

## COMMITTEE ON FINANCE

**April 21, 1997**

**7:00 PM**

Mayor Wieczorek called the meeting to order.

Mayor Wieczorek called for the Pledge of Allegiance, this function being led by Alderman Shea.

A moment of silent prayer was observed.

The Clerk called the roll. There were eight Aldermen present.

**Present:** Aldermen Wihby, Elise, Reiniger, Sysyn, Shea, Cashin, Robert, Hirschmann

**Absent:** Aldermen Clancy, Soucy, Domaingue, Pariseau

**Messrs.** R. Ludwig, R. Johnson, H. Keegan, E. Emery, H. Moran, D. Hodgen, T. Clark, H. Ntapalis, B. Vigneault, N. Bowen, R. Houle, B. Connor, J. Gardner, C. Marion, P. Porter, T. Nichols, S. Tellier, L. Bernier

Alderman Wihby stated could I just say something. I requested a poll the other day about having Cable come in at the next meeting and that was basically because we had some complaints, or I had some complaints that they were closing down that part of CMUR along with the CrimeLine, the local programming and all of that and they close it on the 8th and we don't have a meeting for the Committee before then and we're scheduled to meet on the 6th, so I asked them if they minded coming in and he said no, he would come and talk to us, so I figured if we had questions, we could ask the Cable guy then and talk about it. I know some Aldermen got upset because they wanted it to go to the Committee, but the Committee wasn't going.

Mayor Wieczorek stated I talked to O'Rourke and he said he'd come anywhere, anytime.

Alderman Wihby stated that is basically what it is because there were questions that some other Aldermen had.

Mayor Wieczorek stated we are going to continue discussions with the various departments relative to the 1998 proposed budget.

### **PARKS, RECREATION & CEMETERY**

Mr. Ludwig stated thank you, Mayor, Aldermen. I know that we're just one of several departments that will be here tonight, we'll try not to take any more time that is necessary. I just would like to update you a little bit on some things we've been doing at Parks, Recreation & Cemetery Department and not just the Enterprise, but also in the Parks Division and the Cemetery Division as they are important to us also. We've been a busy group over the last two or three years and I think you're aware of some of that. In 1994, we were consolidated with the Cemetery, in 1995 an Enterprise system was created dividing the Department into an enterprise and tax-funded budget, in 1996 we went under a reorganization which is about 90% complete at this point. So, we've been busy. But, more than that we've been busy in moving the department forward in a direction that has been a little bit unusual to us. We have finally been able to return some of our dollars and invest in ourselves and that's really been an exciting thing for us to do. The Enterprise system has given us one, an opportunity, but it has also given us the ability to become creative in our own right and basically go out and control our own destiny. It isn't easy sometimes to go out and spend money or invest money, I should say in some cases and that's what we are trying to do. We've made several improvements to the infrastructure of the facilities within the Enterprise system and with a lot of excitement, as well. But, we weren't awarded a lot of new facilities in the Enterprise system, we were awarded some facilities that were in decent shape and we were awarded some facilities that were in not such good condition, so it's taken us some time play catch up as it relates to the maintenance in these facilities, but we are getting there. It's a year-to-year process and two years goes by quickly when you're trying to make some of those adjustments. So, I don't want to go over each and one of those improvements, but we have been able to make large improvements like the Phase II project of our lighting system at Gill for about \$230,000 that we did bond for within the Enterprise, we've developed Master Plans for McIntyre Ski Area that can tell us how to best utilize McIntyre and that's underway. We've done some engineering work as it relates to recommendations for improvements at Raco Theodore Pool and these are all...and just touching on a few of the items that we've been doing. The other items as it relates to building maintenance and those kinds of things I'm sure you're not really interested in hearing about, but we have been reinvesting in our facilities and trying to get them more cost-effective. For instance, infrared heat at the JFK and the West Side Arena instead of the gas guzzlers that we've had over there for

years that can provide people with some heat and at the same time not break our gas line item budget. So, there are so many things that have been done. Recently, Elaine Emery we've been trying to for the last two years come up with a plan, like a 5-year department plan that will allow us to project revenues against our expenses and also build in capital, both cash purchases as well as bondable items, so that we can basically tell where we are headed within the Enterprise. We aren't quite there yet, we have a few pieces missing, but everyday we work on this a little and what we're finally starting to determine is that over a period of time we will have a plan that goes forward that says one thing should be replaced and not effectively will it be done from a reactionary purpose. This is going to make our lives so much easier when we don't have to keep coming back to the Board of Mayor and Alderman and asking you for additional funds for a broken Zamboni or a broken-down compressor of something like that. We will actually plan for those things ourselves and it's really nice, every department that I think could be afforded that opportunity should be and could be. It's a wonderful experience to be able to try and plan. It doesn't always work. The other thing that we have been able to do is that our revenue projections won't solely be driven by should we do it this year or did we do it last year, should be go up two percent to three percent. Now, they've become driven by what our expenses are, a little bit more like a business. However, we still understand that we're here for Manchester residents and residents of the surrounding areas in some cases and we want to be affordable, we have to be competitive within our market. We're not a utility and we just can't ask for an increase arbitrarily, so we have to pay attention to our market and we have to be careful and cautious, but we're trying to do that. Our fees are reasonable and we feel that they are, but it doesn't mean that this year we would have two percent because we felt like it in golf, for instance, or three percent. Now, we go back to our 5-year plan and it basically spells out for us, we want to go forward with our projections. This is what we need to have for an increase and it makes a lot more sense. I guess that being said, the couple items that you haven't seen included in our budget as the Mayor has asked us not to indicate were pay raises to our AFSCME employees so they are not reflected in our budget and the other item would be that I ask you to consider presently in the MER account, we have or the Mayor has included the replacement of our 1979 International Aerial Bucket which is our forestry truck, this we have been trying to replace for seven years, we came close two years ago as part of a bond appropriation with a Fire vehicle, but we didn't quite make it and we ended up putting some cash into it at that time and again some more. It's a very important piece. As you know on December 12th when we had that storm how important that piece of equipment is. I really wouldn't be doing my job if I wasn't here to tell you that this piece of equipment with over 500,000 engine hours on it which runs approximately 6 hours a day, is a very tired piece of equipment and basically we're day-by-day. I don't think there's a fireman in the City that would go up in the bucket, it isn't safe.

We're using it because it's a service that the people in Manchester rely on us to do and that's street tree removal and pruning within the right-of-way. So, we're doing our best to keep it alive, but quite frankly, it's on life support and it's day-to-day. That being said, we're here to answer any questions you may have to the best of our ability and if we can't get those answers tonight we will try to get them for you.

Alderman Hirschmann asked I just wanted to know, Ron, how much that was, the truck.

Mr. Ludwig replied we've identified it at \$100,000, but we're hoping we can come in at \$90,000 or \$85,000.

Alderman Robert stated, Ron, looking around at the facilities we have, you're starting out with something new, I guess I'm not sure precisely what's on the Enterprise side and what isn't. You've talked about getting to the point where you can replace things because it's time to, it's a cost-effective time to as opposed to time like this bucket truck that we're replacing. I guess I'm concerned with how far are you behind getting things to that point or how long will it be before you get to that point and what do you need from us to get to that point.

Mr. Ludwig asked as you referring like to the tree operation.

Alderman Robert replied the whole thing. You walk into some of the pools and some of the ice arenas. I find having to make excuses to people for the condition that some of these places are in. I'm looking at costs, what's it going to take to get it right.

Mr. Ludwig stated one of the reasons we initiated an engineering cost, not a costly one either by the way, over at Raco Theodore was because of the condition. If you apply a coat of paint to Raco Theodore and you go in through a fenced-in area, not the locker room, you'll find that the pool really looks pretty good, but mechanically it is very unsound. The whole guttering system is dilapidated and basically not operational. We've got it banded together. The reason that we brought in a firm was to look at the mechanical guttering system similar to the job we did over at Dupont Pool and also the bath house at the same time. These are 1964-65 vintage and not a lot has been done to them. So, we will be identifying the needs of Raco Theodore and these are high ticket items for the length of time for the season that we know, but we think worthwhile in the same case. So, as it relates to Raco Theodore within a month we should have some good numbers, we have some preliminary numbers now on fix up and again that's another issue. Remember, within our Enterprise we have some organizations that generate large

amounts of revenue, we have some that might break even. McIntyre, for instance, wasn't a good year this year, so it's not like it's automatic money for us.

Swimming pools really don't generate any revenue but we do try to carry them operationally. Whether we'll be able to carry fix up at Raco Theodore to the tune of \$750,000 in the Enterprise that's something that we will have to look at down the road. If you jump across the river to Livingston Pool, we're talking about a facility that was leaking quite badly when I started for Parks in 1974. Nothing's changed there and since 1934 that's the same pool that was there, that's it. So, that's not to fault anybody. We're talking about a facility that is open 10 or 11 weeks a year and do we want to spend a lot of money on a facility of that type. But, as far as a plan goes, I think we'll identify in the 3rd or 4th phase what a fix up might cost at Livingston, although we wouldn't be talking retrofitting that pool anymore, it would be something downsized and smaller.

Alderman Robert asked just to generalize, what would it take to fix everything up. What I'm trying to do is illustrate what we haven't done and what we've got to do, just to put it in perspective.

Mr. Ludwig replied I really don't have an answer on that.

Mr. Johnson stated maybe I can just comment a little bit about the funding over probably the last 15 or 20 years. The City as far as it comes to Parks & Recreation, we had really been relying a lot on State grants, Federal grants which had a lot of specific target areas. We have been doing a lot in the center-city areas, the Downtown areas where Community Development Block Grant money was eligible. We fixed up the Hunt Pool, the whole Sheehan-Basquil complex, several of the Downtown parks were done, and the Riverfront program was done and most of that was done through Federal grants and also through State grants. A lot of those have been drying up recently and also the last year or two with the City being able to turn the corner and look at bonding projects, the Parks at lie at the periphery of the center-city are now being looked at. For instance, Livingston Park which as Ron mentioned was built in the mid-30's and not much was really put into that Park over those years. We are also doing a project down at Wolfe Park. So, a lot of these peripheral parks really haven't seen any improvements, so your request about trying to get everything up to grade, I think, we'll have to look at a lot of these really larger park facilities and come up with a number. Those really aren't in the Enterprise system, they're more the Parks Division which would rely on either bonded projects or more Federal funding.

Alderman Robert stated just a ballpark figure, what are we talking about to fix the stuff up.

Mr. Ludwig stated I'm sure it's up to \$20 million. But, I'm not sure that that is a fair question. My goal and objective has been let's take a step back and where we don't have to build, let's try and develop some maintenance avenues. For instance, this year we'll identify in the budget through the Enterprise which seems like a Park thing some fix up of the Memorial Track which is like a \$50,000 item that we wouldn't get in a tax-funded budget. It doesn't come from anyplace, it's out there, but we can't have it, it's not bondable, it's not something we would every get in cash. So, through our subsidy or whatever in the Enterprise that comes around from the School Department, we can say as long as we are fair and try and make this system work, we can say that track facility really needs an overlay, not a cosmetic fix up, an overlay. This is the first time that I can remember that we have identified 10 turf areas - Memorial Field, Livingston Soccer Field, Piscatasquog Park where we have identified a pilot program to go in and actually aerify, top dress, and oversee through the bid process ranging in anywhere between the \$2,000 category and \$4,000 depending on what the needs of the facility are. If we could keep that kind of program going even the overuse that they are receiving, hopefully, we could generate a little turf back on a couple of these fields and make them halfway decent. So, it's a process that doesn't turn around overnight. But, we'd like to say that in a period of time we can fit it in, it will work, but I don't expect to see immediate results from this Spring's program at the 10 fields that we've identified, for instance. At a place like Memorial football we can keep them off there and no one needs to use that, but like a place like Smyth Road we're going to aerify it, we're going to oversee the top dress and water the heck out of it, but we're still going to have use as I saw yesterday when I was up there with my kids for the Manchester Angels and everybody else use it. We just can't rest our fields. But, that doesn't mean we can give up in trying to initiate a maintenance program either. We've never done it, we haven't had manpower to do it in-house, quite frankly. On the golf course we can entertain maintenance programs because we have a Golf Course Superintendent and a crew that's there. Today we aerified, tomorrow we fertilize, and we do it. But, with the way our facilities are spread out that kind of continuity isn't provided. It just doesn't happen in a timely fashion like it should and nowadays we don't have deep tying aerification equipment and all of the other things that are really necessary and it probably wouldn't be cost-effective for us to own it.

Alderman Robert asked is your maintenance program tied into the Enterprise, that is not developed yet.

Mr. Ludwig replied yes. Oh no, we had a walk through today of the ten fields that we have identified which I would like to call as part of a pilot program. I can't name the ten fields off the top of my head, but it was Memorial Football Field and Soccer Field, Livingston Park, Smyth Road, West/Memorial, Piscatasquog Park

and to the rear, upper Derryfield which I've been trying to work with Trinity on doing a little funding for and help us out because they use it as a football field, lower Derryfield, and I think Padden Field over by Raco Theodore, as well. And they involved all different degrees of maintenance. Some we'd like to do what we call nowadays a deep time verta drain aerification where you get penetration up to 12 inches, others it a core aeration where we see in three or four like we'd use on a golf green. So, we've asked somebody to take a look and develop what they thought our needs were at these different fields and from that we developed a bid spec and the 28th we'll open bids for those ten fields paid for through the Enterprise.

Alderman Hirschmann stated I want to personally thank Director Ludwig, I think that he brought in the most responsible budget in this entire green bar book. His request was a zero level-fund and I guess that Enterprise Community is really working because this side of the book you're really doing good. He's actually asking for less salary for regular salary and I don't have a problem with his budget at all. I just wanted to say thank you because I know that dealing with Ron in the past year what he's got to go through and there are a lot of other departments that have asked for aides and assistants and all kinds of laborers, so, thank you.

Alderman Elise stated I was just going to ask if the Enterprise or the Parks Department has explored more sponsorships for different fields or different parts of the Enterprise system and/or is any emphasis being placed on planned giving such as or more trusts such as Wagner Park, Wagner Park is gorgeous and it has a trust fund, it's maintained beautifully every year. If more of that could be done throughout the City.

Mr. Ludwig stated to answer your question, if I could just go back to the ten fields we've identified in the pilot program those are basically the fields that haven't been adopted by anyone. Those are the fields that lie outside the east's and the north's and the people that have come forward and done a lot of fundraising to maintain their own fields. United Soccer recently...there was a little gap in the continuity of that organization, we brought them in and kind of laid down the law and said here is what we would like you to do. You're going to fund your own maintenance program at those four new fields up there and one soon to be...I guess they could finish up as well and we want you to come in with a maintenance program. If you don't come in with one, we'll develop one for you and you could go foot the bill. So, basically we do do a lot of in-kind with organizations. What we run into on occasion is when the high school utilizes the field in conjunction with the organization and then they don't want to allow the high school to use the field. This kind of thing happens and we have to remind them occasionally that these are still all City fields. You can put fifty into it, you can put a hundred

thousand into it, they're still City fields. Yes, we want to be good neighbors, we want people to get along out there but there is a lot of in-kind service that are done with leagues and organizations not developed by me; that goes back to the Clem Lemire days and just because people in Manchester are interested, I think.

Alderman Elise asked how about planned giving, I know that it may not be a usual for a City to get into planned giving, encouraging residents to plan, develop wills around donating money to certain facilities, but it really can be a big benefit to any organization...colleges, non-profits, even local school systems.

Mr. Ludwig stated I really haven't been involved, but if there are more Irving Singer's out there, I'd be glad to listen certainly. We won't refuse anyone. I don't know if your intent is that we actively seek donations of that kind. I guess we could.

Alderman Elise stated I think it could be something to explore along with the Enterprise concept in raising money. It can be very beneficial such as Wagner Park, it's just a beautiful park and we're not going to have to worry about maintenance of that park and I'd just like to encourage looking into that and I know that you have a very talented Board and I'm sure that would be a project for them to do.

Alderman Wihby stated I don't know if I missed it, but how come there's no money for benefits.

Ms. Emery replied we don't put those numbers in.

Mayor Wieczorek stated you'll remember we had a discussion on them that they are just not going to be right anyway, I guess we have the total number.

Alderman Cashin stated we have a lump sum someplace.

Mayor Wieczorek replied yes, under restricted items.

Alderman Shea stated, Ron, you did speak at the local council that I conducted. I wondered is there anything in the works down the road for parks that may not have as much appeal, but still a neighborhood park. Is that part of your 5-year plan or is that going to be a 10-year plan or how is that going to work out.

Mr. Ludwig replied all parks have appeal to us, Alderman. Quite honestly, I'm not proud of every one we go by, but several of our neighborhood parks are not in good condition. I don't want to speak for Ron, but over the last eight years, I

think as I explained to you on another occasion most of our CIP money whether it be bondable money or cash has gone into elementary school site fix up. This year we have identified two more sites, I believe, and that's going to bring very close to closure our work in that area. We have several neighborhood facilities that we just took one out at Livingston that was basically a rusted slide and a plastic tire tube that was dangerous. We have several of those, we have Stevens Park, Derryfield Park, we have Prouts Park, we have several out there, so our plan, I think, and I don't want to speak for Ron Johnson who's been handling that but our plan is to move forward as long as the funding keeps coming. We see those needs out there because those parks, quite frankly, in like your ward are more needed than anything, so we would never say that one is less needed than another.

Alderman Shea stated nobody's saying it's less needed. What I'm asking is that in your planning you're considering.

Mr. Ludwig replied yes we are.

Alderman Hirschmann stated I'm comfortable with the Rec's regular budget. The question I wanted to ask was in reference to the High School Athletics budget, could I ask you would you be able to take maybe a 10% reduction in the pass through to High School Athletics and their budget just because of the new park that is being built and a lot of the athletics would be shifted over.

Mr. Ludwig stated I think we've given some thought to...

Alderman Hirschmann stated it's something like \$650,000.

Mr. Ludwig stated I think we've given thought to that and one of the things we'd like to address and Elaine and I were talking about it today is that we need to come up with some cost accounting methods to be able to address that \$650,000 issue. But, right now we really couldn't say. I can say that if we didn't entertain soccer events in September or football in September and October it would not really reduce the price tag of running Gill Stadium.

Alderman Hirschmann stated we're not trying to nit-pick, if there are any little savings we'd like to find them and address them.

Mr. Ludwig stated what we are trying to do is build our budget in the Enterprise and also as it flows over into High School Athletics because the \$50,000 fix up that we'd like to do over at Memorial on that track or anything else that we identify for High School Athletics has to be tied to a number and whether it's a

projection in golf revenue, skiing revenue, or hockey revenue, it's not different than tying it into the \$650,000 in that item, I guess.

Alderman Hirschmann stated I just thought that when we discuss the High School Athletic budget that if the Riverfront Park is a reality that we address the revenue shift and some small expense shift because of that Park, it might be premature but.

Mayor Wieczorek stated I think it is because since they don't have any of that information and I don't think you know fully what the programs are going to be, do you. It's kind of up in the air right now.

Alderman Reiniger stated to shift to another subject...people ask me is it possible for plowing operations and tree cutting whether those could be shifted to the Highway Department. It's confusing to a lot of people that there is plowing done by the Traffic Department, Parks Department, and Highway and I was wondering is there could be some potential savings in consolidating some of these functions. I don't know what your thoughts would be.

Mr. Ludwig stated I have some thoughts. Basically, the plowing operation and I don't want to speak for Frank. The plowing operation, I think, was effectively assigned to Parks given the fact that it made good sense for Parks guys seasonally to inter-react and I think the other thing is that our vehicles being pickup trucks that we go through parks with plows and those kinds of things are much more conducive to plowing in some of our small areas where Frank's vehicles are not. You may have a small truck that goes through an alley here and there, but the majority of his vehicles are large in nature. Although it we keep building Middle Schools, we're going to start catching up to Frank. So, yes, we do the Hallsville's and the smaller schools which are basically pickup truck work which is difficult and even are dump trucks which we operate about three are smaller six yard dump trucks that are better for maneuvering in and out of the school yards and things like that. It's a little different plowing schools. I've been trying very diligently for the last two years to figure out when to come out and plow. I tried to follow the Superintendent of School's lead as it relates to snow storms and Frank Thomas is out there...their operation calls for...they start with salt when the first flake comes down and then two inches and they move into a plowing operation and in an effort to try to save a dollar here and there we, quite frankly, hold on to the last second to say come in. But, if the call is made it's always difficult and it comes in at four in the morning and I call guys at 4:05 typically they can't get in if there's going to be any school and be ready to open in three hours. So, many times we'll come in at midnight, everything will be cleaned, no school. But, I think if we go back to another operation that several years ago we surrendered the right...we didn't surrender it, but it was made in an effort to consolidate...who could pick up

garbage better than the Highway Department and again, this is nothing against the Highway Department, but I make as other supervisors here to probably three, four, or five calls a day to pick up garbage in parks and when we picked up our own, it was always picked up. But, when you become 10th on a list of ten routes, if there is a problem with illness on a Friday, I can guarantee you that Belmont Street's not getting skipped, but Livingston Park might. So, it's been a problem for us and there is a price to pay for a consolidation. I can't ever remember calling in as many pickups as we've had to now that the Highway does parks and that's not to knock them, it's just normal in their operation. If they've got to pull back on a given day, on a Monday or a Friday and do the same amount of coverage with two or three less men, something's going to suffer and it's usually a park. Given a couple of men and a truck, I'd be glad to take it back and I'd save a lot less time than I do now calling in...could you pick up here, could you pick up there... sometimes I feel like I'm bothering them.

### **PERSONNEL/CHIEF NEGOTIATOR**

Mr. Moran stated I welcome the opportunity to discuss the Personnel FY98 budget with you. First of all, I would like offer some subtractions from the budget. As you are aware that Connie Roy-Czyzowski will be leaving us the end of next week and there will be a salary reduction of approximately \$14,400 that we can look at, at that point. There are some additional salaries that we need to add on and I'll discuss them later. Also, with one more month's experience, we will be pleased to recommend the change from Employee Medical Services from \$57,000 to \$54,000 and that is not a regular budget item, it's in Non-Departmental expenses. In our Salary account the recommended amount by the Mayor less the \$14,000 that we talked about that number includes the new Personnel Specialist position which has been vacant for the last seven years. While the assignment and approval of this position will eliminate the extended workweek that Connie had the obvious use of this position is to participate in and to maintain the proposed Classification and Compensation Study, once it is started and once it is completed. I realize there might be a question as to whether the study will be funded or not regardless of whether it is, it is appropriate that we have an additional individual on board to at least deal with the existing requirements that we have for classifications. Also, the position will increase our current training program which Connie has done a wonderful job in doing and would be able to update our policy and procedures and other requirements. Under the issue of Contract Manpower, we are asking for \$5,500. This position would be for temporary employment of a data entry clerk to input the manual Personnel files into the computer. This item has been deferred for many years and with the addition of a new computer system it is appropriate at this time to have all of our Personnel files inputted. We've considered the use of

existing employees for overtime to complete it, but we'd really like to have a separate individual at this time. Finally, an issue is the fact that we have five of our current seven employees who are due merit and longevity steps in FY98. Each of the employees scheduled for increases have been deferred from their normal increase as a result of the 12-month freeze which results in an additional \$2,200 is appropriate for scheduled merit and longevity increases. A new item that we have a request for this year is for staff development which is \$500. The request is needed to support individual department employee training and education needs that may not be governed by tuition reimbursement. Under Films & Microfilms we have a new request of \$2,000. What we are proposing is to develop training and development programs when staffing permits. The need exists to provide additional training videos, materials, and resources to enhance programs. Right now, we are quite behind on our training particularly for management supervisory training and related employee training and this would help us to obtain the materials necessary to conduct the appropriate training. We've asked for and the Mayor has recommended a \$500 increase in our telephone requirements. We have experienced over the last year additional requirements for reference checks and long-distance calls, particularly under the Department of Transportation and Drug Alcohol Testing Program where each new commercial driver that's assigned to a position in the City, we have to do various reference checks and whatever and the additional \$500 would cover that. Our current expenses are approximately \$250 a month and we only have \$450 left, so it's going to be a tight squeeze even for this year to complete all of our telephone requirements. The same justification basically exists for our Postage. We're asking for an additional \$100, again related to reference checks and also to cover the proposed two cent increase for stamps that is being discussed by postal officials. Last year, we received zero funding for advertising, it is anticipated that we would have to advertise for the Personnel Specialist position and secondly, we have a requirement next year to publish legal notices for a proposed contract for our drug alcohol testing. For Mileage we are asking for and the Mayor has recommended an additional \$100 for mileage. Currently, we are at a minus \$3.50 and we have an additional Human Resource Specialist who is now using her automobile to complete various testing and other requirements and it's appropriate that she be paid. We're asking and the Mayor recommended an additional \$200 for our duplicating account. The cost of our toners and our cartridges and for our Xerox machine is going up, paper supplies increased and I don't mean to say that my good friends from the City Clerk's Office, but they have asked us now to do additional copies of the Personnel Committee agenda which is an additional 22 copies per meeting and that's one of the reasons why we would need some additional funding for that budget amount. I understand from Sean that there is a 15% reduction from our supply line. I understand there is going to be a savings resulting from catalogues and I'm satisfied with that particular explanation. Books

we are decreasing from \$600 to \$500, but at the same time we are increasing Periodicals by a plus \$870. We have necessary...the current periodicals that we get are the Fair Labor Standards books, Employment Practices Handbook at \$470, IMPA resource material for approximately \$200 a year and the American Arbitration and Public Periodicals for a cost of \$350 per year. It is necessary to note that in the past we have been able to get some support from other departments, particularly the Planning Department on some of these requirements and this year we have been informed that this source is no longer available. In Dues and Fees we are asking for a plus \$700. Our current requirements total that much and I would have to eliminate the IMPA source if that \$600 is not provided. We have a special request for Other Services for \$1,105. The Fire Department has passed onto us the responsibility of checking drivers records and also the Police Department and other records that the State at a cost of \$17 per record check and we're anticipating up to 65 or 70 checks a year for a total of the \$1,105. Finally, the Personnel Department is completely aware of the seriousness of the budget preparation and are deeply concerned about the possibility of across-the-board percentage cuts. It is appropriate to note that if a percentage cut is proposed, considered, or implemented that the cuts be pro-rated for small departments since the significant portion of their budget is payroll. I'll entertain any questions you may have.

Alderman Wihby asked if the study doesn't go through, if the Aldermen took the study out, would you still need that extra position.

Mr. Moran replied it would leave...yes. Basically, it would leave the entire classification and compensation question up in the air and prolong for another year.

Alderman Wihby asked if you took that individual, but cut out the study could that individual do some of the work.

Mr. Moran replied the individual could do some of the work, but there are certainly many considerations that must be made. One would be the competency of the individual that did. Two, the acceptance by the employees and the department heads of the study...is it fair, is it not fair, are there personalities involved and basically the ideal would be to complete the study.

Alderman Wihby asked what if you did the study, but don't have the extra person.

Mr. Moran replied what would happen is you would probably have a study that is current for about six to eight months and then you would have the changes filtering in again and you'd be right back where we started from.

Alderman Wihby asked would that one person update from then on.

Mr. Moran replied that would be the responsibility of that person. One, to be part of the implementation process and two to be the person that follows-up over a period of time.

Alderman Shea stated you mentioned that Connie Roy-Czyzowski has left.

Mr. Moran replied she will be leaving on the 2nd of May.

Alderman Shea stated you don't plan on replacing her.

Mr. Moran stated yes, we do. I have a separate request for funding to cover payroll for the rest of the year which I am working on. I'll be about \$7,200 short when I pay her her 18 weeks of pay for which she is entitled to.

Alderman Shea stated when you said you were going to save something...you not really going to save...

Mr. Moran stated what I am going to save is that Connie has been on a 40-hour extended workweek and if I have her replacement and the new Personnel Specialist there will be no requirement for anyone to be one an extended workweek and that's the reason why there is that saving of \$14,400.

Alderman Shea stated over the course of a fiscal year, is that what you're saying.

Mr. Moran stated she is currently without increase, I think at fifty-five, sixty and the Personnel Specialist will be \$35,878. So, that's the difference of the \$14,400.

Alderman Shea stated I don't quite understand you. You're going to replace her, but the person taking her place would go into a different pay scale.

Mr. Moran stated the person would start in at the entry level of \$35,878.

Alderman Elise stated interns have been used by other organizations to get projects done and work done that is appropriate for interns to do. If the City moved toward utilizing more interns, would the Personnel Department be a support to that or would you envision the departments themselves to take over the management of an intern program.

Mr. Moran replied basically an intern program is a personnel matter and should be the responsibility of Personnel and Human Resources. Would the use of an intern program greatly enhance the effectiveness of City operations, it certainly would. We take care of it now through a volunteer program.

Alderman Wihby stated you have to be very careful that you don't displace workers with these programs because it's not intended to hire somebody or get rid of somebody and have a volunteer.

Mr. Moran stated unfortunately the problem with interns or volunteers is that their time frames, although they might have the particular expertise or work ethic for a particular department there is no guarantee that they can continue on as an intern because they may accept employment or have other reasons for not continuing. It a very, very good short-term program to take care of specific issues.

Alderman Elise stated I know that the Business & Industry Association suggested that we should move more toward interns in our overall systems: government, business, etc. and I can see where the City for specific projects or work that is appropriate could really benefit by utilizing more interns and not just to get more of our work done or accomplish certain tasks or to maybe look into certain problems, but the return that we would give to students whether they be at the college or graduate school level.

Mr. Moran stated that we for the last several years have utilized college students from Notre Dame and UNH and they have done a tremendous job for us. One of the difficulties that the program has which is not with the Personnel Department, we try to get them into the mainstream of personnel actions and personnel-type requirements. Other interns and other organizations or what have you go back and make their reports - well, I didn't do anything but answer the telephone the six weeks I was there or whatever - and our interns have gone back and said we really had a productive experience and that's what we look at as an intern responsibility of the program.

Mayor Wiczorek in reference to the Chief Negotiator asked are you in there.

Mr. Hodgen stated as you may recall, my budget requirements are now part of the Personnel Department's budget request. I'll answer any questions that anybody might have.

There were no questions of Mr. Hodgen.

## **CITY SOLICITOR/RISK MANAGEMENT**

Solicitor Clark stated our office tried to come in with as close to a zero increase budget as possible this year. We did include steps and longevity increases in our original request to the Mayor, it was inadvertent and he has since taken those out until such time as the Board works on a pay package for non-affiliateds and I guess that is the way it will stay. The only other major changes in our budget were a result first, of the audit. The audit came back and recommended that the City do an actuarial on its Liability and Worker's Comp self-funded programs. This hasn't been done in a couple of years. Harry has checked with the people who has done the last actuarial study for the City and gave us a ballpark figure and we included that in the budget at \$50,000. If the Board so decides not to go forward with an actuarial study that can be deleted. We think it's a prudent thing to do at this time, I know that the auditors have requested it two years in a row, but that's a decision for the Board. The other major increase would be under Other Services. We requested \$10,000 and that's to cover the bidding and the consultant requirements to go out to bid for insurance. In past years that line item has been \$25,000 which covers the Safety Officer that we hired through a consultant service process and we've increased it \$10,000 to utilize consulting services for insurance bids.

Alderman Cashin stated that is in conjunction with what Ferdinando was in here tonight for.

Solicitor Clark replied yes, it is. The City this size really needs to have a consultant look at the specs to make sure that we are getting the proper insurance coverage and to make sure we are protected.

Alderman Cashin stated he said he feels we don't have to spend this type of money.

Solicitor Clark stated in my tenure with the City and I've been here for 19 years now, I haven't always been involved with the insurance program. It was originally in Finance and then eventually it came over to our office after being self-sustaining for a while. We, however, have seen the lawsuits coming through, we've seen the problems we've had with insurance coverage in the past. We were instrumental and along with our prior consultants in developing a pre-qualification procedure we use now to limit the open war we had with agents coming out of the woodwork and handing us quotes without us knowing whether or not all of the information was before the company when they gave us the quotes and we found that the process that we now have works well and it protects the City. Since we went to this process and have taken a hard line on settling lawsuits and making

people prove their cases, the number of suits against the City have dropped dramatically and we've had a pretty good program. There is one other thing I would mention. This is just to let the Board know that the Mayor has reduced our Incidentals account from \$20,000 down to \$15,000, that is basically a contingency account for legal services. When we get sued, when we go to court, when we have to pay for experts to testify on behalf of the City. We never know exactly what it is going to be. Some years it's run \$30,000 and some years it's run less. This particular year that we are in now it's going to be close to the \$15,000-\$16,000 that we have in the budget just because on the insurance side we ran into a problem with our third-party administrator. We had to go out to bid to get a new third-party administrator because Scott Wetzel wasn't licensed in New Hampshire. Harry didn't have that money in the budget, so it's going to be coming out of our legal Incidentals account. In the event that something unforeseen comes up, we don't know what it might be that we may have to come back to the Board, but we'll attempt to live within the numbers given to us.

Alderman Shea stated maybe I'm a little bit confused here, but bear with me. What is the disposition of the grant for the Motor Vehicle Prosecutor.

Solicitor Clark replied he is still in place. We went to the State for a grant last year and we were given it. He has been on board now for a couple of months, he is prosecuting motor vehicle complaints and doing some training with the Police Department and doing their administrative license suspension hearings. We plan on applying for renewal of the contract, it's 100% funded and it doesn't cost the City a dime and they also, in fact, give him some money for supplies. We hope it will be funded again, but we don't know.

Alderman Shea asked when will that come up again.

Solicitor Clark stated the application will be going in within the next month. We hope to hear in the middle of the summer, but if it doesn't the present grant runs till September.

Alderman Shea asked in regards to that what steps are you trying to reduce the Police overtime in. Is that tied in with the Police having to go over to the courthouse.

Solicitor Clark replied that has some effect on it, not as much. We have a program in-house where the prosecutors are attempting to reduce the number of hours and the number of Police officers that have to sit in the courthouse; that took a little setback this year in that fact that when the court opened their new facility, they are now running two and three courtrooms at a time. In addition, the County has

started up a grant program on domestic violence and now with three or four prosecutors over there, it's required us to increase the number of Police officers for a while and we're trying to monitor that and get it down again.

Alderman Shea asked, Harry, could you tell me what's happening with the Workmen's Comp, in other words, like some departments came in and said we don't really know how we're going to fit this into our budget, what is the change.

Mr. Ntapalis replied, I think you're talking about the encumbered expenses on the budget. Basically, what happens when you're self-insured whether it's for the health insurance line item or the Worker's Comp or the General Liability, we really work off of a total bottom line. In other words, it's hard to factor how many dollars and cents say Parks & Recreation, for example, may utilize in the course of a year for Worker's Comp, medical or loss time. One year it might be \$10,000 and another year \$30,000, but it's into the future. So, to put a place hold in number that is all it would be. The bottom line, however, for those departments that need to draw from that self-insured fund some departments may have a lot more claim utilization. At the end of the year when the auditor's come in the appropriation is then depicted with the total amount of expenses charged up against it and that way you'll know what a department has spent.

Alderman Shea asked how is it different now than it was before.

Mr. Ntapalis replied it basically isn't. The only real difference and I believe in the budget when I dealt with the Worker's Comp figures that we do for the budget team each and every year what we presented to the Mayor on the General Liability and the Worker's Comp is a bottom line number and a proration based on the departments. Again, they were basically placed holder numbers, you're really dealing with the bottom line. With respect to Worker's Comp the budget allocation that we had in there traditionally with a bottom line of a certain amount was reduced based on the overall lost time that we've had over the course of the past year, for example, on the average and you're probably talking about a half-a-million dollars and with that portion of the budget what the budget team has proposed to the Board of Aldermen is to reduce that half-a-million and have the departments where we are self-insured respond to the Worker's Comp, the 60% for the lost time and what the departments would be doing after the Worker's Comp budget pays out for loss time is they are going to get the monies enfused back into the Worker's Comp account. In other words, the Worker's Comp technically is going to be paid for loss time only at the 60% which the Labor Department has ruled that 60% of wages must be paid by an employer that will then reimburse the Worker's Comp account. So, you're not really going to be light, but the funding instruments just taken a bit of a change.

Alderman Shea stated to get it straight in my mind, before Workmen's Comp was always in a particular account with you, is that correct. Now, each department has to submit a budget predicated upon what they anticipate they'll pay for Workmen's Comp even though you have enough money say to cover Workmen's Comp claims, is that it.

Mr. Ntapalis stated it's a little cloudy. Say, for example, let's just use an average of \$1.5 million a year for that Worker's Comp line item. Now, in that Worker's Comp line item you pay premiums for excess comp, you pay medical expenses for Worker's Comp which includes doctors, hospitals, but it's the component that deals specifically with indemnity, that is the payment of individuals when they are aware from work under Worker's Comp.

Alderman Shea stated I'm not interested in that part, what I'm interested in is does each department have to submit to...in this budget process...a certain amount of money for Workmen's Comp.

Mr. Ntapalis replied, no, Sir, it's an encumbered expense. What we do is we prorate and we may show a place holder number, but they may on that Worker's Comp number go over that particular department.

Alderman Shea stated that's right. If he has \$6,624 you put it in, he put it in, who put it in.

Solicitor Clark replied the Mayor's Office.

Mr. Ntapalis stated the budget team.

Alderman Shea asked who has that money, you.

Mr. Ntapalis replied it is in a fund, but I have custody.

Alderman Shea asked is that part of their budget.

Mr. Ntapalis stated they may go over that amount.

Alderman Shea stated that is not what I'm interested in, I'm interested in their operating budget and how is this different than what it used to be, they never put it in there before, is that correct.

Alderman Wihby stated you answered his question, but it's different than what it has always been. Normally, there is a fund that takes care of all of the Worker's Comp claims and what happens is the extra money stays in the departments. So, the money was paid out of Worker's Comp and now the departments have that extra money, but they can either hire new people with it or pay increases or do whatever they want with it. This year they are going to take that money and transfer it back into this other account.

Mr. Ntapalis stated to qualify that change of event there is one particular unique thing that happened since November and that was when we had to go to an interim claim service, we also saw an opportunity now to pay the Worker's Comp benefit through the Salary account which was never done before...there was a vouchering system...and with the vouchering system we would deal with a separate check to pay the Worker's Comp from the Worker's Comp account. The claim service would issue a voucher and the City would cut a different check.

Alderman Shea asked does this help.

Mr. Ntapalis replied it streamlines, I believe, the process and I was told at one time that it was done once before, I believe that was the indication I got from the Finance Department that that was something that Madeleine Roy had done.

Mayor Wieczorek stated what's happening, Alderman, with that is that the medical expense, all of that remains in the Worker's Comp account just like it always has been so that if you don't have loss time, your expenses are paid from the Worker's Comp account. If you have an accident with loss time, then the medical expenses are still coming out of the regular Worker's Comp account which is in Harry's department. The loss time portion of it will be coming out of the departmental budget and that's the change. See, in the past it was coming out of the Worker's Comp account, now it will be coming out of the departmental budget and that's the change. In the past, it was coming out of the Worker's Comp account, now the indemnity part of it will be coming out of the salary line item in the various departments.

Alderman Wihby stated we have a letter that's coming because Police are concerned that they have in their budget...they agreed everything was fine and now they're saying that they never realized that Worker's Comp had to come out of that and that they are not going to have enough overtime and that they have to replace these workers and that they are going to ask for additional money, you don't agree with that that they don't need it.

Mr. Ntapalis replied, I really can't comment on that. I'm not really sure what exactly their line item needs or not.

Solicitor Clark stated they haven't talked to us yet.

Alderman Wihby stated the thing works if you're not going to replace the worker, but if you're going to have to replace the workers, I don't know how it works.

Alderman Cashin stated then you're going to get whacked twice.

Alderman Wihby stated you can't fill in the position. In Police's case, they're saying they have to have the positions.

Alderman Shea stated Chief Driscoll mentioned that when we met with him.

Mayor Wieczorek stated he did and that's the reason why I spoke to him today. He's going to look at that to see what the impact is, he doesn't know yet. He's going to measure that. I see probably some positive benefits that could come from something like this. One, the Police Department doesn't participate really, I don't think in our Safety Review Program, the managed care portion of the Safety Review and I think what we need to do is bring as many departments as we can into it. We've had some departments where the loss experience was really horrendous. When the Safety Review Board came in and we put some people on there who understood something about trying to do something with workplace safety things began to change and we've been able to turnaround some of the departments. The Highway Department is one of them who used to have a lot of claims, but that experience now has really turned considerably. Who else, we had Public Buildings Services, Fire, School.

Mr. Ntapalis stated the bulk of the City is part of the managed care process for Worker's Comp.

Mayor Wieczorek stated we still have a few departments, though, that seem to be reluctant about getting involved and the Police Department is one of them. So, that's one that we are going to have to bring into that.

Alderman Wihby asked what happens if you don't get the \$50,000 for the actuarial services.

Mr. Ntapalis replied the actuarial services that were recommended by the audit team in the management team we would have to put in abeyance. They have recommended it as Tom has indicated two years running. When we went out to

bid and secured the actuarials, we were going to do it for a 3-year on-going commitment as was recommended. We've done it only for one year, so they have been really on hold now.

Alderman Wihby asked what happens if you don't get it.

Mr. Ntapalis replied we'd have some problems with the auditors.

Alderman Wihby asked what will it affect.

Mayor Wiczorek stated it could. I would assume that it could affect that. When the bond rating agencies begin to take a look at it and you find out that you haven't done a complete audit or you haven't done the actuarial audits to find out how your self-insured funds are, they could penalize you for it.

Solicitor Clark stated the bonding companies do look at the management audit and if it comes back and finds a serious condition where we haven't done an actuarial study for a number of years and we don't really know if there's enough money in our self-funded accounts to cover all of our liabilities, they could affect our rating. Would it this year, it's hard to say.

Alderman Wihby asked how long has it been.

Solicitor Clark replied it's been a couple of years now.

Alderman Hirschmann stated to follow-up on that question, what if we waited until January and what if we used \$25,000 in 98's budget and \$25,000 in 99's that would be \$50,000 for actuarials.

Mayor Wiczorek stated you have to get it all done at once.

Alderman Hirschmann stated we would, we'd start in January and we'd lapse into July, so we'd hit \$25,000 in '98 and \$25,000 in '99.

Mayor Wiczorek stated it doesn't take them that long to do the actuarial.

Solicitor Clark stated hopefully it won't take them six months to do the first half of the actuarial study. We're on a July budget, not a January anymore.

Mr. Ntapalis stated half of it, you have to understand...\$25,000 is earmarked for doing the Worker's Comp and the other casualty lines and the other \$25,000 to

make up the \$50,000 is for the health insurance and we self-fund both of those large segments.

Alderman Hirschmann stated we could set a goal saying in '98 we'll do health insurance and in '99 we'll do the other side, so we can do \$25,000.

### **ELDERLY SERVICES**

Ms. Vigneault stated the budget this year represents basically Salaries, Rental, and Operating expenses for the two Senior Centers and a number of programs that we administer through the officer. One being, Case Management which is the tying up of people to the human service network and helping them access services in the community and the Senior Companion Program where senior companions come out of our office to visit those who are lonely or homebound or families who need respite. We also coordinate with agencies in the community to help to plan and implement programs and projects. This is really cost-savings and as we don't put those projects or implement those programs on the City's back, but do that by using expertise of agencies in the community. This is a real cost-saving measure and staff time is used for that. The real savings here as compared to last year was that the rental for the East Side facility was dropped about \$20,000, so as you see the budget request that came in this year was \$205,410 and that represents approximately \$5,000 more than was recommended by the Mayor, but I would say that this budget is probably in good stead except for those capital line items that we will miss out on. One of those is a freezer for the West Side facility. We host the Meal Program for the Congregate Meal Service which is sponsored through St. Joseph's Community Services and through that program they deliver about 150 meals a day to homebound folks on the west side. So, they use the freezer and it's really important. The freezer we have has been donated and it's quite old and so, we're just hoping that it will last as it's on a day-to-day thing if we don't get approval for that expenditure and that was, I think, about \$1,000.

Mayor Wieczorek asked, Barbara, how big is that freezer.

Ms. Vigneault replied it's a double-door, I don't know the capacity, it's quite large.

Mayor Wieczorek asked are there any questions from the Aldermen.

There were none.

## **PUBLIC BUILDINGS SERVICES**

Mr. Houle stated with me this evening is Barbara Connor the Business Service Officer at Public Buildings Services. The Mayor's recommended operating budget represents a 9.1% increase over FY97 or \$280,222 which is comprised of \$88,575 for the cleaning contract, \$20,000 for a limited preventive maintenance program, and an additional \$114,800 for corrective maintenance. The Department is to provide for custodian maintenance, corrective maintenance, preventive maintenance and environmental compliance along with capital improvements for the City schools and some of the municipal buildings. Varying degrees of these services are provided to the other departments. This Department is also providing a limited central purchasing function and a fleet management function. Fleet services for the departments include fuel, maintenance, scheduling, preventive maintenance, inspection, and corrective maintenance service at the MTA for 67 vehicles for six municipal departments. We also maintain budgets and data base and service staff to the Fleet Advisory Committee and the Central Purchasing Committee. We currently have a staff of 13 people and the budget provides for an additional plumber. The 1998 goals include implementation of preventive maintenance programs for buildings to the financial extent possible. Following a final survey and development of funding of the preventive maintenance program in the department's FY97 budget \$40,000 is provided for preventive maintenance, \$33,000 of that was requested as part of the City's overall performance contracting effort. An additional \$7,000 is being utilized to complete schematic drawings and roof plans utilizing school teachers. We will complete the development as part of the 1998 goals of the School Capital Improvement Program. We have pretty much identified everything that the School principals would like done at the various schools, at that is under consideration now is some pricing on some of the items. Hopefully, we will replace the remaining underground storage tanks that have not yet been replaced. We will hopefully implement procurement management audit recommendations. At the present time, I believe, the Board is aware that the study has been completed and is in the process of being referred to the Committee on Administration for ordinance consideration. We hope to complete the implementation of the commodity and service codes to facilitate electronic purchasing and baseline data. We hope to increase the number of City-wide commodity contracts to include in addition to oil and gas to include office supplies and printing. We also hope to have a legal substantive review of all commodity, construction, and service contract documents through the City Solicitor's Office. We hope to implement a fleet audit to improve the efficiency, effectiveness, and economy of the City's fleet. Currently, through the Fleet Advisory Committee we are soliciting expressions of interest and qualifications from fleet auditors and the Committee is in the process of developing the scope-of-service for this audit. We'd also like to look at reorganizing Public Buildings

Services as a general services department to reflect increased responsibility for purchasing, fleet, and contract administration. We are also in the process of assisting in the implementation of the new software HTE software programs being implemented through the Information Systems Department. We are working close with them on a work order system, purchasing, and fleet modules. Although, initially funded as part of the FY97 CIP Program \$80,000 was earmarked for a painting program for the schools. What we are currently considering and we developed a list of what the principals would like to see painted and we come up with \$196,000. In discussions, some people come up with the idea of why not use the PTA groups to assist in the painting and pay them a lower rate and give them the money directly for their school activities and hopefully we could get twice the painting done for the same amount of money. We are currently pursuing that option and what we would hope to do is to get someone from the School Department, preferably I would hope the Art Departments and engage someone with an art and decorating background to help establish general kinds of parameters for what the painting would look like. When I've been with members of this Board and the Board of School Committee looking at various schools, it's not always the painting that makes a building look good, the various kinds of themes, banners, and just the way the building is kind of dressed up, if you will. So, we're looking for that kind of impact on the buildings that they look good as well as being freshly painted. In addition, the Clerk just handed out a packet for you and what we did was try to anticipate some of the questions that might come up. Basically, the top document was a budget document (FY97 Operating Budget Analysis) dated 4/21/97. If we continue spending at our current level, essentially in corrective maintenance we're going to have a shortfall this year of \$100,000. Our corrective maintenance is usually on demand, people call us and tell us that something is broken, something needs fixing, it is rare when you find an improvement in there. Attached to it is how we expended the FY97 Annual Maintenance Program. We have the larger projects there, but the last item on the sheet says PBS Contract Work, this is essentially corrective maintenance (\$83,150) that was spent in the last two months and attached to that is a listing of what we spent that \$83,150 on, it's not quite, we're up to \$82,650 right now. With that I'd be happy to answer any questions you may have.

Alderman Robert stated \$100,000 short is maintenance and repair work this year's present rate.

Mr. Houle stated yes, Sir, basically in 0445 Contract Work, \$78,000 and Construction Materials \$20,000 and if you look at that last column, we've just about depleted all of the items. There is a negative running in the Salary accounts, but we understand that some transfers are due from Salary Adjustment to make up those shortfalls.

Alderman Robert stated my question getting around to maintenance, how are we doing, are we doing any better, keeping up with things other than we have in the past.

Mr. Houle replied for the last two years we have, yes. We didn't do any surveys this year, but the principals are generally quite satisfied with the quality and the amount of corrective maintenance that is occurring in the schools.

Alderman Robert stated I'm glad to hear that. I think I ask you this every budget time, may the number's gone down since the last time I've asked. All the buildings that you have to deal with, what would it take in terms of dollars to bring them up to standards, ballpark.

Mr. Houle replied I think it's going to be a couple more months, Alderman. The Capital Improvement Project that we're talking about, that we are developing with all of the schools, with some exceptions, for example, and I'm not sure what but basically that is going to be the ballpark number. I think we're in a \$5 to \$10 million range.

Mayor Wieczorek asked when are you going to have that, Dick.

Mr. Houle replied we have the document like this for each of the schools, what we don't have in here are all of the dollar amounts and again these are budget amounts, it's mostly on a square foot basis.

Mayor Wieczorek stated so you'll have it in a month or so.

Alderman Robert stated at one point, I think we were \$30 million behind, we must have done something right over the last couple of years.

Mr. Houle stated I think that's another way of looking at it and I apologize there is some square foot basis to look at it, some people say you should be spending a certain percentage of the value of your physical plant. A physical plan has a value of about \$200 million, the schools and some of the buildings, and if you take 5% of that, that's \$10 million. You look at our other efforts, I frankly don't recall where the \$30 million came from.

Alderman Robert stated we seem to be making ground up which is a good sign from my perspective.

Mr. Houle stated I think we are. Some of the things that we were accused of in the past when we go in now and do a job the job is completed.

Mayor Wieczorek stated we've made some major changes now, too. Now, that we've got the Central labs done and West done and now the design portion is going forward at Memorial this year and next year we would be doing the implementation and then the heating and ventilation is a major thing with West and Central High Schools and we're into what phase.

Mr. Houle replied we are into Phase II and if things go according to plan we'll be spending \$1.2 million, I believe, that the Planning Director will be asking for an advance agreement prior to July 1st in order that we can execute the contracts for this year. It may be more, but at any rate this is Phase II and there is probably going to be a total of four phases before we bring all of these buildings up to today's standards. This building and the Annex is another \$4 million or so.

Alderman Shea asked the corrective maintenance budget, are these expenses that you reason because of the private vendors, is that over what obviously you had anticipated, why would you be running \$100,000 over.

Mr. Houle replied just the nature. These are things that breakdown and are called in on demand. We don't go looking for the problems, we try guesstimating in advance, we hope we're going to get through, but obviously, projects move along, things break down, people want things done, and generally speaking when someone wants things done, it's overdue and we respond to it.

Alderman Shea asked is this something that compares to what it used to be or is it much higher now than it was say three or four years ago or two years ago.

Mr. Houle responded, I think what's happened in the last two or three years is as a rule principals are now getting things fixed and there's a greater demand for these services than there were four or five years ago.

Alderman Shea stated the second subject is we're all aware of the privatization of the custodial services, how much are we spending for the current year for the private services, Dick.

Mr. Houle stated that is basically in line item 591 Contract Manpower...FY97 adopted is \$1.983 million.

Alderman Shea stated the Mayor has approved \$2,069,575, how many workers are there, how many people are employed by WFF and the other.

Mayor Wieczorek stated it's only WFF.

Mr. Houle replied basically we know at times that they have exceeded the minimum staffing. It's in the hundred range, but I'm not here to say to you that it's always there.

Alderman Shea asked how many do you have, do we have a hundred, a hundred and twenty, do we have a hundred and fifteen.

Mr. Houle replied last week, two weeks ago. I think the last time I asked for a count we may have had just under either a hundred or a hundred and two. The contract requires in the low 90's, I believe.

Alderman Shea asked how does this compare with the number of custodians we had a few years ago, is this about the same or do we have more.

Mr. Houle replied this is about the same level we had in 1985 and it dropped considerably from '85 to '95.

Alderman Shea asked when we first started to privatize, how much did we spend in 1995, has it gone up considerably over the last few years.

Mr. Houle replied three-quarters of the contract has remained constant for three years. One-fourth of the contract up until this past year the southside area which has been through and they are now on their third contractor which is WFF, there was an increase and I don't recall the increase, but I think people had significantly underbid that area of town which caused some of the problems. If we go back to 591 the totals under 1995 we spent \$1.7 million, '96 was \$1.864 million, and '97 we're requesting \$1.983 million. In '98 currently we are operating under a 3-year contract which started this year and it provides for a CPI adjustment of up to 4%.

Alderman Shea stated so we can expect that next year, as well.

Mr. Houle stated provided the CPI goes up, yes, Sir.

Alderman Shea stated in a couple of years we could be paying without controlling this, we could be paying \$2.5 million or \$2.4 million depending upon what the CPI is, is that correct. We don't have control over that in other words, is that correct.

Mr. Houle stated the way we control it is we put a cap on it...no more than...this contract year it happens to be no more than 4%.

Alderman Shea stated I want to bring up the fact too that in my part of the City, I've been getting, I'm not sure do you get the regular forms that are sent out to the Aldermen and the School Board members about the cleanliness of the schools.

Mr. Houle replied I get the forms that are sent out by the schools, yes.

Alderman Shea stated you'll notice that there are still schools in the southside of the City, constituents in Ward 7, Mrs. Domaingue's in her district, but the residents live in my district and they're calling me concerning the conditions of Jewett School, Southside, and Memorial. I'm sure you saw those reports. Do we get any money back and how do we see this in terms of the City getting back money for work not done. When the work isn't done and either Mr. Haley or Mr. Letendre go and find that it's not done, does this come back to the City the General Fund or how does that work.

Mr. Houle replied it comes back to the department, Alderman.

Alderman Shea asked is that reflected anywhere here.

Mr. Houle replied indirectly.

Alderman Shea asked how is it indirectly reflected.

Mr. Houle stated let me give you the numbers. First of all, the listings or the problems you see from the principals are not the ones that we deal with. We deal with the inspections... deficiency notices are forwarded to us and in some cases they are attached to this report you are referring to which really does not provide us a good picture. It says..."anytime during the month did you have a problem"... and you check yes and we don't know what the problem is. Essentially, we're running deficiencies at the rate of one no more than two percent a month. Generally, the average is closer to one percent. On that basis, to date, we have fined the company about \$30,000. Fourteen thousand dollars of that has been transferred into corrective maintenance. The other \$14,000 is being held in abeyance right now because they are protesting the penalty saying it is too severe. Basically, they are saying that if they were penalized for not doing any of the work in one day and that was projected for a year that the value of the penalty would be twice the value of the contract. They also have a concern as we all do over turnover and one of the statements they are making to us is the negative press

relative to turnover in addition to being in part due to low wages there is absolutely no job satisfaction.

Alderman Shea stated so basically you are getting some money back, but they are disputing the fact that you're asking for so much.

Mr. Houle replied yes, Sir.

Alderman Shea asked are there any other vendors that bid for the jobs or is it an automatic that we go with this particular vendor all the time.

Mr. Houle replied it was open bidding. There were two other bidders and this was the low bidder.

Alderman Shea asked some of the work that you now send out to vendors under the old custodial service that they rendered were some of these things performed by them, Dick.

Mr. Houle replied very little, Alderman. All of the additional work that we are doing now would have been in the structural and mechanical divisions.

Alderman Cashin stated, Dick, you said that you fined them \$30,000 and the turnover's bad, you said.

Mr. Houle stated it's a complaint that we hear from the principals.

Alderman Cashin asked do you agree with it.

Mr. Houle replied, yes, Sir.

Alderman Cashin stated you said that wages are low and benefits are low, right, and that's causing the turnover.

Mr. Houle stated I didn't mention the benefits, I don't think they are particularly good. I said that the low wages in addition to the negative press and the negative comments has affected turnover.

Alderman Cashin asked what comes under 445 Contracts, Dick.

Mr. Houle replied that is the mechanical and structural contract work.

Alderman Cashin stated that's up 37%.

Mr. Houle replied that is correct.

Alderman Cashin stated your Contract Manpower is up 4.4%.

Mr. Houle replied that is correct. Part of that is, as I explained, is 4% is the CPI budgeting figure and the other 4% has to do with...we do not build into the contract overtime for snow removal or others, so we hold that, that was short-funded last year, so we've asked for an additional...

Alderman Cashin stated I just wanted to be sure in my mind, Dick. So, under Contracts and Contract Services you're up 41.4%, is that right.

Mr. Houle asked could you please repeat that, Alderman.

Alderman Cashin stated under Contracts 445 and Contract Manpower 591, add those two together, you're up 41.4%.

Mr. Houle stated I don't think you can do that, Aldermen, these are mutually exclusive items.

Alderman Cashin reiterated it's 41.4%, right.

Mr. Houle replied, no.

Alderman Cashin stated it's 37% in one right.

Mr. Houle stated it's 37% in Contracts 445.

Alderman Cashin stated you will accept the fact that you are up 37% in Contracts.

Mr. Houle replied which is essentially that's contract work for corrective maintenance, structural and mechanical.

Alderman Cashin stated which is roughly up 40% over last year, right. Dick, it is.

Mr. Houle stated on this paper, yes it is. But, you remember last year we had the same problem.

Alderman Cashin stated I can only go by this paper, Dick, that's all you gave me.

Mr. Houle stated which is why I wanted to bring you the other.

Alderman Cashin stated, Dick, this is my budget.

Mr. Houle stated that is correct, Alderman.

Alderman Cashin stated you're up 40%.

Mr. Houle stated that's correct, Alderman. As I pointed out earlier, in terms of contract work this is a demand issue, we don't go looking for it, people say they've got something wrong with their building and we attempt to solve the problem.

Alderman Cashin stated I'm in the business, I understand.

Mayor Wieczorek stated they're two different line items, it isn't 41% of those two line items.

Alderman Cashin stated one line item was up 37%.

Mayor Wieczorek stated okay, so add up the two line items together and multiply it by 41 and tell me what you get, that's the new math.

Mr. Houle stated all we have in here for preventive maintenance is \$20,000 and hopefully a new plumber position.

Alderman Cashin stated \$20,000 for preventive maintenance is ridiculous, you know it and I know it.

Mr. Houle stated I agree with you.

Alderman Robert stated I don't know if I heard correctly but under line item 445, you're saying that this item is corrective maintenance. Now, when I asked you what would it take to bring the buildings up to par, you said ballpark \$5 to \$10 million. Let's just say if we were to give you that \$5 to \$10 million, where would that money go.

Mr. Houle replied that money would go on a list of items like here.

Alderman Robert asked would some of it go under line item 245.

Mr. Houle replied, no. Basically, they would lower those amounts. It would go into capital expenditures. Your things drag for a long time, the only way you can bring the building up is to go out with a capital expense.

Alderman Robert stated I guess my point is, are we spending enough in that area - corrective maintenance line item 445.

Mr. Houle replied no, Sir. We are not aggressively looking for problems in the buildings except for this capital list we are doing. What we are doing is strictly a demand...people call us and say they have a problem.

Alderman Robert stated I guess what I'm saying is that some people are trying to blame the custodial contract for an increase in this line item, whereas, this is something that we have neglected for years and we still should add more money to it to do things right whether we have the old custodians or the new system we have now.

Mr. Houle stated I don't think this item makes any difference with the custodians.

Alderman Shea asked as far as the motor vehicles, Dick, how is that working out down at the motor pool, are all the vehicles going down there.

Mr. Houle replied 67 vehicles are.

Alderman Shea asked who services them, the MTA.

Mr. Houle replied the MTA. The budget for vehicle maintenance for the 67 is about \$64,000. Now, repairs, preventive maintenance, gas and tires...our experiences this past year has been about \$1,500 per vehicle, about \$1,000.

## **TAX COLLECTOR**

Ms. Gardner stated to begin with for the most part our budget appears to be fine, for the most part. If all of you have noticed we do have money in a temporary position for a phone person. I hope that you see fit to keep that there. This is a position that we have needed desperately for a couple of years and we have a couple of people that might have jumped off the bridge this year if we didn't get it. The phones have been horrendous this year worse than ever because of the parking fee phone calls that we were getting, Waste Reclamation explanations. We had a lot of additional issues we had to explain and spend more time on the phone explaining. But, the phone does ring continuously and I think the public is going to be better served and if we can now add a second line where that person is

dedicated to just answering those two lines. So, I do hope that you see fit to leave that position in. Personnel informs me that it's going to be a challenge to find someone who will want to do this for that pay with no benefits, but we'll try and meet that challenge. The only areas that we may have a problem are in duplicating services and printing. Printing is going to depend upon how central purchasing is actually going to work and it's also going to depend upon whether or not State Motor Vehicles will continue to supply us with the envelopes that they provide us. These are not standard envelopes, they are special order envelopes and so far State Motor Vehicles has provided them for free and that's always been contingent upon the fact that at some point in time we're going to tell you that you're going to have to buy them yourself, but we don't know when. The duplicating services could be tight, but not so tight that we couldn't either transfer from another area or come back to Contingency, we're probably only talking \$500 or something in that area. The one area that I would hope that the Aldermen are going to seriously look at is reinstating the steps, not taking them out, for employees it is a morale problem. The employees do look forward to the fact that they've been there "X" amount of years and have earned this and I would hope that somehow if it can be done, it would be put back in. When the Total Quality Management group met and did a survey morale of employees was one of the major problems in the City and I think this is one of the areas where they tend to feel we're not appreciated. So, if that could come back in, I think that would help. In our office, as you all are probably very aware, we collect a lot of money. It's \$110 million in property tax, \$8 million in auto, \$150,000 just for the Municipal Agency Program, the title fees alone are \$40,000, Waste Reclamation we're collecting at \$150,000, and then the Parking Trust Fund this year was like \$700,000. The one thing that I would like you to consider and I know that you all have your problems with the budgets this year. We have a person in the Senior Clerk position who is only making \$20.00 more a week than every other Senior Clerk in that office. Because of the move to the building she is going to be even busier because she will be the Supervisor downstairs while we're on the second floor and the reason for us being split was because the retail space on the first floor is a lot more expensive and the public should be placed on the first floor. So, we agreed to try this 1st and 2nd floor knowing that it's going to be a lot of going up and down and there will be an inconvenience, there's no doubt about it, to the office. She will be doing a lot of the supervisory work downstairs, she's doing a lot of it right now. She comes in early on her own, she brings the machines up in the morning to make sure that if there are any problems she notifies Info before nine o'clock so the public is not inconvenienced. She handles all of the problems on the line with all of the Clerks, she handles scheduling lunches, things that we may not be as aware of because we are not in the front, we're in the back, and she's doing much more than is expected of her. To promote her to the Second Deputy position would mean an increase of \$8,000 which is about a fourth of a penny on the rate and in view of the massive

amounts of money we're collecting, I would hope if there is any way that you can consider moving her up to the Second Deputy position, that you would consider it. Other than that, I have no complaints and no problems. Now, it's your turn.

Alderman Shea asked, Joan, when you have your new office is there going to be some way that people who have real serious tax problems, would have more privacy with either you or your Deputy.

Ms. Gardner replied there is on the first floor they would probably be going into the first floor to our area and asking to speak to me in which case they would buzz me upstairs and we have a conference room upstairs that would be available for the entire floor or in my office there will be room for someone to come in, so there is definitely room for them to come in.

Alderman Shea asked that's now or later.

Ms. Gardner replied in the Plaza, now they can come into my office and that's not a problem and at the Plaza there is accommodations for that.

Alderman Shea stated and later on.

Ms. Gardner stated in the Annex, when we go in there, there is accommodation for that.

Alderman Shea stated I think that is very important because I think a lot of people come to City Hall, they're under a lot of stress and obviously, they have serious problems and I think that under some circumstances, I think there's a lot of embarrassment when they may have to come and they may be behind in taxes or they need to get some kind of help there, they're terrified some and they have never had any experience at City Hall, so I think it's incumbent and I know they do a good job, but I think it's incumbent that this element of our population be treated as courteously as possible and I know they come many times with a chip on their shoulder simply because they blame the Tax Collector and so forth, but I think if they could have some privacy that would be very essential.

Ms. Gardner stated I think it has worked fine so far.

## **BOARD OF ASSESSORS**

Mr. Porter stated I'll make this very brief. If you take a look at the handout that I gave you, we tried to show you some of the items that aren't too relevant. We

really don't have much of a beef and I want to thank the Mayor for what he has done, at least at this point with the budget. There are three items that I would like to address very briefly. This year, as you know, we have planned on reviewing the elderly for exemption purposes and this may require a little more postage than normal and what we want to do, we would like and appreciate if you would reinstate the amount to the \$1,200 which is a \$300 increase. The mileage reimbursement which is for our own vehicles, we do use our own personal vehicles as City cars during our work day and at the rate that we have been reimbursed up to this point it is averaging approximately \$90 a month per vehicle and that would bring it to about \$3,300 which would be \$300 more than what the Mayor's proposal is. The other is General Supplies...this is kind of a difficult area because as things break down, calculators, adding machines and so forth, we would like to reinstate that to an amount of \$1,000. The rest we can live with. As far as the Incidentals, I guess my comment would be the same as City Solicitor Clark, it really is something that every year we have returned money to the General Fund from that account, but it is advantageous for us to be able to have that available when we're dealing with appellants particularly on major properties that we have the wherewithal to go outside and engage expert witnesses and so forth. So, all in all, but the \$20,000 that the Mayor has put in there we certainly think is ample. Last year, I think we did request a comparable amount and we will not be spending that amount, so I do appreciate at least to leave the \$40,000 in the event that the \$20,000 was expended and we don't anticipate it necessarily, but if it were and we had to come back to the Board we would do it knowing that we have a good reason for doing it, but other than that the rest of that is certainly livable for us. The amount of expenses for the Assessor's Office, operating expenses without the \$7,200 Special Projects or the Incidentals is 4.5% of our total budget. The other 95.5% are Salaries. So, I really don't have anything further to say, do you have any questions.

Alderman Wihby asked what's account number 1004, should that be 905.

Mr. Nichols replied it should be 905.

Alderman Wihby asked is that part of your budget or you can't spend that, how does that work.

Mr. Porter replied it's assigned to our department and it's really not, I wouldn't consider it an operating expenses because it's not like an on-going thing that is required such as electricity or postage or things of that nature.

Alderman Wihby stated you asked for \$750 additional, can't we just cut that, can't you just take it out of that.

Mr. Porter replied we could.

Alderman Wihby asked do we have to actually do something.

Mr. Porter replied, no.

Alderman Wihby stated that's your money anyway.

Mr. Porter stated if we can apply these to an item like that, I guess, yes.

Alderman Wihby asked did something stop you that you can't.

Mr. Porter stated we can, okay. I guess I was under the impression that with Incidentals we were not transferring out of there.

Mayor Wieczorek stated tomorrow there's the hearing on the Pole Tax. When I say the Pole Tax that's the Telephone Pole Tax, Senate Bill 73. I'm going to tell you that's going to be tough one. Every other pole in the City, I guess one is Public Service Company, one is the Telephone Company.

Mr. Porter interjected or they share it.

Mayor Wiezorek stated they both share poles. This is a very difficult deal because I'm looking at this thing and I don't know what the revenue is from the portion that Public Service Company owns nor do I know what the portion would be that the Telephone Company paid for the poles. Do you know what those numbers are.

Mr. Porter replied no and I talked to John Lighthall up at the DRA, he heads up the Utility Division and I asked him if there's any way it could be broken out and he said not really. The impact, I would estimate, Nashua for example has 8,995 telephone poles. We are probably because of the density of the City we may have a few more. If we use a figure of 10,000 at...we figure it could possibly be \$10 million, but that is something and as far as the revenue from the telephone, that's a possibility.

Mayor Wieczorek stated it's troubling me because tomorrow they're going to have the hearing on the bill and I said it looks like we could be setting ourselves up for a lose/lose deal if we don't support charging the telephone company for the portion of the poles they have and the Public Service Company comes in and asks for an abatement on the poles they have. What do we do here.

Mr. Porter stated as far as Manchester is concerned and I'm glad you brought that up because I think the other cities and towns as I read in a publication from the Municipal Association over half of the communities have already appealed under an unfair business practice to say that...to back up a minute. The Supreme Court ruled that for the Telephone Company the telephone poles as utility poles were not taxed as utilities. They do make a payment to the State under another provision and part of that agreement, I guess, was that they were not taxed and a court ruling was that they were not real estate. So, a group of the coop's, PSNH is not involved at this stage would jump in, I'm sure, if the Bill gets defeated. They will form an appeal and probably take it to the Supreme Court eventually if they lose in Superior Court to exempt the telephone poles from taxation. The Manchester... until the year 2003 wouldn't be affected because we do have an agreement with them that they will not appeal their taxes through the year 2002. In addition to that, the DRA, we look at the unit method they employ, it encompasses not only replacement costs, but market analysis, market value by comparing other sales, obviously, there aren't an awful lot of utility sales throughout the country and the other is an income approach. They capitalize the income and if you take the telephone poles out of the income equation it really has not bearing whatsoever on the value. The revenue is what it is whether they have the poles as taxable poles or not. So, Manchester, in my opinion, will be in pretty good shape through the year 2002. If the poles were eliminated from that, I guess I'd have to use the same criteria which is sort of a guess, Mayor, quite frankly because we have done no real study, but if we use the value of \$10 million for the poles that would be a possibility if it were using a straight replacement cost and you took that out of the equation. But, Manchester is not using the replacement cost less depreciation as the sole criteria for determining value of Public Service. I will be attending that meeting and I believe the vote is Thursday.

Mayor Wieczorek stated I think so, I think tomorrow there's a meeting at ten o'clock. I'm trying to figure out what position we're going to be taking with this.

Mr. Porter stated one of the advantages of...my position is I'd rather leave it to the politicians. I really truly don't know, Mayor, because as an Assessor all we can do is report what the potential might be. However, I do think it's a very much political decision that would be made obviously by the Senate and the House in Concord and there's probably validity for both sides and I don't really know enough about both of the sides to take a position.

Mayor Wieczorek stated that's what I said. I'm trying to figure out, it appears as though we could lose either way no matter what happens.

Mr. Porter stated I don't think we would, Manchester, but other communities.

Mayor Wieczorek stated we won't until the year 2002 as you say, but if it's set up in the Supreme Court, say it goes to the Supreme Court and they do it, it might invalidate the deal you have here.

Mr. Porter stated we do have an agreement and I'm pretty sure that PSNH would abide by the existing agreement.

Mayor Wieczorek stated the elected officials here, what do you think about this situation.

Alderman Cashin stated I don't think we're advised enough on it to even comment, your Honor.

Alderman Shea stated this is the first I've heard about it. I'd have to get some more...

Mayor Wieczorek stated this has been going on for quite some time, hasn't it, for a couple of years and now it's starting to come to a head.

Alderman Shea asked what is the crux of it. Public Service wants to get out of paying for the poles.

Mayor Wieczorek replied, no. I think it's the Municipal Association...a majority of the communities I guess is looking for the Telephone Company to be paying for the poles that they have the same as Public Service Company pays.

Alderman Shea stated in other words the Telephone Company does not pay for their poles, but Public Service pays for their poles.

Mayor Wieczorek replied a tax.

Mr. Porter stated Public Service is also taxed under separate statutes as a utility whereas the Telephone Company isn't. So, I think part of the problem is perceived by a number of communities is that if the Bill gets defeated the coop's and the electric utilities and the Cable companies are saying well, then the cable companies aren't taxed now, but they want to try and do that but PSNH and other electric coop's could then say well, if they're exempt under the fact that it is not real estate we want the same treatment. I think that is basically the crux of it.

Alderman Cashin stated they're both utilities, right.

Mr. Porter replied not under the statutes for taxation of real estate.

Alderman Cashin stated but aren't they both utilities.

Alderman Wihby asked what's the harm if we make them pay.

Mayor Wieczorek stated you can't just make them pay.

Clerk Bernier stated what the Telephone Company is complaining about is that they get charged a Business Profits Tax, so they say...double taxation...you can't hit me on the Business Profits Tax versus the poles and that's where the confusion comes in.

Mayor Wieczorek stated that would be like a restaurant saying I collect the Rooms & Meals Tax, so I shouldn't pay the Property Tax.

Alderman Shea asked who's bringing up the Bill, somebody for the Telephone Company or some from Public Service.

Mr. Thomas replied Senator King from Colebrook introduced the Bill.

Alderman Shea stated Fred must be tied in with one or the other, is Fred tied in with Public Service.

Mr. Porter asked didn't he support or bring in the amendment to the original bill.

Mr. Thomas replied yes, he did.

Mr. Porter stated he proposed the amendment which is to eliminate communications equipment. Initially it was to tax everything - communications equipment and cable company equipment.

Alderman Hirschmann stated not to change the subject too bad, but with regard to our tax base, Paul, with all of the positive things that seem to be happening in Manchester everyday the newspaper's full of new storefronts and stadiums being built and things, by October do you foresee us hitting that \$3.654 billion mark, do you see something higher than that maybe.

Mr. Porter replied at this point, it is possible. I think though that...bear in mind that a lot of the projects that we read about are current approved projects that will be coming on-line in the future. The projects that are being approved now

wouldn't be taxable until at least tax year or calendar year April 1, 1998. We are also having a substantial number of appeals that we had in the pipeline that fortunately were not at the end of the tunnel but we can see it from here and the number of cases that we have although they are small in number, some of them are fairly large in terms of the potential exposure. The figure that we presented and gave the Mayor prior to the budget message is still a valid for project purposes. At this point, and we will probably be having a better look at it within a month because...I'm glad you brought it up...but we do have some cases that are presently pending at the Board of Tax & land Appeals which will be disposed of by the middle of May and they set the schedule. They did this probably in the middle of March, they came in with a schedule to schedule these cases, but it will be up.

### **CITY CLERK**

Clerk Bernier stated with your permission I'd like to just sit up here and I'd also like to note that the last Board meeting will be June 3rd in these Aldermanic Chambers, so the whole month of May, as you recall we were planning to be at NYNEX on Monday's and the last Board meeting would have been May 6th. Now, that has changed to June 3rd and hopefully we will be have a brief ceremony because we will be signing contracts with the construction company and we'd like to plan a small event at that time. So, the plans that we had where we'd be in the NYNEX building on Monday, May 12th has been canceled. So, all of our meetings will be in this building through June 3rd.

Clerk Bernier stated all of you hopefully received this packet over the weekend. It's a \$72,000 increase over the 1997 adopted budget. I've broken it down into four areas. I think it's time to purge the checklist and we're all familiar that we have about 15,000 names on that checklist that should be removed and it's a process that we must follow through State Statutes and we need to hire someone in the summer to plug that information into the computer and do a mailing which would also include an increase in our postage. In printing there is a \$31,000 increase due to the fact that every odd year we need to purchase ballots for our municipal election. On the even years, the State pays for the ballots and it also includes the new City Government book for the new Board that will be taking office in January 1998 and it also includes Kids Voting. There is \$8,000 for the Inaugural activities in January and we also need a new copier. As you see we have 1.6 million copies and the copier is four years old, thank God we have a service agreement as he seems to be with us every other day and the day that he's not with us, Paula fixes it. I'd like to note that changes in the mechanical devices, if you look at your revenues, I think with the ordinance that was passed, it's fair to say that you can add \$230,000. I'd be happy to answer any of your questions.

Alderman Hirschmann stated on 740 Equipment you're going up \$22,000 from \$6,000, what is that.

Clerk Bernier replied that includes the copier.

Alderman Hirschmann asked can we lease a copier which would be cheaper than buying one.

Clerk Bernier replied it comes out to the same numbers. I think what really worked out well for us was that we go out to bid, the machine will probably cost between \$13,000 to \$15,000, we're going to ask them that during the first year the service agreement be at no charge, so we're working with them. But, by the time the budget ends we will probably be able to knock down that figure. Currently, with the information that I have now those are the numbers we have.

Alderman Shea asked wouldn't central purchasing help that out. I know that sometimes the School Department purchases machines, duplicating machines. Have you checked in with them, Leo.

Clerk Bernier replied their copiers are a lot larger than ours, we did go over. As a matter of fact, we went over to see Mark Hobson. He has two machines and he wanted to give me one and pick up the cost of the lease which is \$750 a month. Again, we're doing the figures now and we've got four companies giving us figures and I think we're in the \$13,000 to \$15,000 range. On May 6th what has happened in the past, when we purchase a new copier our old copier has gone to the Health Department and they recommend that they don't send it to the Health Department and Fred Rusczek during the budget process will come in and ask if the money is appropriated we would then go to the company and say what are you going to give us if we buy two copiers. So, we're exhausting various ways of purchasing copiers.

Mayor Wiczorek stated so you don't have any advice for tomorrow on this thing tomorrow with the Pole Tax, anybody.

Alderman Cashin stated how can we, your Honor.

Alderman Hirschmann asked if we tax them are they going to pass that expense on to the end user.

Mayor Wiczorek asked do you know of anybody that doesn't pass it on.

Alderman Hirschmann stated I wouldn't recommend doing it then because my phone bill will go up and so won't all of these.

Mayor Wiczorek stated I think that's a matter of equity here; that is what concerns me, what is going to happen.

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

A True Record. Attest.

Clerk of Committee