

PERSONNEL/ADMINISTRATIVE AFFAIRS COMMITTEE

JULY 20, 2006

A meeting of the Personnel/Administrative Affairs Committee was held on Thursday, July 20, 2006 at 7:00 p.m. in the Aldermanic Chamber.

Chair James R. Tollner presided.

Members of the Committee present: Alderman Robert A. Dion, Vice Chair
Alderman David MacLaughlin
Alderman Greg Williams

Members Not in Attendance: Alderman Daniel Richardson

Also in Attendance: Alderman-at-Large Brian S. McCarthy
Alderman-at-Large David W. Deane
Alderman-at-Large Fred S. Teeboom
Carol Anderson, Chief Financial Officer/Comptroller

INTERVIEWS

Cable Television Advisory Board

Paul F. Johnson (New Appointment)

Term to Expire: January 1, 2007

Chairman Tollner

Most of us are familiar with you, but if you could take a second and explain to the committee your interest in serving on the Cable Television Advisory Committee.

Paul F. Johnson, 44 Browning Avenue

I have been a resident of the city for 10 or 11 years now. I am interested in the Cable Television Advisory Board because I would like to see more on our public channels than a traffic camera, crawl, and whatnot, and to take full advantage of the money the ratepayers are putting into service. I know we are delighted that we now have three channels that will be allocated by Comcast for Government, Education, and Public Access. I would really like to help the City to make the most of the opportunity all three of those channels afford us.

I am a firm believer that strong community media can make a difference for a city like Nashua – can have a very positive impact on the city in many ways and provide opportunities for creative expression for the arts and entertainment and creative community outlets for the young people – great opportunities to learn and etc.

I am on record at a full Board of Aldermen meeting elaborating on that, and I think I have written to many of the Aldermen and invited some of you and actually brought some of you up to meetings with MCAM in Manchester and Merrimack. I have a technology background in radio, recording/engineering going way back. As all of that converges with the Internet, which is my current business, I see a lot of synergy and opportunity to add value to the board.

Chairman Tollner

Thank you. Are there any questions from committee members or Aldermen?

Alderman MacLaughlin

More a comment than a question – certainly I am familiar with Paul for he lives in the district I have the pleasure of representing, but also if he tackles this pending assignment on this committee with the same gusto and energy he has tackled previous projects that I have seen him do in this city – I have no doubt that he is a stellar nominee for this very vital committee. I look forward to voting in favor of his nomination to this board.

Chairman Tollner

Are there any other questions of this candidate? Do you have any questions of us?

Paul F. Johnson

No. I understand the duties of the board. I have attended several meetings, and participated in extensive discussions with Alderman Teeboom and others on the board, and feel fully qualified to step right in. I am eager to get started.

Chairman Tollner

You are aware that it is an advisory board?

Paul F. Johnson

Very much so.

Chairman Tollner

Thank you very much. I appreciate your time and willingness to serve the city.

Dennis G. Ryder (New Appointment)

Term to Expire: January 1, 2007

Chairman Tollner

Mr. Ryder if you would be so kind as to inform the committee why you have interest in serving on the Cable Television Advisory Board, and if you have had an opportunity to attend a few meetings and what you can bring to the board.

Dennis G. Ryder, 17 Charles Street

Thank you sir. I will try to do that. I am interested in the board because it looks like it is a new thing for the city. Most of the cities around us already have such an entity. This looks like it should be very interesting, particularly as there is no funding at this point for the Public Access Channel. That is a little area that is going to have to be explored in the future. I have attended several meetings of the advisory board, seen the methods that are being used, and was there when the Fire Chief resigned rather dramatically.

I have also been around to some of the other channels, and had a look going up to Merrimack and a look around to see how they run their operation. I saw the one in Litchfield, which is a very much smaller operation.

What I think I can bring to the board is some many years of working in corporate life and in engineering. I generally tend to be brief, but to the point. I think I can do that on that board. Thank you.

Chairman Tollner

That quality alone might lend itself to the Cable Television Advisory Board. Questions from committee members? You said you had the opportunity to attend a few of the meetings so you know how often they meet and the commitment that you would be making?

Dennis G. Ryder

Yes sir.

Chairman Tollner

You have had conversations I know with the Mayor.

Dennis G. Ryder

Yes sir. As I put on my resume, I am interested in television because I saw television in 1939 long before it was generally done. The BBC had a trial in England, and I happen to be there with my Father at the radio show and was interviewed at that time on television. I have had an interest in it from that point on.

Chairman Tollner

Do you have any questions of us?

Dennis G. Ryder

I hope you will fund the Public Access Channel. Apparently there is no funding for it at this point.

Chairman Tollner

Not right now right.

Dennis G. Ryder

That is about all I have.

Chairman Tollner

Thank you for your willingness to serve.

Ethnic Awareness Committee

Luci De Biagio (New Appointment)

Term to Expire: December 31, 2006

Chairman Tollner

I don't see anybody out there this evening. Luci De Biagio has been held for quite some time. I will look into that.

COMMUNICATIONS

From: Daniel Richardson, Committee Member

Re: Amendment to O-06-19 "Increasing the Blind and Elderly Property Tax Exemptions"

MOTION BY ALDERMAN MACLAUGHLIN TO ACCEPT AND PLACE ON FILE

ON THE QUESTION

Chairman Tollner

The only thing that I will add is I will give a copy of this to Kelly, and I think Treasurer Fredette and Director Lemieux have a copy of this, but just to make sure because I think they will be coming to the meeting in August to discuss this particular piece of legislation – I want to make sure they have this because this is I guess a little step away from how I think the original conversations rolled out.

MOTION CARRIED

MOTION BY ALDERMAN TOLLNER THAT THE RULES BE SO FAR SUSPENDED AS TO ALLOW FOR THE INTRODUCTION OF A COMMUNICATION RECEIVED AFTER THE AGENDA WAS PREPARED

MOTION CARRIED

From: Mayor Bernard A. Streeter

Re: Proposed Changes to Language in O-06-23

MOTION BY ALDERMAN TOLLNER TO ACCEPT AND PLACE ON FILE

MOTION CARRIED

APPLICATION TO LICENSE HAWKER'S, PEDDLER'S, ITINERANT VENDOR'S LICENSE - None

APPOINTMENTS BY THE MAYOR

Cable Television Advisory Board

**MOTION BY ALDERMAN MACLAUGHLIN TO RECOMMEND THE CONFIRMATION OF THE FOLLOWING INDIVIDUALS TO THE CABLE TELEVISION ADVISORY BOARD: PAUL F. JOHNSON AND DENNIS G. RYDER FOR TERMS TO EXPIRE JANUARY 1, 2007
MOTION CARRIED**

Paul F. Johnson

There has been an issue with quorum at some of those meetings. I believe the next meeting is the second Friday in August. Do you anticipate that we would be able to sit on the board prior to that or would it be in another month?

Chairman Tollner

I will ask the President maybe to do an action report on the appointments. If he is amenable to that then maybe we can vote on it on Tuesday night and then you can.

Paul F. Johnson

I am sure Alderman Teeboom can help shuffle that through.

Chairman Tollner

If that doesn't work, you have to be approved by the Board of Aldermen to be an official voting member. We will work on that.

Paul F. Johnson

Thank you.

**MOTION BY ALDERMAN TOLLNER TO HOLD IN COMMITTEE THE APPOINTMENT OF LUCI DE BIAGIO TO THE ETHNIC AWARENESS COMMITTEE
MOTION CARRIED**

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS

R-06-49

Endorser: Alderman-at-Large Steven A. Bolton
RELATIVE TO SPECIAL EDUCATION

Chairman Tollner

At the last meeting when it looked like this was going to be indefinitely postponed, I made a recommendation to send it back to committee. I mentioned that I would work on some amendments and forward those amendments over to Alderman Bolton. I did make some amendments, and they are on your desk this evening. Just for the record I sent an e-mail over to Alderman Bolton with a copy of this resolution. He was in favor of keeping the original legislation in its original form. I just wanted to note that for the record.

MOTION BY ALDERMAN TOLLNER TO AMEND R-06-49 IN ITS ENTIRETY BY REPLACING IT WITH THE AMENDED VERSION PLACED ON OUR DESKS THIS EVENING

ON THE QUESTION

Chairman Tollner

Basically what it will read is (in the header) "Relative to Education and Special Education" and in the body ""Resolved by the Board of Aldermen of the City of Nashua that it is the official policy of the City of Nashua that education and special education students be treated with the dignity and respect they deserve. Any discussion involving insulting, demeaning comments have no rightful place in any consideration of city and educational issues."

Alderman Dion

I see what you amended, but the wording looks to be good, but there are no enforceable measures here.

Chairman Tollner

There were no enforceable measures in the previous legislation. If any insulting, demeaning comments were made by members of this Board then action would be able to be taken by the Board of Aldermen like we would on any other topic. It is just putting a policy in place. It is kind of bridged between what Alderman Bolton was getting at and what some of the other people were comfortable with.

Alderman Dion

You say Alderman Bolton was not in favor of this amendment is that correct?

Chairman Tollner

Yes. He was in favor of his original legislation. We will see how it goes when it goes to the full Board. Is there any further discussion on this legislation?

MOTION CARRIED

MOTION BY ALDERMAN TOLLNER TO RECOMMEND FINAL PASSAGE OF R-06-49 AS AMENDED

ON THE QUESTION

Alderman Williams

On this amended version, the last sentence “Any discussion involving insulting, demeaning comments have no rightful place in any consideration of city and educational issues.” so this is not just – it says consideration of city and educational issues so this is not just about education right?

Chairman Tollner

Right.

Alderman Williams

So it will be the policy of the Board of Aldermen there will be no insulting or demeaning comments about any city issues? Is that the intent?

Chairman Tollner

That is the intent. Really to provide appropriate decorum especially in the Chamber. Where I was coming from is everybody is entitled to their opinion and you can express that opinion, but it should be done in a respectful, professional manner. I am sure we will have some additional fun with this when it gets to the full Board.

Alderman Williams

Thank you.

Chairman Tollner

Is there any further discussion?

Alderman MacLaughlin

Thank you Mr. Chairman. The last time we brought the original issue up for a vote we really got ourselves into a corner on is it right to limit free speech and what the courts have said regarding the same. We almost ended up, in a convoluted way, arguing that it is okay to allow certain groups of people to be described in a demeaning way because that right was protected through the legal process. I am very uncomfortable with that type of argument, and I really feel that what we are trying to do here is right. What we are trying to say is those of us who hold the seats of responsibility in this Chamber represent a very diverse constituency in nearly every part of the city, and we really have to do what you just suggested, and that is try to elevate the debate, treat each other with respect and dignity as well as those we represent, and try to avoid becoming overheated in our presentations of any issue that we might debate on the floor or in committee.

I find this to be an acceptable statement. It is very broad. It just sort of says what we all as grownup adults elected to these positions really deep down feel is appropriate. I don't know what the penalties would be if someone goes off the cliff again and comes up with a derogatory term in the heat of a debate, but that is the kind of thing we have to guard against. I am hoping that if there isn't anything that we can do in committee that whatever might be done might be done from the rostrum behind us

during the course of guiding a debate. There must be some rules or some established procedure at that level that allows the President of the Board to gavel us back into order and kind of hold the debate in a more focused way so that when we start getting pointed and border line insulting we don't allow that to become general practice.

Alderman McCarthy

I couldn't agree more with Alderman MacLaughlin. While we probably can't constrain ourselves either realistically or pragmatically as to what someone on the Board can say, there is a voluntary standard that we ought to accept of what is reasonable to do sitting in these Chambers doing the residents' business. We really need not just from the podium, but from the seats to enforce that standard with our conduct towards each other. It is like anything else, if you play softball there is very little to enforce a lot of things in the rules other than the people you play with won't play with you anymore if you don't. That is the level that this comes to. It is a policy statement by the Board that says we don't want to engage in that practice so let's just agree not to.

Chairman Tollner

Is there any further discussion?

MOTION CARRIED

R-06-76

Endorsers: Mayor Bernard A. Streeter

Alderman-at-Large David Rootovich

**ESTABLISHING POLLING TIMES FOR THE STATE PRIMARY ELECTION
ON SEPTEMBER 12, 2006 AND THE STATE GENERAL ELECTION ON
NOVEMBER 7, 2006**

MOTION BY ALDERMAN WILLIAMS TO RECOMMEND FINAL PASSAGE

MOTION CARRIED

NEW BUSINESS – ORDINANCES

O-06-23

Endorser: Alderman-at-Large Fred S. Teeboom

AMENDMENTS REGARDING THE CABLE TELEVISION ADVISORY BOARD (CTAB)

MOTION BY ALDERMAN DION TO AMEND O-06-23 BY DELETING SUBSECTION (e) IN ITS ENTIRETY AND REPLACING IT WITH THE FOLLOWING LANGUAGE:

“EMPLOYEES AND/OR CONTRACTORS WHO PROVIDE SERVICES FOR THE IMPLEMENTATION AND OPERATION OF THE MUNICIPAL ACCESS CHANNELS WILL CONSULT WITH AND RESPOND TO CTAB REQUESTS ON FUNCTIONAL MATTERS INCLUDING REPORTS, BUDGETS, TECHNICAL ACQUISITIONS AND IMPLEMENTATIONS AND OTHER INFORMATION AS REQUESTED. THEY MAY BE REQUIRED TO ATTEND MEETINGS AND ACTIVELY PARTICIPATE ON SUBCOMMITTEES. THE PEG MANAGER REPORTS TO THE MAYOR OR HIS/HER DESIGNEE.”

ON THE QUESTION

Alderman McCarthy

I just went in the back and looked at the Ordinance. I think that what this refers to is not the language in the ordinance, but in the Policy & Procedures Manual that we approved by Resolution a few weeks back. Does anyone know if that is correct?

Chairman Tollner

I think what it is, and I have a copy of the Ordinance and the memo in front of me – in the Ordinance in Section (e) the concern I think a number of people have within that it had been amended and it said “Employees or contractors who provide services for the implementation and operation of the municipal access channels are functionally accountable to CTAB and administratively report to the Mayor or his/her designee.” Given the fact that it is an advisory board, after working with Legal, basically the wording was “The employees or contractors who provide services for the implementation and operation of the municipal access channels will consult with and respond to CTAB. They may be required to attend meetings and actively participate on sub-committees. The PEG Manager reports to the Mayor or his/her designee.”

Alderman McCarthy

That is in the Ordinance itself?

Chairman Tollner

It wasn't in the ordinance. They want to add it.

Alderman McCarthy

Perhaps Alderman Teeboom can ...

Alderman Teeboom

Let me clarify. (e) is a new section. It doesn't exist right now. The question came up very early on, in fact during the formulation of the Policy & Procedures Manual for CTAB that was recently approved by this Board. As we were developing, the committee developed the Policies & Procedure Manual – Rick Farrington was on it, Attorney Genota was on that, Attorney Clarke was on that committee – very early on it came to the realization as we hired employees or contractors – would report to CTAB in terms of technical developments, operational developments, any operations of the municipal access channels that there had to be some kind of reporting structure in place none of which exists under the current ordinance.

We established the wording – it was not actually controversial – the wording said that the contractors and/or employees would functionally report to CTAB. It also said that the PEG Manager would administratively report to the Mayor or his/her designee and functionally report to CTAB. That has never been really an issue. What functionally means in the technical world is the person has dual responsibility – they have a home where they report for salaries, timesheets, performance reviews, and the hiring and firing, and then they also report to where they report for duty and do whatever they have to do from an operational or functional standpoint called functional reportability. That term apparently is not very clear at least in this city government. I can't speak for any other city

government.

The Mayor called me this morning, which was the first I heard this was a controversial item, and said he didn't like the words functional responsibility because he didn't know what it meant. I had a fairly lengthy discussion with him on what it meant. Apparently he had to talk to some other people about that, and I think Kelly Dowling is here and maybe can clarify it further if you wish. I explained it to him, and he said okay thank you, and he came up with this language. I just saw this language about an hour ago via e-mail. Basically what it does is it explains first of all what functional really means – it tells you how operationally employees and contractors will consult with and report to CTAB. There is one other thing he has done here – he says, and he insisted on that, it says PEG Manager reports to the Mayor and his/her designee without question. It doesn't say PEG Manager functionally reports to CTAB and administrative to the Mayor... He was quite adamant on that and said all of our employees and all of the contractors report to someone in the administration, and didn't want to set the precedent where an advisory board would actually have some direct responsibility.

What you see here is an explanation of what the word functional means, it retains the wording saying the PEG Manager reports to the Mayor or his/her designee so full responsibility over that person. I think he even gives an explanation about him. I don't have a problem with his wording. I even sent him a message back telling him that I don't see a problem.

Chairman Tollner

Not to put words in your mouth, but it seems like you are comfortable with the amendment.

Alderman Teeboom

Well I would have preferred it the original way, but I think this is an explanation, and I don't have a problem – this is basically how the employees and managers will operate. CTAB, and we have 10 members on the board, we just appointed a couple of talented guys, and CTAB has a technical committee and we are dealing with a very technical and complex issue – that whole structure. Other than the IT Manager and people in the IT Department there are really no people who could direct this operation. IT is already highly stressed with what they are doing, and the Mayor did not want this person to directly report to the IT Manager. That was a decision he made some time ago. In the end, I have no problem with this. The way he describes it is how it will operate. If something goes wrong he will get all the complaints, and ultimately if he doesn't like – he can come back to the Aldermen and the Aldermen can always make a change whenever they feel necessary.

Chairman Tollner

Thank you.

Alderman McCarthy

Thanks for that explanation. I have no disagreement with the policy. My question was procedural and I think it was worked out. The motion that is before us is to replace section (e), the new section (e) in the ordinance with what is on the memo from the Mayor?

Chairman Tollner

Yes.

Alderman McCarthy

Thank you.

Chairman Tollner

Everybody understand the motion?

Alderman MacLaughlin

A question regarding the designee – who would typically be an example of the appropriate designee as determined by the Mayor?

Chairman Tollner

It could be any number of people. It could be Mrs. Dowling from the Mayor's Office, it could be Director Lemieux, it could be someone working in Administrative Services – it could be a number of different people, but it is at the choice of the Mayor. I think there is a pretty limited number of people. It wouldn't be like it could be any one of 50 people. It would probably be any one of say 3.

Alderman Teeboom

He had in mind the IT Manager. The IT Manager is brand new and has his hands full right now. I think Kelly Dowling will be the point of contact. He hasn't done it yet because we haven't even hired a person. The RFP is on the street. Remember that on CTAB we have representation throughout the city. CTAB is not just 5 citizens. It is the police representative, fire department representative, public works representative; Mayor's representative – if we pass this. The Mayor was never really represented and will now with this legislation. The Aldermen are represented. The IT Department is represented through Ken Tyrrell. He is a knowledgeable communications guy to have. The School Department is represented through Rick Farrington, who is the head of the whole IT operation in the School Department. There is broad representation of CTAB and also technical representation of CTAB. I don't think he is worried about proper direction. In fact, he is worried about the lack of proper direction in the past. At one time they made a \$50,000 purchase of a server that is now basically a doorstop.

It is not that he is worried about technical representation, he is worried more about setting a precedent, being unclear, and not wanting to get involved in some burecractic shuffling in the future, and having tight control over this thing. This will give it tight control.

Chairman Tollner

Thank you. The motion is to amend O-06-23 deleting subsection (e) in its entirety and replacing it with section (e) that is noted in the Mayor's memo that we accepted under communication portion of the agenda. Are there any other questions?

MOTION CARRIED

**MOTION BY ALDERMAN TOLLNER TO RECOMMEND FINAL PASSAGE OF
O-06-23 AS AMENDED
MOTION CARRIED**

O-06-24

Endorsers: Mayor Bernard A. Streeter
Alderman-at-Large Steven A. Bolton
Alderman-at-Large David W. Deane

**ADDING AN ADDITIONAL EXCEPTION TO THE WARRANT PROCESS FOR ACCRUED
BENEFITS OWED TO DEPARTING EMPLOYEES**

MOTION BY ALDERMAN TOLLNER TO RECOMMEND FINAL PASSAGE

ON THE QUESTION

Chairman Tollner

Mrs. Anderson - I think people pretty much understand what this particular piece of legislation means, but if you could take a second and explain to the committee what it is all about.

Carol Anderson

Thank you. What this is about is paying accrued sick and vacation. As you know that is taxable and it is considered wages. That is as established by the I.R.S. Then we have a situation where the State Department of Labor tells us when those benefits need to be paid. When a person leaves the city whether it is through retirement or just moving on and they are taking their vacation pay, we have 8 days from the end of their work week, the last day that they work here, on that work week to pay them. What I run into is a problem because this is wages and where the Finance Committee only meets twice a month we have to pay out the payroll. It is still a payroll item, but it didn't identify in the Ordinance that we could pay the accrued sick and vacation. Basically what we are doing here is a form of just making actually keeping in line with the Department of Labor and what the I.R.S. has established so that we are not illegal at the local level while trying to comply with State law.

This would allow me to issue those payroll checks, which we have to, and not have to wait until it goes through the Finance Committee.

Chairman Tollner

Are there any questions for Mrs. Anderson?

MOTION CARRIED

Chairman Tollner

Ordinance 06-25 and 06-26 I was asked to hold. There are people from the Department of Public Works that were not able to make the meeting this evening. What we will do is take this up on our agenda during the August meeting.

O-06-25

Endorser: Mayor Bernard A. Streeter

**ESTABLISHING AN ADDITIONAL MOTOR VEHICLE REGISTRATION FEE
TO FUND A CITY RECLAMATION TRUST FUND UNDER RSA 261:153 V AND
149-M:18**

**MOTION BY ALDERMAN TOLLNER TO HOLD O-06-25 IN COMMITTEE
MOTION CARRIED**

O-06-26

Endorser: Mayor Bernard A. Streeter

**AMENDMENTS TO FEES FOR SOLID WASTE DISPOSAL PERMITS AND
DEPOSIT OF WASTE**

**MOTION BY ALDERMAN TOLLNER TO HOLD O-06-26 IN COMMITTEE
MOTION CARRIED**

O-06-27

Endorser: Alderman-at-Large Brian S. McCarthy

**ESTABLISHING THE INFORMATION TECHNOLOGY DEPARTMENT AS A
NEW DIVISION**

Chairman Tollner

I think Alderman McCarthy is here to discuss it. I was going to make a motion to hold, but what I will do is make a motion for discussion.

MOTION BY ALDERMAN TOLLNER TO RECOMMEND FINAL PASSAGE OF O-06-27

ON THE QUESTION

Chairman Tollner

Before I pass it off to Alderman McCarthy, I did have some conversations with Director Lemieux and some other people. The reason why would be more comfortable holding it – I think we are in the process of hiring a new IT Manager, and I would like to get his input.

Alderman McCarthy

I actually spoke to Director Lemieux this afternoon, and she had no problems with passing this. It is my opinion that should be a division rises to the level of a division. Other communities, and virtually all private entities, have it as a division that is at the same level as other divisions and functionally reports to their own chief executive. Bear in mind that this piece of legislation simply establishes the division and manager of that division as a Director, which makes that person part of the director level

staff. It has been pointed out to be that virtually everything we do has impacts on IT and we really want the IT Director to be at a level where they can sit in all of those discussions and watch out for the technology interests and make sure that we can do the things we need to do. I do look forward to the opinions of the new director, but I think that if we go forward and establish a division we certainly can get recommendations from him as to how that should internally be managed, which would be further amendments perhaps to this section of the ordinances.

I would actually like to see this passed. I think Ms. Dowling will comment on it as well on behalf of the Mayor's Office. They are in favor of going forward with this as is the division director for Administrative Services. I think we want to bring the new guy in as a Director and let him sort the problem out.

Alderman Williams

I have a question for Alderman McCarthy. Is it the intention of this ordinance, because you are the maker of this piece of legislation, is it the intention of this ordinance to create this director level position to have the IT Manager reclassified as IT Director or is it the intention to have an IT Director supervising the IT Manager?

Alderman McCarthy

There would be no additional personnel. The person we now refer to as the Manager ...

Alderman Williams

The person we are looking at for the IT Manager would be the IT Director and would be able to sit in all the meetings and participate?

Alderman McCarthy

Right. They currently have basically two sides to their staff, which I don't know exactly how the management structure inside the division works. I would expect that to stay the same. This primarily makes the manager a director and does not add any staff or change in any other reporting.

Alderman Williams

Sounds good. Thank you.

Alderman Teeboom

I have read the legislation, and I think it is good legislation. Being a director he would be upgraded in classification. Right now I think his salary is right against the stop on the management chain so that jumps him to the director level...

Alderman Williams

It is a small jump though right?

Alderman Teeboom

Well \$7,000 – \$10,000 of a jump in terms of a range that you can see. It will be a jump in the range that he can achieve. Aside from that I think if you see this happening in the last 5 or so years, the Internet, service over the Internet, communications in general is just taking a huge leapfrog. The importance of this department in providing those kinds of services leapfrog. I spend a great deal of time now looking at the Internet for all of this Nashua stuff. It is amazing. It is all available now. It is getting better all the time. It is saving large amounts of money not having all this paper distributed.

An IT Department can cost you a lot. ... **tape inaudible** ... if it isn't done right, and it can save you a lot of money if it is done right. I think Alderman McCarthy can attest to that. You want to make sure it is done right. I think the Aldermen have better visibility. I don't know which committee he would report to. We really don't have a committee that an IT Manager reports to. We may want to think about a committee like the ten person committee that start overseeing CTAB, which is now in committee that supports the Aldermen. IT Manager - ... **tape inaudible**... we might even enhance, unless there is already a structure – I am not sure there is that structure. I think if it is done right it is great. I look forward – the new guy I think we are getting is experienced so I expect him to be great. I expect nothing less from him than greatness. I expect him to help on the CTAB operations once he gets his bearing. I think this is good legislation.

Chairman Tollner

The designated committee is the Planning & Economic Development Committee.

Alderman Deane

My question to Alderman McCarthy is are we going to seek out efficiencies citywide from say the amount of money that we are spending on IT in the Fire Department, Public Works, Police Department, Community Development, Health Department?

Alderman McCarthy

That would certainly be my intention. There is a larger issue there that – well there are two of them – for a long time it has been my contention that all IT purchases and projects should in fact whether they are directly done by the IT Department or not should be overseen by the IT Department. I don't want – the last thing I want to see is for us to decide we need a computer and going out and buying one at Radio Shack and putting it up in the afternoon and three days later we can't support the thing. We have had items of that type. I have always been of the opinion that IT should basically be in the IT Department. There may be places where we need to have a dedicated IT person at another department physically because of the level of work, but they certainly – the technology part of that; what we buy, how we deploy it, and how we support it has to be done by the IT Department. It makes no sense to have that done by the divisions themselves.

Alderman Deane

This ordinance to me just appears to do nothing but create a position and give someone a pay raise. That is all it is doing is making someone from a Manager to a Director. What is the long-term plan associated with the rest of it? There is none?

Alderman McCarthy

It doesn't mean a pay raise. The salary at which we hired him is in the overlap between manager and director. What it does, as Alderman Teeboom pointed out, is removes the cap on what he can earn in future years from where it is. It would be now relying on us changing the range for manager and if you look at the individual we got and where salaries are, it is tough for us to compete with the industry at a managerial position. The motivation behind the ordinance is to get someone in here who in the scheme of the staff is at the level where they can have the authority to work on those efficiencies and deal with the directors at a peer level in terms of how the IT Department plays with the other divisions. That is the intention of the legislation.

The first thing I expect from the Director when he comes in here is that he will give us a plan on how those things are going to be done, and, as a Director, will then execute the plan.

Alderman Deane

Have you spoken with anybody on the Board of Education about a possible buy-in from their side pertaining to IT and computer purchases in the School District?

Alderman McCarthy

Not recently, but I have had discussions with them numerous times over the past few years with Mr. Farrenkopf and Mr. Conrad. There certainly is a desire to share those responsibilities and to make sure that we can do that. We have actually had very good luck with the School Department in terms of the city's infrastructure. You have to understand that there are two pieces to IT in the School Department; one of which is the administrative systems that are similar to the systems we have here, which is the piece that would broadly fall under our IT Department as well. In fact, they do now work closely together on things like having the backups for servers here do over there and those kinds of things so that we can gain those efficiencies.

There is another large piece that the School Department oversees, which is the curriculum end of that – while they need some consulting from the city's IT staff as to how to do some of those things, a lot of the administrative work of just bidding those things out is in fact done by the School Department. Those computers are purchased under agreements that we don't have in the city and can't because there are certain vendors who offer substantial educational savings on machines so we do have different types of vendors that work with us for curriculum systems in the schools from what we have for the administrative systems.

Alderman Deane

So the idea, if I am hearing you correctly, is we are going to get the director on board and then are we going to ask the director to come in and look at going through our budget book and purging out the IT appropriations and seeing what sort of efficiencies we could garner if we were to consolidate these functions into this one division?

Alderman McCarthy

Yes. As Alderman Tollner mentioned, the Planning & Economic Development Committee is actually responsible for technology issues, and I would expect that we will sit down and articulate some of our feelings to this director as soon as he is on board. I couldn't agree with you more about going through the rest of the budget and finding the rest of the IT expenses. I said before there are a couple of issues that are larger and ongoing, and the other one is we need to figure out from a budgetary perspective how to account for costs in the department that consumes the service that is actually provided by another department so that when we look at the budget for Public Works we can see all of the IT related expenses, but that those expenses are actually managed through an IT Department that has the responsibility for signing off on purchases and that sort of thing. I think there is a fair amount of procedural work there that we need to do, and some accounting work on the budget that would get us a much better handle on what we are spending that way, and make sure that it is spent the way we intend it to be spent.

Alderman Deane

You know what else I would really like to see too – I just look at the past 4-6 years, and I look at the some of the disaster situations that we have encountered with software purchases. It would be nice to have someone – when you get these division directors that come in and lobby the Aldermen to buy this stuff and it doesn't work – meanwhile we are spending all this money, every year we pay licensing fees and maintenance fees, and all of this other stuff and we are not getting the efficiencies in operations that we were told we were going to get if we purchased this product. It would be nice to get someone in this position that could look at these requests and have the backbone to tell whomever that was requesting the software that it isn't what you need or it is not going to work before the lobbying starts in this room.

I understand that we have some antiquated systems in the city and they should have been updated and weren't, but it would just be nice to get someone on board that could take care of that issue. If we are going to spend the money let's understand the efficiencies, and then in the end after the purchase actually realize those efficiencies with some of the budget process. That would be nice. We struggle. It took the Police Department a while to recover from the issue they had when Mrs. Roy was over there, but the issue over there was that they didn't deliver what they said they were going to deliver and she took them to task and brought the stuff and dropped it in a pile, and told them to come and pick it up and they did. She did an outstanding job, but she is now gone.

We have spent a lot of money between the citywide communications in the Police Department and now the Fire Department and Community Development and we have the Financial Services Department along with the School District – the School District has stated that they need software to help them because they are building programs to produce spreadsheets and things of that nature, which is time consuming. It would be nice to see this director when he/she is on board that we get some sage advice on what we need to do. Then we have to figure out how to fund it. I think if we look at the efficiencies down the road, and hopefully they come to fruition then it is an easier pill for us to swallow. Thank you.

Alderman McCarthy

I think that is correct. There has been experience with some of the projects we have done. For the most part we have chosen packages that do the things we want them to do. What we have lacked is

the project management to get them deployed correctly and to follow up with the vendors when vendors are reluctant to fix support problems. That as you know became absolutely critical on one project with the Police Department. We have had that same problem with some other projects. I think one of the advantages of bringing in a strong director, and this particular individual I believe has a fair amount of experience with these kinds of project administrations, we need someone who can clearly articulate the problem, and also has the power to say this is what the process the city is going to use to resolve it and enforce timetables for resolution of the problems with vendors. It is just human nature that if the vendor gets two phone calls one from the applications programmer in Nashua and the other one from the IT Director of the city down the street you know which phone call they are going to return first.

To some extent, just having a person who is a director who has that project management responsibility will help us to get those systems deployed in a more efficient manner. I think we have had a problem with not having someone with project management expertise who was dedicated to getting those systems up when we purchase them. Many times the division director that is consuming it has to do that, but they don't understand the technical problems at a level to be able to deal with the vendor as well as the IT Director would. I think we will have better luck with that and I think this individual is fairly skilled at being able to listen to the requirements of the department and echo back to them what it is they are really asking for instead of what the brochure is that came in with it.

Alderman Dion

Thank you Mr. Chairman. I am trying to dissect this ordinance. Establishing the Information Technology Department as a new division – correct me if I am wrong Mr. Chairman, but I believe the department now is under the jurisdiction of Mrs. Lemieux, Director of Administrative Services.

Chairman Tollner

You are correct.

Alderman Dion

Now the process was to hire a manager. All of a sudden I hear the term director. A manager I understand was going to be hire whoever the person is somewhere in the vicinity of \$85,000. If we all of a sudden now change it from a manager to a director you are talking another \$10,000.

Alderman McCarthy

We are talking \$85,000.

Alderman Dion

Most .. I thought I had the floor Mr. Chairman.

Chairman Tollner

You did Alderman Dion.

Alderman Dion

The \$95,000 is around the figure that directors get in various departments. That is why I brought that figure up. Eventually I am sure that he/she will get to that grade. I am not against doing this I am just saying that we advertised and were looking for a manager and now we have changed the term from manager to director, and we will have this department as a separate department. I am not against that either. Correct me if I am wrong, those are the assumptions – what I am trying to read between the lines here is what has happened.

Chairman Tollner

Basically is correct.

Alderman McCarthy

I apologize for answering a question out of turn. I thought you wanted an answer to it. There is no change to the salary by passing this ordinance. The salary that we offered him is a salary that is in the range for both managers and directors. It is near the top of the manager range and probably a little over half way in the director line. So while he will receive increases at some point in the future, bear in mind that most of our directors have been here for some time, which is why they are up in the \$90,000 range. He is lower on the scale and will be at \$85,000 and will go through some progression. It is not going to essentially change what his salary is unless he bumps up against the top of the manager range and we can't give him a raise because of the grid in which case he is very likely to leave after we have invested a fair amount in bringing him on board.

Alderman Dion

Just a quick comment to Alderman McCarthy – when this gentleman or lady that is being contemplated to be the manager – when this person was interviewed I thought the job description was manager of IT. Now you are saying it was both manager and director. This is the first I hear of it.

Chairman Tollner

When this person was interviewed the job was posted as a manager.

Alderman Dion

That is what I thought. Now is this new now to this person now that he has been interviewed already that we are changing the title?

Chairman Tollner

After this person has accepted the job if this particular legislation passes then his title would probably change to director.

Alderman McCarthy

I believe during the interview process there was some discussion with him over the fact that he might wind up being a director instead of a manager. The job description does not change. It is the reporting relationships and where he is in the city's org. chart that changes. His responsibilities were written up for the manager because that is the position we were filling, but they are basically the director responsibilities.

Alderman Dion

Thank you Mr. Chairman.

Chairman Tollner

I think where you are going Alderman Dion is this individual was hired – as a matter of fact Director Lemieux was asked to post the position, interview the position as if it was the manager of the IT Department. Now if we were to change this individual's position to a director without a doubt the landscape of the salary range will be much greater as a director than it would be as a manager. I believe this is a very important position so my concern really isn't the range because if we will invest, as Alderman McCarthy said, some money into this individual they will be very important.....

Alderman Dion

I think if I heard correctly Mr. Chairman the salary that this person is being hired at is the salary he will get.

Chairman Tollner

Yes sir, but in the future.....

Alderman Dion

I understand.

Chairman Tollner

We have all gone through the budget cycle so next year it is very likely that where he may be hitting the top of the managerial position next year someone wanted to give him a more substantial raise he does have the room to get a higher raise than he would ... **tape flipped** ...

Alderman Dion

If he is a Director he is reporting to the Mayor.

Chairman Tollner

Right.

Alderman Dion

So the Mayor would have to ...

Chairman Tollner

I am 100% in support of this legislation. The reason why I will make a motion to hold this in committee is not that I am not in favor of this legislation. I think this is a good idea, and it is a long time coming. If we were to approve this legislation today or in August I am not sure it would make any difference. This individual is going to start work I think in 2 or 3 weeks – 2 weeks. It would give the city some time to get a little feel how initially we think he will work within the environment. I would also like to get some information from the different department heads on right now there may be some department heads that want to hold onto decisions as far as IT, buying software all of those things within their own division. The very purpose of this legislation is to have an IT guru so to speak where they will drive decisions and work individually with the department heads. That is what I discussed with Director Lemieux today. I told her I was going to make a motion to hold.

If I thought there was going to be damage to the process by holding this off until our next meeting, which I think is scheduled the first week in August then I wouldn't make a motion to hold. I don't think we are going to damage the process, we are not going to hurt this legislation in any way, shape or form by holding it to our next committee meeting where at least we can get some sense of where this new person is coming from, and then I would ask Director Lemieux to get some written feedback from the divisional directors that they can send to the committee on their opinion – whether they are going to embrace it with open arms or whether they have a problem with it. Either way that wouldn't change my mind, but I would like to get some input. I don't think by holding it there will be any problems.

Alderman Teeboom

To Alderman McCarthy, one thing that I see – a director does set standards – the point made by Alderman Deane is right on target that is a lot of people don't know how to buy software. They think they do, but not really. They might not know how to buy hardware and that makes a \$50,000 bill for hardware by someone who thought he could buy hardware. The IT Manager sets standards for purchase. We have a very large department in the School Department. That is a department. Functionally this director would be higher than the school department on IT subjects. I know they have their independence, but this IT Director ought to set standards for purchases in the city – how you purchase, how you try it out before you buy it. He may have to have sign off authority on buying major pieces of software or anything over \$100,000. He may have hardware authority. Maybe the school department would give the same objection they gave to me when I did the ... **tape inaudible** ... mistakes are made there as well. They used to buy Apples for a long time when everybody switched to PCs. I don't know about their business software, but Mark Conrad I have seen many times he has to do things by hand because their accounting software is not compatible with the city's accounting software. That is a great example of where IT ought to have an input and control.

My question to Alderman McCarthy is do you visualize this director taking a major function if not the major function setting standards for software purchases, hardware purchases, and communication network purchases?

Alderman McCarthy

I absolutely do, and in fact I don't think that is quite correct about the school department. I think the software they are running they have trouble getting answers out of, is the software that was developed by the city to do our payroll functions, etc. They use it in a way that we don't often do here. The biggest problem they have is they don't understand what their run rate is in salaries. They can't tell you to within a half a million dollars where they will be at the end of the year in their 11 accounts because the software is not capable of doing that. It doesn't have those facilities. I think in my discussions with the School Department, they would be the first ones to embrace having the city correct some of those software problems. In fact, before Mr. Conrad left he had told me that there was actually some money in the school's administrative budget that they would be willing to put towards doing an administrative study of how to fix our financial software.

I actually think that the School Department is quite on board with having standards set in that area and trying to fix that. That is one thing that I think this director really needs to concentrate on is getting those standards. If there are other departments that want to retain their own IT capabilities and make those decisions outside of that I would love to know who they are because I don't want that happening anymore. We have gotten in more than enough trouble doing things that way.

It may not hurt this legislation to hold it until next time, but it doesn't help it either. I would actually like to ask Ms. Dowling to give the committee the staff's opinion on it. As I said I spoke to Mrs. Lemieux this afternoon. She would have been here had I thought we were going to hold this. She was fine with going ahead and passing it at this point. When she said do I need to be there I said no. I don't want to go another month and have this sit there and have it fester. There are no questions to answer. Why don't we just go ahead and do it. I haven't heard anything that says we shouldn't do this. I think we ought to go ahead and pass it this evening and get it back to the Board. I will ask the Chair to recognize Ms. Dowling.

Chairman Tollner

Before you comment, I spoke with Mrs. Lemieux around 6:30 p.m. with some concerns I had, and she had no problem holding it. That was 6:30 p.m. If I thought that she had a problem holding it she would have made herself available, but I said that I would like to hear back from some of the different division directors as far as yes I think this is absolutely great and I totally support it, I have no problems with it. The other thing is if this new person is coming in within 2 weeks, before we go ahead and do this I would just like to have an opportunity – not even myself but the divisional directors and the Mayor's Office and Director Lemieux to sit down with this person and run through some of these things. We will vote on it in a minute pro or con whether you are in favor of holding it or not holding it I don't think it will affect much.

Kelly Dowling

Thank you Alderman Tollner. In preparation for this legislation being presented to you this evening, I was tasked by the Mayor to investigate this legislation so that we had a firm understanding of the impact it would have on city departments. I am not aware of any city division director who has a

problem with this legislation. The Mayor is fully in support of it.

Alderman McCarthy

Did Mrs. Lemieux request that it be held or did she say that if you wanted to hold it she didn't have any objection?

Chairman Tollner

I asked her some questions. She thought that they were pretty good questions, and I said would you have a problem if I held it, and she said no.

Alderman McCarthy

So she didn't ask to hold it?

Chairman Tollner

Nor did she ask to pass it. I want to be very clear. She did not say I think you should pass this legislation tonight.

Alderman McCarthy

Could I ask a question of Ms. Dowling?

Chairman Tollner

Sure.

Alderman McCarthy

During the interview process, after the committee had met with him and he met separately with Mrs. Lemieux, he came in and met with the Mayor and then met with the division directors all of whom had the opportunity to ask questions and give feedback prior to us making the offer is that correct?

Kelly Dowling

I am not certain of that particular meeting, but I know certainly he met with the Mayor. I know that the division director level was part of what we looked at in terms of his qualifications to hold the manager's position as we wanted to grow this individual so he would stay with the city for a long time.

Alderman McCarthy

Were the directors in favor of creating the IT Division?

Kelly Dowling

Everyone I have spoken to is in favor of this legislation.

Alderman McCarthy

Thank you.

Chairman Tollner

The Police Department?

Kelly Dowling

I have spoken to Community Development, the DPW, the Health & Human Services, and Maureen Lemieux.

Chairman Tollner

So we didn't get an opportunity to speak to the Fire Department or the Police Department?

Kelly Dowling

No. And I think that Alderman McCarthy is correct when he states that in the beginning this probably will be matrixed people who report functionally to the IT Director as opposed to direct reporting.

Chairman Tollner

But we haven't gotten confirmation from either of the two departments?

Kelly Dowling

Correct.

Alderman Williams

I had a question for Ms. Dowling. I hope you can answer this. There seems to be two different viewpoints here; one to get this done and one to hold it, wait, and find out what people say. If this were to be passed this evening and then moved to the full Board next week, would this new person, because it was passed immediately, would this new person be eligible to have a salary higher than the amount we discussed – the \$85,000 we discussed prior?

Kelly Dowling

I believe they would be brought in under the offer that was originally made to them.

Alderman Williams

The offer has been made and accepted?

Kelly Dowling

Yes.

Alderman Williams

And it won't change based on this getting pushed through?

Kelly Dowling

That isn't my understanding. I agree that it will not be changed.

Alderman Williams

I just wanted to check. Thank you.

Kelly Dowling

I think one of the things that this does if I may continued with that point is this person will start at the right table. They will start as a division director. From the day they begin their employment with the city they will be seated with the people who are their peers. They will have functional responsibility for a department that is mission critical to the future success of the city, and it puts them immediately on the same footing with the people that they will be working with to implement the strategic planning they will have to do for the city.

Chairman Tollner

Very important. So if we delayed it two weeks it wouldn't make a big deal would it?

Kelly Dowling

We would like this person to start I believe as a director if the intention and will of this body is to do so.

Alderman Deane

I wanted to comment on the meeting that we are having next week that Alderman Williams brought up. I believe that when the notice went out from Alderman Rootovich that it pertained just to the four pieces of legislation associated with collective bargaining agreements. I don't think there was any other legislation that was going to be put on the agenda. This would not be one of them.

If it is the intent of the Mayor to hire this individual as a director from the get go and they are going to start in two weeks, and our next full Board meeting is some time in August, and he is starting in two weeks – if you were going to hold this in committee I would hope that we could ...

Chairman Tollner

The next Board of Aldermen meeting is August 15th and the next Personnel meeting is the 10th. We would have plenty of time anyway. We would be able to get it in there whether we passed this tonight or held it.

Alderman Deane

You would have plenty of time in between the meetings, and what is the date of hire may I ask?

Kelly Dowling

I believe it is in two weeks – the first of August I would believe – that first week.

Alderman Deane

If you are hiring him on August 1st, there is a full Board meeting on the 15th and there is a Personnel meeting on the 10th I guess you hire him as a manager and then give him a promotion as a director for – I am struggling with why we are going to hold this because if we have until from now and until the 15th of August it is basically about 25 days – I think anybody that had any questions or concerns associated with this hiring or establishment of this division could bring them forward.

Chairman Tollner

He would be coming in as a manager.

Alderman Deane

He would be coming in as a manager instead of a director and then you would have to change his job description from a manager to a director – I just don't understand the benefit of holding it. Either support it – if Mrs. Lemieux doesn't have any issues and Ms. Dowling is telling us that other division directors have met with this incoming former manager now potential director I would just assume have the committee pass the ordinance.

Chairman Tollner

In my discussions with Mrs. Lemieux today, my impression, I could have misunderstood, but I think that if she thought that we were going to pass this legislation tonight she would have been here.

Alderman Deane

Between now and the first of August couldn't we find out what Mrs. Lemieux's concerns were and just...

Chairman Tollner

I guess where I am coming from is she is a Divisional Director right now with responsibility of IT so this would be a major substantial change of a responsibility that at this juncture she is responsible for.

I don't recall us in the past voting to approve legislation, sending it forward, and then saying in the meantime let's find out if they have any problems where if we held it, we are going to have a meeting on August 10th anyway before the Board of Aldermen meeting, and out of respect to the divisional

director provide her an opportunity to come to our next meeting where as a divisional director handling those responsibilities right now, provide her with an opportunity to come in and comment. She may confirm everything and may not.

Alderman Deane

If I was a gambling man I would say that Mrs. Lemieux would be more than delighted to rid herself of the responsibility of the IT Department. It is just a wild hunch, but I think that might be her stance on the issue, but I am not quite sure. It would also allow her more time to work with the Budget Committee if she were to shed this responsibility and focus more on that, and with the current tracking of the insurance could be done.

I would say that I just remember in the past I don't think she would have much heartache about not having this responsibility, but I could be wrong.

Alderman McCarthy

I guess the idea of holding it because Mrs. Lemieux might have concerns about it – if I were a division director and there were legislation regarding my division that I had concerns about I would make sure I was in this room when it was discussed. I believe Mrs. Lemieux is in fact a very responsible division director, and therefore the only conclusion I can reach is that when she told me she had no concerns about us passing it this evening this afternoon that was what she meant.

Chairman Tollner

I will just counter that that when I told her I was going to hold it to give some additional time in getting some more information and allow the individual to start, that is another way of looking at it.

Alderman McCarthy

Could you articulate precisely what questions you have that we do not have answers to so we can make sure we get those if this legislation is held?

Chairman Tollner

I guess I have already stated them. Have we gotten confirmation that the police and fire departments would buy into the recommendations of this new divisional director first of all. The second thing is this individual, and stranger things have happened, hasn't even started yet and we are already going to anoint him from a manager where he was hired to a director. I see no harm in seeing how the first 2-3 weeks go and how they interact with everybody. If this legislation isn't going to be approved until August 15th anyway and there is another meeting between now and then, we are not gaining anything by approving it tonight that you couldn't take care of on August 10th, and then roll it into the August 15th meeting. That is all.

Alderman McCarthy

This position needs to be a director. I don't want to sit and see whether this guy works out to be a director. If he works out not to be a director what we need to do is get rid of him and get a director. We have to have an IT Director. That is the complexity of the problem we have demands. As to

whether the fire and police departments will buy into working with an IT Department, I would certainly hope so.

Chairman Tollner

I would too.

Alderman McCarthy

If they don't they will have to have bake sales to buy computers because I won't put a dollar in the budget for it.

Chairman Tollner

Is Alderman Williams in the back?

Alderman Deane

He was trying to gather a document.

**AMENDED MOTION BY ALDERMAN TOLLNER TO HOLD O-06-27 IN COMMITTEE
MOTION CARRIED**

Alderman Deane

You just made a motion to hold O-06-27?

Chairman Tollner

Yes I did.

Alderman Deane

I thought you made a motion to amend your motion to hold so the motion is to ...

Chairman Tollner

I made a motion to amend my original motion and changing it to hold.

O-06-28

Endorsers: Alderman-at-Large Brian S. McCarthy
Alderman-at-Large David W. Deane

**CREATING A FACILITIES DIVISION AND PROVIDING FOR A PROCESS
FOR THE EVALUATION AND PERMANENT ESTABLISHMENT OF SAID
DIVISION**

Alderman Deane

I am glad Alderman McCarthy is here. Could you come up Ms. Dowling as you have been playing a role in creating a facilities division?

Chairman Tollner

For the purpose of discussion I will make a motion to pass this, but my intent would be the same as the previous.

MOTION BY ALDERMAN TOLLNER TO RECOMMEND FINAL PASSAGE

ON THE QUESTION

Alderman Deane

Alderman McCarthy when I had originally discussed co-sponsoring this legislation with you I had asked you to keep me abreast of any meetings and get-togethers and things of that nature and what we were going to do. I sent you an e-mail, but I never got a response. I guess you were out of town or whatever. To date I contacted the Mayor's Office and got a copy of the minutes. Ms. Dowling sent them along to me. Thank you for doing that. I appreciate it.

I have a real keen interest in being part of this process, and was kind of taken aback when there were already 4-5 get-togethers and things of that nature. I kind of wanted to follow through with the rest of it because when we had talked initially about this I had requested that, and it didn't get done so I just wanted to let you know that I would like to be a part of this process as we go through and evaluate these facilities. I think it is a good idea citywide. I think we possess the manpower, the equipment, and we certainly possess enough of the athletic fields and buildings, and hopefully we could find some efficiencies.

It would be easier if I could be part of it than trying to read up on it.

Alderman McCarthy

Alderman Deane I apologize that you weren't. I will point out that there have been 4 or 5 get-togethers. Only one of those has involved a meeting. The staff looked at the legislation and met several times to discuss it prior to even my being involved in those discussions. I did attend one meeting, which I think is the one the minutes came out from. Frankly at the time it was just before I went on vacation, and I was swamped at work and forgot. Had I thought about it I would have asked that you be involved in that. I believe that we are trying to put together another meeting and by all means I would like to see you involved in that one.

Chairman Tollner

I have a question that is probably for you Ms. Dowling – who scheduled these meetings and who is the one that is responsible for sending out the invitations?

Kelly Dowling

I did sir. I was tasked by the Mayor to investigate this legislation prior to it coming before this committee. I did so. The first task was to pull together the departments that would be affected and we had an internal meeting simply to establish a baseline as to what we currently do. We had a second meeting that involved the school boards, and we discussed, on their site, how they currently do business. We then convened an additional meeting with Alderman McCarthy and unfortunately the legislation I had in front of me did not show a co-sponsor so it is my neglect that Alderman Deane was not added as a co-sponsor, as an invitee to that meeting. An oversight completely on my part.

Alderman Deane

I am not implying anything was done intentionally, but I do have a question through you Mr. Chairman to Ms. Dowling. Were there a number of meetings associated with O-06-27, the IT Department? Were there any departmental get-togethers on that?

Kelly Dowling

No. I did that more on an ad hoc basis in conversations with each of the directors individually. It is increasingly difficult during the vacation schedule to get 5 division directors in a room.

Alderman Deane

Sometimes it is increasingly difficult to get anybody together no matter what the time of year it is with the amount of things that are going on. Thank you.

Chairman Tollner

We have stated that the IT piece is so vital, and again I agree with the legislation – at the next committee meeting when we get the right people in I will support it, but I also think that the due diligence and the pre meetings and the meetings bringing in divisional directors – I guess the process should be very similar for both O-06-27 and O-06-28. The other thing is if you could I would ask for any of the notes or minutes of the meetings be forwarded to the Personnel/Administrative Affairs Committee.

Kelly Dowling

I have minutes of those meetings that I would give you now. If I might sir one of the reasons why the two tasks were a bit different is that there was some opposition to originally discussing the facilities division whereas there was never any dissention about discussing the IT situation.

Chairman Tollner

Where did the opposition come from regarding O-06-28?

Kelly Dowling

Originally it was from the School Department.

Chairman Tollner

The impression I got from the School Department was they thought this legislation was a good idea.

Kelly Dowling

And that was the original problem was that they didn't. It was Dr. Earl and Mark Conrad that I met with originally and subsequent conversations have been with Sean Smith and Jim Mealey/.

Alderman McCarthy

I will say that Dr. Earl did tell me she was in favor of this. I asked both Dr. Earl and Mrs. Lemieux, on behalf of the two sides, what they thought of it and they both thought it was a good idea at the time. This legislation is different because there were substantial issues around organization and how we are going to do it, labor issues, etc. There are a lot of things that just need to be worked out. The IT legislation is in its final format. It does what needs to get done. I understood when I submitted this that it was not ready for passage that it was going to have to be worked on in order to get it to a point where we could deal with the problems. I thank Ms. Dowling for having taken that on. There is a fair amount of work left to do.

Alderman Deane

Now that we have had significant changes over at the school district pertaining to staffing, has Superintendent Hottel and Mr. Mealey been kept apprised of this?

Kelly Dowling

Absolutely. They are copied on all correspondence on this issue and both Sean Smith and Mr. Mealey were in attendance at the meeting with Alderman McCarthy.

Alderman Deane

So Mr. Hottel, Mr. Mealey, and Mr. Smith?

Alderman Teeboom

Let me ask an Alderman Dion type of question – a new facility, a new division smells a new division manager, a director and staff – I have seen no memo come out of how this thing is supposed to get

formed, philosophy, its policy & procedure ... **tape inaudible** ... so we can vote on something we understand other than some brief wording. My Alderman Dion question is the first one – what will it cost us, take for staffing, etc.?

Chairman Tollner

I think that is the purpose of the legislation is to peel the onion back a bit and find out where we can gain efficiencies. While it may be one new position I don't think the intent is to hire a whole bunch of other people, it is just to bring them in the same boat and send them out to gain some efficiencies.

Alderman McCarthy

In the legislation as contemplated doesn't add any positions and doesn't physically create the division because of some of the complications. What it does is to create basically an accounting entity in our budget and ask two of the personnel who are the primary providers of this service now to get together and come up with recommendations on how to convert that into a facilities department, and whether it makes sense. I actually think in this case we have all of the personnel we need in one place or another. We need to combine a couple of functions, figure out how those fit together – there may be some change because someone who is not a director now eventually becomes a director. I will give you that. I think that is amply compensated for in the amount of money we are losing due to inefficiency in our facilities maintenance now, and I expect that the reporting that is called for in the ordinance will show that in fairly short order.

Alderman Teeboom

Is the intent to combine purchasing functions? The Charter requires that at this point.

Alderman McCarthy

I didn't touch purchasing because that is a separate issue. I thought about putting in another ordinance to do that. The reason I didn't, this one I think we actually see efficiencies in. From what I have seen when we have looked at the purchasing thing before, we have two purchasing departments, but we don't gain any efficiency by combining them because everybody in both of them has enough work to do. Even if we combine them we would have the same amount of personnel. We might do better on some of the contracts, but my understanding from Mrs. Tremblay is that we are already doing that informally. While that is an issue where there may be some additional efficiency, I think just going to Alderman Deane's racing lawnmower story, we have an opportunity to gain substantially by dealing with the facilities problem and it is a much bigger problem.

We are talking about the maintenance of a set of physical facilities that comes to between a quarter and half a billion dollars in assets, and managing the depreciation of those assets.

Alderman Teeboom

You are talking about maintenance primarily then?

Alderman McCarthy

Maintenance of buildings and grounds.

Alderman Deane

Alderman McCarthy is correct about the purchasing because we did bring that up. I had raised that question to Mrs. Tremblay, the Purchasing Manager, that if we did this and had a combined purchasing power between the school district and the rest of the city, whereas we bought all of our toilet paper and paper towels and all our soap products and everything in bulk what sort of efficiencies would we find there, and what sort of cost savings would we have – what Mrs. Tremblay told me was that we were already realizing those cost savings because the vendors know – there are a lot of vendors especially when we get our food service vending contract through the school district, a lot of people would love to get that contract as it is a very lucrative large amount of money.

I wanted to go back to the other comment Alderman McCarthy made – up at Ledge Street, the school district is there with a \$40,000 pick up truck, \$10,000 trailer, and \$25,000 worth of mowing equipment. Parked next to it is a \$40,000 pick up truck, \$20,000 trailer, \$25,000 worth of mowers and three guys from the Park Department. Their lawnmower wheels touch each other as one mows the school and the other mows the baseball facility up there. It just makes no sense. My feeling is they could go in, if this did happen, they could consolidate their work forces and go in and take care of things like this, but we do have to remember that there are – the school facilities now, especially the athletic facilities, are huge. It is a lot of maintenance associated with those between the reconstruction of two high schools. It is nothing like it was before although we are having significant issues at the North school with those athletic fields – nothing could save those, but the South school's fields are beautiful and well maintained, but it is a lot of work. I don't think we will see a reduction in manpower, but I think we will see efficiencies in how we are doing the work, and hopefully reductions in some of the products that we purchase, the gasoline that we burn, and things of that nature.

AMENDED MOTION BY ALDERMAN TOLLNER TO HOLD O-06-28 IN COMMITTEEON THE QUESTIONAlderman Dion

I will support that motion to hold because I really don't know too much about this, I think there is a lot of information to be gotten, and certainly will support that motion.

MOTION CARRIEDAlderman Williams

Mr. Chairman I don't know if we can do this, but we were talking about O-06-27 and decided to hold it. Is there any way to – I found some information out back. We had discussed when the next Board of Aldermen meeting is, and I thought it was August 8th and we had discussed the 15th. It is actually the 8th. The next Personnel/Administrative Affairs Committee meets the 10th. If we held it until the next Personnel meeting we will not act on it until September now. So it is not quite we will see it on the 10th and act on it on the 15th. We had information wrong.

Alderman Deane

We have Budget Review Committee meetings scheduled August 1st through the 7th.

Alderman Williams

I think when we decided to hold we were acting on information that was incorrect. I want to know if we can reconsider. Is it possible or is it now that we decided to hold we are stuck holding?

Chairman Tollner

We can. Why don't I make a motion to take a break for five minutes, and I can make a phone call and we can come back with more information?

Alderman McCarthy

I have to object. If we are going to have conversations with members of the staff we ought to have them in public in the meeting.

Chairman Tollner

That is fine. If there is a motion to change the motion to hold someone can make it. I won't support it, but if they want to do that any member of the committee can make that motion.

Alderman Williams

I will make a motion to pass it because I voted thinking that the next Board of Aldermen meeting was August 15th and it is not it's August 8th. That is why I would like to change it because I was voting in favor of having this at the full Board in August, and It won't be. That makes a big change.

Chairman Tollner

Your motion is to reconsider.

**MOTION BY ALDERMAN WILLIAMS TO RECONSIDER O-06-27
MOTION FAILED**

HELD IN COMMITTEE

R-06-36

Endorsers: Mayor Bernard A. Streeter
Alderman-at-Large David Rootovich

**DETERMINING THAT REVISION OF THE CITY CHARTER IS NECESSARY
AND PROPOSING THE ESTABLISHMENT OF A CHARTER COMMISSION**

O-06-19

Endorser: Alderman Daniel Richardson

**INCREASING THE BLIND AND THE ELDERLY PROPERTY TAX
EXEMPTIONS**

PUBLIC COMMENT

DISCUSSION

ADJOURNMENT

**MOTION BY ALDERMAN DION TO ADJOURN
MOTION CARRIED**

The meeting was declared closed at 8:45 p.m.

Alderman David MacLaughlin
Committee Clerk