New Orleans. Overall, we felt that in looking at economic development firms that have had a focus on arts and culture, we thought that they were very well positioned.

Alderman Shea asked you are familiar with them because of the work they did in Nashua?

Mr. Minkarah replied they did do work in Nashua, yes.

Alderman Craig asked when do you anticipate the report being complete?

Mr. Minkarah replied we expect that it will probably take about two months. We have tentatively scheduled our first meeting for the week of March with all of the groups. There will be a second follow up meeting. I expect that we will be done in April; perhaps it will go as far as May.

On motion of Alderman Craig, duly seconded by Alderman Ludwig, it was voted to approve the Amending Resolution and Budget Authorization.

Chairman O'Neil addressed item 15 of the agenda:

15. Communication from Leon LaFreniere, Director of Planning & Community Development, requesting on behalf of Thomas Bowen, Water Works Director, authorization to accept ARRA grant funds in the amount of \$1,750,000 from the NH Department of Environmental Services.

On motion of Alderman Ludwig, duly seconded by Alderman Shea, it was voted to approve the request to accept ARRA grant funds.

Chairman O'Neil addressed item 16 of the agenda:

16. Communication from Leon LaFreniere, Director of Planning & Community Development, regarding recommendations for First Time Home Buyers Review.

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

Mr. LaFreniere stated I appreciate the Committee taking a look at this. As you know, Mr. Chair, this is something that came out of discussions with the last Board and the last Committee. I do know that NeighborWorks has one of these applications pending and we can either give you information on that this evening or bring it to you at your next meeting, whichever you prefer.

Chairman O'Neil asked is this time sensitive?

Mr. LaFreniere replied I believe that they have a closing scheduled or are looking to schedule a closing.

Chairman O'Neil asked would it be your recommendation that this go to the full Board tomorrow night?

Mr. LaFreniere replied I'm unclear if this needs to go to the full Board. I think it is a Committee policy.

Chairman O'Neil stated I know the full Board got in this discussion at one point.

Mr. Maranto stated I believe the action taken was that the full Board submitted CIP review.

Mr. LaFreniere stated that was my recollection. The full Board had delegated this responsibility to CIP, but we can come back with confirmation of that.

Alderman Ludwig asked Leon, is it the purview of this Committee to say...are you happy with the format that NeighborWorks will be presenting to the CIP Committee?

Mr. LaFreniere replied I'm comfortable with the format. Previous to this, these matters did not all come to the Committee. The Committee specifically asked if they could be considered by the Committee before approval. In this case, because we had been waiting for the opportunity to bring this policy before the Committee, there has been this pending application that has been waiting and that is the only reason I bring that up. I have no problem with the action of the Board with regard to the policy, but it is a matter of whether the Board would like to consider this application. Normally, we would have it placed on the agenda and had information circulated prior to the meeting.

Alderman Ludwig asked do you need a motion from us to allow staff to handle this?

Mr. LaFreniere replied NeighborWorks is here and we have the confirmation, but it is not an agenda item.

Chairman O'Neil stated that was something that the Mayor has asked all Committees to be disciplined about. We are going to do a couple things this evening, but we have to get paperwork in a timely manner.

Mr. LaFreniere stated the only reason it wasn't on the agenda was because this policy hadn't yet been adopted. That was the only reason. Otherwise we wouldn't have asked.

Chairman O'Neil asked do we need to take it up this evening? Robert, do we need to take this up this evening? We have to get our paperwork in, folks.

Mr. Robert Tourigny, Director of NeighborWorks, stated with me this evening is Kelly Coffee. We actually did submit this in November and we presented to the Committee, but the problem is that the Committee didn't take any action on it that night. They went into

closed session. Since then, we closed the loan. We thought that the loan was approved. When we submitted to the City for reimbursement, we found out that the Committee didn't actually take action on it in November. The reason I say that it is important to take action on it is because this loan closed in December.

Mr. LaFreniere stated we did discuss this matter with the previous CIP Chair in December who indicated that the next Committee could take it up.

Chairman O'Neil asked is the Mayor aware of this? He was one who had a very strong opinion when he was an Alderman about this.

Mr. LaFreniere replied it is my understanding that the Mayor's concern was with the policy as opposed to the specific request, but I am not aware that the Mayor is aware of this specific request.

Chairman O'Neil stated we're going to check to see if the Mayor is here. This became a little controversial with the last Board about not only the mechanics, but who made a determination on what was proper City funding. At one point staff did it and then it became a Committee issue. I remember the full Board getting involved at one point. Your Honor, sorry for dragging you in on this. I reminded the Committee that we have had different policies regarding this issue. We are told that it is a little time sensitive.

Mayor Gatsas stated I think the reason why I brought up the discussions was because I don't think the Planning Board had yet made a decision on what they were going to do with Gold Street. I think if you remember I asked the question what side of the street it was on and where it was located because we were going to start getting into discussions regarding buying homes on Gold Street for the development of Wal-Mart. I think that has since been cleared, but that was the reason I asked the question. I thought it would be reasonable, if we were going to do that, that the discussions should be taking place in regards to this property before we give someone a loan and then come back and ask them to sell it to us. The Planning Board has made their decision and it has gone further than that, I think we should expedite this and let it happen.

Chairman O'Neil stated if you recall, Your Honor, we also had a discussion about who approved the conditions of these projects. I think at one point staff was doing it and then the decision was made to have the CIP Committee do it. I think that discussion happened at the full Board.

Mayor Gatsas stated if I remember correctly, that is why we sent it back. Chairman Garrity at the time wanted to make sure we vetted it. I think that if it comes through this and we take a look at it and the Committee has the opportunity to ask the question it needs then it can go to the full Board. As you can see, this didn't take that much time to do this tonight if you have already vetted it.

Chairman O'Neil stated I think one of the questions is if it is going to the full Board. That is some of the confusion here.

Mayor Gatsas stated now that I see that recommendation, if the Committee votes it out, that's fine. As long as it is being vetted and we understand where the funds are going, I think this Committee can take a look at it and decide where it is going, without going to the full Board.

Chairman O'Neil asked Robert, how often will we see these requests?

Mr. Tourigny replied maybe once a month.

Chairman O'Neil asked should we be holding an item for the First Time Home Buyers Program every month?

Mr. Tourigny replied what I had suggested to staff...we will have about a two week lead time that we need to get it on the agenda so as long as that is adequate to get it on your agenda, I don't know that you need to hold a special time every month.

Chairman O'Neil asked does that meet the requirements of your department as well as the City Clerk?

Mr. LaFreniere replied the deadline is the Monday before, so if we could get it on the Friday before that we can get it on.

Mr. Maranto stated based on timing, if they missed it, it would end up on the next month so maybe if we had a place holder and if they get it in it is there...

Mayor Gatsas stated I think that if this Committee is only meeting for one item that they get it in by the Monday deadline at 5:00 PM. If this Committee isn't meeting for anything else we can put it on the full Board agenda and look at it there and move it along if it has to be expedited. If you have other items of the Committee we can move it through the Committee process.

Chairman O'Neil stated sounds like a plan.

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

Chairman O'Neil stated we have another item this evening that we are probably going to hold a spot for this each month at CIP and that is the Neighborhood Stabilization Program. That has been continuously moving. We have had opportunities at different locations in the City.

Mr. Maranto stated essentially, Alderman, there were three vacant properties on Lake Avenue that we reviewed for potential funding through the Neighborhood Stabilization Program. This came before the Committee last year and we were given authorization to proceed with this. They only got back to us last week and approved the purchase and sale and we have some information about the property, but we are really looking for approval tonight to enter into a purchase and sale. We have been contacted by Habitat for Humanity about the possibility of the City then transferring that property over to them, but there was no decision made about whether we would be moving in that direction. Right now, we would like to utilize NSP funds to acquire the property.

Chairman O'Neil asked beyond Lake Avenue, how many other potential projects do we have out there?

Mr. Maranto replied we will be having an RFP going out for about \$2.2 million in the area. We purchased Hosley Street, we purchased Manchester Street and we have one other property adjacent to this one that we purchased on the City's end. NeighborWorks also has five or six properties that they have purchased. The Way Your Home Is has one property and Families in Transition has a property. Total, we have \$7.7 million and right now we probably have an encumbrance of approximately \$3.5 million.

Chairman O'Neil stated I suggest, for the newer members of the Committee, if you have time it might make some sense to meet with the CIP staff. Several of them are in the audience who are working on this project. It was an opportunity to take advantage of some federal funding that came to the City. Instead of tying us up tonight, if you have a chance to do a one on one it might make sense. They can explain to you the overall program and then where we are. This has been every month for the last four or five months that we have had some activity on this. We should probably put it down and hold a spot for it each month as new information becomes available. What is the action?

Mr. Maranto replied to allow us to enter into a purchase and sale.

Chairman O'Neil asked which will come back to?

Mr. LaFreniere replied this would go to the full Board. You would be reporting out to the full Board.

On motion of Alderman Ludwig, duly seconded by Alderman Ludwig, it was voted to enter into a purchase and sale on a property on Lake Avenue.

Chairman O'Neil stated one other item is a communication from Alderman Jim Roy and I think it is relevant. It is new business, but it is relevant to our discussion about fiscal year 2011 budget. I'll read it into the record: 'As we continue discussions in the coming weeks over the final appropriations in the Community Improvement budget, I respectfully request the Committee ask all non-profits that receive funding as proposed in the fiscal

year 2011 budget to provide the percentage of funds raised that go directly to the client that they provide services to'. That was a request from Alderman Jim Roy. If we do act on that, we would ask staff to try to get that information back to us. There is a concern that some of the agencies may have very high administrative overhead costs.

On motion of Alderman Greazzo, duly seconded by Alderman Shea, it was voted to approve the request from Alderman Roy.

Chairman O'Neil addressed item 17 of the agenda:

17. Communication from Leon LaFreniere, Director of Planning & Community Development, requesting on behalf of PSNH an easement deed and subordination of mortgage rights as they pertain to property located at 800 South Porter Street.

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

TABLED ITEM

18. Discussion relative to CIP bond projects.
(Note: Report attached from William Sanders, Finance. Communication from Leon LaFreniere, Planning & Community Development, identifying the source of funding for Hackett Hill Development Project CIP # 650300. Report of the Committee on Joint School Buildings attached as per the Committee on 3/31/09. Communication from Pam Goucher, Planning & Community Development, with updated project balances on 4/10/09 and also identifying CIP Project #510807 as available for transfer to contingency. Item tabled 2/17/09. Finance Officer to provide an update.)

Alderman Shea stated it is a discussion relative to the CIP bond projects. I think this is informational in nature.

Chairman O'Neil asked Sam, if we take it off do you have information on it?

Mr. Maranto replied that is something we talked about that we are looking at right now with all the existing bond balances to determine what we have available for funding.

Chairman O'Neil stated I think, Alderman Shea, we can leave it on the table at this point until the CIP and Finance staffs get everything together.

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

A True Record. Attest.

Clerk of Committee