

BOARD OF MAYOR AND ALDERMEN

October 19, 2021 at 7:30 PM

Mayor Craig called the meeting to order.

The Clerk called the roll.

Present: Aldermen Cavanaugh, Stewart, Long, Roy, T. Sapienza, Sharonov,
O'Neil, Levasseur, Terrio, E. Sapienza, Shaw, Barry, Gamache

Absent: Alderman Hirschmann

CONSENT AGENDA

Approve Under Supervision of the Department of Highways, subject to funding

1. 50/50 Sidewalk Petitions
Residential:
85 Lee Avenue

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

2. Resolutions:

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Two Million Five Hundred Thirty Eight Thousand Six Hundred One Dollars (\$2,538,601) for FY2022 CIP 610722 HUD HOME-ARP Housing Initiatives and HUD HOME-ARP Planning and Administration Support."

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Thousand Dollars (\$500,000) for FY2022 CIP 411422 Substance Abuse Reduction Initiative."

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Thousand Nine Hundred Ninety Dollars (\$9,990) for the FY2022 CIP 411322 Police Academy Cadre."

"Amending the FY2022 Community Improvement Program, authorization and appropriating funds in the amount of Twenty Six Thousand Dollars (\$26,000) for the FY2022 CIP 411222 ALS Response Program."

"Amending the FY2022 Community Improvement Program, authorizing, transferring and appropriating funds in the amount of Ninety Eight Thousand Nine Hundred Eighty One Dollars and Ten Cents (\$98,981.10) for FY2022 CIP 411122 Radiological Emergency Preparedness Program."

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Forty One Thousand Nine Hundred Eighty Four Dollars (\$41,984) for the FY2022 CIP 410922 Highway Safety Grant."

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

4. Recommending that the Amending Resolution and Budget Authorizations providing for the acceptance and expenditure of funds in the amount of \$2,538,601 for CIP 610722 HUD HOME-ARP Housing Initiatives and HUD HOME-ARP Planning and Administration Support be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)
5. Recommending that the summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)
6. Recommending that the Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$500,000 for CIP 411422 Substance Abuse Reduction Initiative be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)
7. Recommending that the Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$9,990 for CIP 411322 Police Academy Cadre be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)
8. Recommending that the Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$26,000 for CIP 411222 ALS Response Program be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)
9. Recommending that the Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$98,981.10 for CIP 411122 Radiological Emergency Preparedness Program be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)
10. Recommending that the Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$41,984 for CIP 410922 Highway Safety Grant be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)

- 11.** Recommending that the request from Steve Hoeft, Business Service Officer, to extend the following three Police Projects through 09/20/2022:
- CIP 410220 Project Safe Neighborhood
 - CIP 410619 ACERT Program
 - CIP 411319 Brass-Trax Program
- be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- 14.** Recommending that the request from Kevin Sheppard, Public Works Director, to add the following positions to his complement be approved.
- Two (2) ARPA funded, limited term Park Ranger I positions, grade 16
 - One (1) ARPA funded, limited term Park Ranger II position, grade 17
- (Unanimous vote with the exception of Aldermen Hirschmann and Roy who were absent)*
- 15.** Recommending that the request from Kathy Ferguson, HR Director, to add language regarding essential physical abilities to the class specifications for the Equipment Operator I and Meter Reader II positions be approved.
(Unanimous vote with the exception of Aldermen Hirschmann and Roy who were absent)
- 17.** Recommending that the request from Philip Croasdale, Water Works Director, to reclassify a Financial Analyst I, grade 19, to a Business Administrator, grade 20, be approved.
(Unanimous vote with the exception of Aldermen Hirschmann and Roy who were absent)
- 18.** Recommending that the request from Kathy Ferguson, HR Director, to reclassify the Benefits Coordinator, grade 18, to a Benefits Manager, grade 20, be approved.
(Unanimous vote with the exception of Aldermen Hirschmann and Roy who were absent)
- 19.** Recommending that the request from Ted Kitchens, Airport Director, to eliminate one (1) vacant Airport Maintenance Worker II position, grade 15, and add one (1) Airport Building Technician, grade 17, be approved.
(Unanimous vote with the exception of Aldermen Hirschmann and Roy who were absent)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

20. Recommending that the following traffic regulations be approved:
RIGHT TURN ONLY
On Frederick Street at Second Street
Alderman Barry
COMMERCIAL MOTOR VEHICLES PROHIBITED
On Garlact Avenue between Lake Shore Road and Hartt Avenue
Alderman Sharonov
(Unanimous vote)

*HAVING READ THE CONSENT AGENDA, ON MOTION OF **ALDERMAN O'NEIL**,
DULY SECONDED BY **ALDERMAN CAVANAUGH**, THE CONSENT AGENDA WAS
APPROVED.*

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

3. Recommending that the request from Andre Parent, Fire Chief, to rename CIP 411517 Safe Station to SUD Response Project and extend the project through December 31, 2023 be approved.
(Unanimous vote with the exception of Alderman O'Neil who was absent)

Alderman Levasseur stated I have a question concerning the request to extend the project through December 31. Can you explain that to us Chief Parent?

Andre Parent, Fire Chief, answered this project was started a few years ago. It took monies from donations and stuff and we are basically at \$50,000. Safe Station is going away and we have to change the name of this account to describe the new account which will be the Community Resource Unit. It is my intention to spend down this account but we do have to extend it.

Alderman Levasseur asked so you are extending Safe Station or extending the SUD.

Chief Parent responded we are extended SUD.

Alderman Levasseur asked and SUD will be continued after December 31.

Chief Parent replied yes until I spend down those funds. Once that happens, the account goes away.

Alderman Levasseur asked what happens to SUD at that time.

Chief Parent stated the Community Response Vehicle will still be active.

Alderman Levasseur responded so there is no more Safe Station as of October 13 or 14.

Chief Parent answered October 4.

Alderman Levasseur asked and that is when you say it is going to be continued. So Safe Station isn't continuing. It is done.

Chief Parent responded yes Safe Station is done. This is just a project with money sitting in it and we have to do something with the money.

Alderman Levasseur stated thank you for that clarification.

*On motion of **Alderman Levasseur**, duly seconded by **Alderman Long**, it was voted to accept the report and adopt its recommendation.*

- 12.** Advising that the request from the property owners of 426 E. High Street requesting subordination of a city lien in the amount of \$20,000 was received and filed.
(Unanimous vote with the exception of Alderman O'Neil who was absent)

Alderman Cavanaugh stated it says unanimous vote but it wasn't. I voted no on receiving and filing the request. I haven't heard from that property owner but I do think we should look at it. It is a refinance from the property owner. They are taking another \$20,000 out to use. Is Leon here? Leon do you mind speaking to that. I thought they sent something in. I haven't spoken to this property owner so I am not sure but I

wanted to change the record to show that I voted to deny the receive and file. Can you explain that?

Leon LaFreniere, Planning & Community Development Director, stated I am not sure exactly what you would like me to explain. In the packet there is a communication from the property owner who indicates that they are wishing to take out an additional \$20,000 in cash in their refinance for the purpose of making improvements to their home and their property.

Alderman Cavanaugh asked so the money they want to take out is all to rehab the property.

Mr. LaFreniere replied that is what has been reported to us. They have a communication on page 159 of your agenda that indicates that they are seeking cash out to upgrade a bathroom and replace the main entrance to include steps, decking and a wheelchair ramp as well as fencing. They feel that this will improve the home aesthetic and value.

Alderman Cavanaugh asked and this has happened before.

Mr. LaFreniere answered yes there have been occasions where these subordination requests have been approved for the purpose of making additional improvements to the property.

Alderman Cavanaugh stated I think it is something we should look at. If property owners can refinance and get a lower interest rate and they are going to use the money to rehab the property it is something that I would obviously support and I would ask my colleagues to support that as well.

Alderman Cavanaugh moved to receive and file the committee report and approve the subordination request. ***Alderman Long*** duly seconded the motion.

Alderman Roy stated Leon it has been our policy that there were criteria that had to be met with a few exceptions. Is that correct? I don't remember those exceptions. I wish we had it in front of us. The criteria is that you have to stay in the same position and nobody takes money out.

Mr. LaFreniere responded yes that has been the practice of the committee. There have been exceptions to that in cases where people have wanted to make improvements to their property.

Alderman Roy replied I heard you say that earlier. I just can't remember any of them and I have been on CIP for many years.

Mr. LaFreniere stated it isn't a typical request. I can provide you with some addresses where it was done. I don't have that information for you this evening.

Alderman Roy responded that is okay. I think we should stay the course and continue to abide by the criteria that we have been using for years.

Alderman Levasseur asked do we know what the equity in the property is compared to the loan.

Mr. LaFreniere answered we don't have that information to my knowledge. I don't believe that we have been provided with a settlement statement by the bank yet but that would be part of our normal practice – to request and receive a settlement statement that would show where the funds would go. That would demonstrate their equity position as well.

Alderman Levasseur asked Alderman Cavanaugh would you accept a motion to table until we see those numbers.

Alderman Cavanaugh responded I would.

Alderman Levasseur moved to table pending receipt of the numbers. **Alderman Cavanaugh** duly seconded the motion. Mayor Craig called for a vote. There being none opposed, the motion carried.

13. Advising that the request from the property owner of 182 Notre Dame Avenue requesting subordination of a city lien in the amount of \$38,700 was denied.
(Unanimous vote with the exception of Alderman O'Neil who was absent)

Alderman Cavanaugh stated on the committee report it says unanimous vote but I was not in favor of the denial. After the meeting I talked to the property owner and it was the gentleman that was here earlier. He did explain it to me and I was against the denial before hearing what they had gone through. I think it is something we can do to help residents so they can lower their interest rate and use the extra money to be residents of Manchester.

Alderman Cavanaugh moved to receive and file the committee report and approve the request for subordination. **Alderman Long** duly seconded the motion.

Alderman Levasseur stated for the last six years or so we have been very liberal in granting these subordinations but does the bank have a letter written to us on this one. It doesn't sound like there is a letter written by the bank. Usually when the bank is ready to give them a loan then we are willing to subordinate. It doesn't look like in this case there is. I am just asking. Does anyone who is on that committee know?

Alderman Cavanaugh replied I am not sure if we did.

Mr. Will Stoddart stated yes it was submitted for the committee meeting two weeks ago. I provided all of the documentation like the closing disclosure from my lender for the refinancing.

Alderman Levasseur asked what is the equity in your home compared to the loan.

Mr. Stoddart responded the proposed loan-to-value right now the appraisal came back at \$470,000. The proposed loan is \$300,000 which leaves \$170,00 in equity and a loan-to-value of 63.8%.

Alderman Levasseur asked Leon when we subordinate we put it back on after they get the loan correct.

Mr. LaFreniere answered essentially our position stays in place. Through the subordination process we agree to allow for the refinance to take place a new first position.

Alderman Terrio stated I am looking at these numbers. How much is the city owed? I can't figure it out from the attachment.

Alderman Roy replied \$38,700.

Alderman Terrio asked where is that on the agenda.

Mr. LaFreniere answered on page 161.

Alderman Roy stated Leon I think Alderman Levasseur asked if we got a letter from the bank. I have gone through these supporting documents twice now and I haven't seen a letter from a bank. I see a letter from the applicant and I see your summation of it but I haven't seen a letter from a bank.

Mr. LaFreniere replied many times that information wouldn't necessarily be submitted as part of the packet. The reason being that it does contain confidential information so we don't necessarily put it on a public agenda. I have not personally seen it. I would have to confirm that we received it but I have no reason to doubt the applicant's representation that it was submitted.

Alderman O'Neil asked Mr. Stoddart did you say your intent was to move into this building.

Mr. Stoddart responded right now it is completely rented out. We are trying to move back to the area to be closer to family and help our family out in their restaurants like my wife said. I really don't want to end someone's lease to move in.

Alderman O'Neil stated I might have mixed up the two. I thought you said you owned it and were going to move back in. I have to agree that if you have good people paying rent you should leave it.

Mr. Stoddart stated my tenants are great and I haven't raised the rent on anyone. When I do their renewals...my rents right now and they are about 20% lower than the going rent in the city for a three bedroom, one bath unit. Really a lot of the debt that is incurred has been putting a lot of improvements into the property. I went through the lead program to help rehab the building and make it safer for families that are living there. In the last two years I replaced all of the water heaters and the heating systems on the first and third floors and replaced the roof. Really all of the money that has been generated by the building has gone back into it to improve the property. Now I am just looking for the subordination to help our growing family get back here.

Alderman O'Neil asked so you put money into it before you asked for the subordination.

Mr. Stoddart answered correct.

Alderman Levasseur asked does the current rent cover your mortgage, taxes and insurance.

Mr. Stoddart replied yes.

Alderman Levasseur asked will it cover it after you get another loan.

Mr. Stoddart responded yes.

Mayor Craig called for a vote. *The motion carried with Aldermen Roy and Sharonov duly recorded in opposition and Alderman Levasseur abstained.*

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- 16.** Recommending that the request from Kathy Ferguson, HR Director, to update the city's Drug and Alcohol Policy be approved.
(Unanimous vote with the exception of Aldermen Hirschmann and Roy who were absent)

Alderman Cavanaugh stated I did support this in committee and this is changing the Drug and Alcohol Policy but it didn't sit well with me. I did talk about it that night. I just don't feel comfortable changing a job description for two titles and having them subjected to this drug policy. I did suggest that night that any one of these positions, if not all, should have to adhere to the policy if we are going to be a drug free workplace. If there is a person being hired, a department head or anyone, I would feel comfortable with subjecting them to that same policy. We all work and pull in the same direction. It hasn't sat well with me and I wanted to pull it off the consent to oppose it.

Alderman O'Neil stated I happened to sit in on the meeting and mentioned that I worked in a situation one time where everybody that was employed at the facility got tested, not just if you had a commercial driver's license; everyone from the plant manager down got tested. I think we are really signaling out certain employees. If we want to have a very strong policy, it should be everybody. I saw consistency when it was done that way and I have seen inconsistency with our drug policy now. It has nothing to do with Kathy. It was well before she came to work for us but we had inconsistencies with our drug policy and our drug testing previously. I think I am on the same page as Alderman Cavanaugh. I don't want to speak for him but we really should have a policy that affects every employee in the city, not just a certain group of employees.

Alderman Levasseur stated I think we can approve this and if she wants to bring something forward for other departments we can do that.

Kathy Ferguson, Human Resources Director, stated what we were doing was just housekeeping. Right now the policy is only police officers and firefighters but that is not

the practice. The practice right now is based on collective bargaining agreements, police, firefighters and any safety sensitive positions. We were just making sure that the policy was correct based on what we do now. If we want to change the policy then we can do that as well. The way that it stands right now, it says only firefighters and police but that is not our practice because we do follow DOT guidelines and for some of the employees that drive city vehicles, we do drug and alcohol testing before we hire them. The intent of this was to make it correct based on what we do now but if you want to change it going forward then we can bring it back to the committee. Just so you know, it is about \$55 for a drug test and \$25 for an alcohol test for a total of \$80 and we don't do it for all employees right now. Again, this item was just to correct the policy because it didn't reflect what we follow right now.

Alderman O'Neil stated I am going to support this tonight but it is something that I would ask the HR Committee to take a look at again. I think if we are going to talk the talk we have to walk the walk. Like I said, I worked in an environment where all employees had to get screened when they started and you could be randomly tested at any time. I can remember getting tested with the plant manager one time. They didn't discriminate. I think this targets a certain workforce. I agree with Kathy that the DOT license has been what has driven this but there are a lot of other city employees who don't drive trucks that are in situations that could cause harm. I will support this and ask that this item be referred back to the committee to broaden the policy.

Alderman O'Neil moved to accept the report and refer the drug and alcohol policy back to the HR Committee for further review. ***Alderman Levasseur*** duly seconded the motion.

Alderman Cavanaugh stated I understand what you are saying and that is good. I just want to see some action. Instead of singling out these two positions, I would rather see us wait until that policy is developed. I can't support this.

Alderman Roy stated the reason I asked the question about what two positions he is talking about is it is police and firefighters and this has been going on for a long time.

We also have random drug testing in the Fire Department. If we are doing it by contract with other groups, then obviously we shouldn't support passing this.

Mayor Craig called for a vote. *The motion carried with Alderman Cavanaugh duly recorded in opposition.*

REGULAR BUSINESS

- 21.** Nomination(s) to be presented by Mayor Craig, if available.

Mayor Craig stated pursuant to Section 3.14(b) of the City Charter, please find below the following nomination which will layover to the next meeting of the Board.

Police Commission

-John Mercier to succeed Scott Spradling as a regular member, term to expire September 15, 2024

- 22.** Confirmation(s) to be presented by Mayor Craig:

Board of Health

Rev. Richard Clegg to succeed himself as a regular member, term to expire July 1, 2024

Manchester Public Television

Brad Cook to fill a vacancy as a regular member, term to expire October 1, 2024

Manchester Development Corporation

Kyle Baker to fill a vacancy as a regular member, term to expire March 11, 2023

Alderman O'Neil moved to confirm the nominations as presented. **Alderman Cavanaugh** duly seconded the motion.

Alderman Levasseur stated I have been part of the MCAM family for 22 years. On October 15 of this year I have been doing a show for 22 years. I think Brad Cook has been part of that Board...this is not about Brad because it really has been the same five guys on there but I would expect that they would have two terms and then be out like with other boards and commissions unless there is a way they can stay on for more than two terms. I know on our city committees and this isn't a city committee so I don't know if they have a different...we still approve them though. Don't they have two terms and take a year off and then they can come back.

Matt Normand, City Clerk, replied they have their own set of by-laws. I am not sure how those read but Brad Cook was legal counsel for them not a member. I believe it was former mayors who were on the board.

Mayor Craig called for a vote. *There being none opposed, the motion carried.*

- 23.** Application for Community Revitalization Tax Relief Incentive, RSA 79- E, for property located at 73 Hanover Street.

Alderman Levasseur moved to approve the application. **Alderman Long** duly seconded the motion. **Mayor Craig** called for a vote. *The motion carried with Alderman Roy being duly recorded in opposition.*

*On motion of **Alderman Cavanaugh**, duly seconded by **Alderman Stewart**, it was voted to recess the meeting to allow the Committee on Finance to meet.*

The Mayor called the meeting back to order.

- 26.** Report(s) of the Committee on Finance, if available.

The Committee on Finance respectfully recommends, after due and careful consideration, that Resolutions:

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Two Million Five Hundred Thirty Eight Thousand Six Hundred One Dollars (\$2,538,601) for FY2022 CIP 610722 HUD HOME-ARP Housing Initiatives and HUD HOME-ARP Planning and Administration Support."

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ought to pass and be Enrolled.

Alderman O'Neil moved to accept the report and adopt its recommendation.

Alderman Stewart duly seconded the motion.

Alderman Levasseur asked who gets the \$500,000. Who will be in charge of that money?

Mayor Craig stated it is state funding coming to the city.

City Clerk Normand responded the Police Department is the administering department.

Alderman Levasseur stated and when they talk about substance abuse reduction initiative, the police aren't doing counseling. Is that more operations?

Steven Mangone, Assistant Police Chief, stated it is similar to the Granite Hammer grant that we had several years ago. Basically this pertains to certain drug related houses in the city and devoting time and surveillance to those.

Alderman Levasseur replied thank you.

Alderman Long asked with respect to the same question, do we at times pay for other agencies that help us with drug crimes or regular crimes like the state police or DEA.

Asst. Chief Mangone answered we work with them on certain projects but in terms of paying them, we don't do that.

Alderman Long asked so we just pay our own personnel.

Asst. Chief Mangone responded yes.

Alderman Long stated I have a question on the \$2.5 million now that I heard a few public comments. Is some of this \$2.5 million going to FIT?

Mayor Craig responded not to the best of my knowledge but we can have Leon come up. These funds are not allocated yet.

Mr. LaFreniere stated this was part of the \$4.5 million that we went out for an RFP for. These funds were already accounted for but we didn't have a grant agreement with HUD so we couldn't finish the process to get this money put into the housing initiatives. FIT is one of the entities that submitted a proposal in response to the RFP. I anticipate that it will be coming back to the Board for distribution.

Alderman Long asked and that has to go through CIP.

Mr. LaFreniere answered yes.

Alderman Long asked do you know how much they were asking for roughly.

Mr. LaFreniere replied I didn't bring that but I might have a notation on it. Actually I don't have FIT. I have Manchester Housing, NeighborWorks, Waypoint, Mental Health, Helping Hands, 1269 and Easter Seals.

Alderman Long asked so there is no FIT application in the queue.

Mr. LaFreniere responded correct.

Mayor Craig stated just to be clear, everything will come back to this Board for approval.

Alderman O'Neil stated I don't know if it is related but I think I know where Alderman Long was going based on the public comments this evening. Are city departments aware of the complaints? Leon, did you hear the public comments?

Mr. LaFreniere replied I did and I certainly was not aware of them. We don't have any oversight authority over their operations but it is something that I wouldn't hesitate to call their administration offices about and inquire. I was not aware that those issues were going on.

Alderman Terrio stated since we are in this vein of questioning and Schonna and Leon are here, I have heard a complaint that the homeless shelters are full and they are turning people away. Is that correct? We haven't seen a homeless bed report in a while and all of the ones we were getting previously were nice and said the shelters had room and were accepting people. I am now hearing that the shelters are full and they are turning people away. Have you heard that or has Schonna heard that?

Mayor Craig stated I can speak to that. I spoke to Maria Devlin yesterday and they are averaging 18-20 beds a night available still.

Alderman Terrio asked so what I heard is incorrect then and they are not full and turning people away.

Mayor Craig answered I am not sure. There are a number of different shelters in this city so I am not sure what someone said to you but in terms of FIT/New Horizons, she said on average there are between 18-20 beds available per night right now but that varies.

Alderman Levasseur asked did they change the policy as far as allowing the homeless to sit around the building all day long in chairs.

Mayor Craig replied not that I know of.

Alderman Levasseur stated I was wondering if we could look into that. They are wrapped around the building. I get that they don't have anywhere to go if they have to leave during the day and I know when the colder weather comes they will be allowed to stay inside but they are across the street in the cubby holes and sitting around the building and passed out on the street and passed out in chairs. I guess if they have a chair it is not considered loitering but I doubt it. I have gone by seven or eight times in the last three weeks. I came down the street and looked up Pine Street and they were wrapped around the building one day. It is just something to look into if we can.

Mayor Craig stated I would ask Leon if he is going to call over there to check on that as well. Maybe Asst. Chief Mangone can look at that also.

Alderman Levasseur stated I know that Charlie Sherman weighed in on the issue a couple of weeks ago and said that it was not allowed when he was running the place and it was much cleaner looking. It was a lot more pedestrian friendly and it is not right now.

Alderman Long stated when Mr. Sherman was running it, we didn't have as many unhoused people as we do today. They are being dislocated from parks and business and everywhere else. I would be careful on sweeping them from around the homeless shelter because we will just be chasing them from somewhere else. We may want to see if we can get some kind of order as far as clean-up and whatever. Again, I don't know if that has happened. I drive around there and I see them maybe an hour or two before they are giving out food or whatever but not...I might see on off hours three or four of them sitting around there. A few hours before they are going to eat, there will be a whole line wrapped around the building. Again, we may want to be careful because where are they going to go? They are going to go back into the parks and back in front of the businesses. Just be aware of that.

Mayor Craig stated the food has moved to a different location, the food pantry, now.

Alderman Barry stated I agree with Alderman Long. I have seen them hanging around there throughout the day. If you get them out of there they will be scattered throughout the city and instead of one complaint you are going to get thousands of complaints.

Alderman Terrio stated that just reminded me that the cold weather is coming. Do we have a contingency for an emergency shelter for this winter?

Mayor Craig asked Schonna Green to come forward.

Schonna Green, Homelessness Initiatives Director, stated we have been working on it and in working on it what we don't have are funds. With that being said, FIT has the capacity for 138 people each day. It is my understanding that they have no funding for winter sheltering and at this time we are working with another agency that may have 18 units. We are working with a pastor that may have 7 units. We are also working with GateHouse for an additional 5 units. We are looking at 30-33 extra beds along with the 138 that FIT currently operates for an emergency shelter.

Alderman Terrio stated I am just concerned because in the next four or five weeks it is going to get pretty chilly and a lot of people are going to want to come in from the cold.

Ms. Green responded I understand that and we are working diligently on it but we have no funding. With that, we have to rely on the community and the churches that have available space and try to set them up. We are working on it. I was going to report to you today but I am awaiting because I have another inspection to do tomorrow with the fire marshal.

Alderman Levasseur asked have you been able to check with Nashua or any other surrounding towns to see if they will be able to pick up any slack if we get a really bad night. Maybe if they have seven beds or whatever we can make arrangements to get them there.

Ms. Green answered not at this time but I have GateHouse and they are located in Nashua and offering some of their beds for respite, the hardest to serve population. We

are working on it diligently and that is it. I thought I had a contract last week to do something but that has been changed. That was to utilize the space next door.

Mayor Craig stated the Concord shelter does open during the winter.

Alderman Long stated so what I am hearing is we have 30 beds for the winter and what is the number we are looking for.

Ms. Green responded we were thinking that we would need about 40 based on what we did last year and that would have been taking in the reduction for Covid beds with FIT. When you add the numbers the void was going to be around 40.

Alderman Long asked and as for GateHouse, the last thing I heard was there were 23 people they took in Nashua.

Ms. Green answered it was 19. We have 19 with the new initiative that we started with GateHouse coming to city parks. We have a total of 19 of the hardest to serve population that are now in Nashua receiving respite services and supportive housing. It is a start. It is going to take a while. We are chipping away at it. We are seeing the increase in the city and between DPW and Police and Fire, we are out there diligently every single day removing and moving them. Some of the sites we have closed in the past are lighting back up again and we are out there and just moving them the best we can right now. As it relates to the participants sitting outside of FIT during the day, that is all day from sun up to sundown. Everything that can happen on those streets are happening. I am situated at the Fire Department so we are seeing it. It is my understanding that they started support services on the inside and offering the tenants their services and when they go in and out they are waiting for counseling and appointments and things of that nature. That is my understanding.

Mayor Craig stated in terms of funding, I think it is important to touch base with Leon because I think there may be some ESG funding in the event that we need some for emergency housing. There isn't a lot but there is \$100,000 to \$200,000.

Ms. Green asked are we looking to utilize these funds with FIT.

Mayor Craig responded I don't know what your plans are. I am just saying when you said there is no funding that there is potentially some funding for an emergency shelter.

Ms. Green stated one of my concerns is last year I know we utilized FIT and I know that we supported them with Covid dollars or additional dollars. I feel that if the city is going to support any of the organizations with winter sheltering that we must take care...I spoke with Emily about liability to make sure that we are listed on their liability insurance in case anything happens because we don't have adequate staff for the hardest to serve population and I am worried about that. That is my only concern.

Alderman Levasseur stated I got two complaints today out of the blue. It is funny because I saw you walking by that street and we talked about it. I think you were walking two gentlemen or maybe a man and a woman around and talking to them about the issues. I saw you walking by and didn't know if you were coming out of there and they were kind of looking it over. It was an interesting situation where we are trying to show people the city and you have to go by that and it was not a nice day and I saw the same things you saw. I got two complaints today. People see our signs all over the place so I am sure all of the aldermen like myself are getting a lot more calls. I got a call Your Honor on Stark Park. They said there was a big bonfire and they are creeping into that location down there. The same one that seems to continue to be a problem is the one up off of Gold Street towards the cleaners.

Ms. Green stated Frontage Road is being looked at. With the encampment forms that are available online, the public is definitely filling them out. Every Wednesday at 9:30 AM we go over all of them and start to process. Right now, I have a total of eight that we are going to be looking at tomorrow morning and then we put them in the encampment process based on the need and where it is and the severity and the safety and on how long the encampment is. There are some encampments that we are getting reports on that are in the system but we are working on them a few at a time.

Alderman Levasseur asked so people can actually write somewhere and let you know if they see an encampment.

Ms. Green answered yes. If they go to the city website it says encampment report. We get internal reports from some of the elected officials and also public reports. They are processed once a week. It is a small team. We have the Fire Department, a member of Manchester Mental Health and the Police Department. We process them and we go out daily. 293 is lighting up again so everybody knows. It is now at Exit 5. One step at a time.

Mayor Craig stated so we should notify the state immediately.

Ms. Green responded it just came in today so we will be on it first thing in the morning.

Alderman Sharonov asked could you share the link to the homeless encampment for with the members of the Board please by email.

Ms. Green answered yes.

Alderman Shaw stated I use that form often. I have reported that one off of Frontage underneath the Cracker Barrel sign and I have also reported a new one that is across from Henry's Auto Body.

Ms. Green replied yes we got that one today.

Alderman Shaw stated I noticed that it goes on your list and you check it out. I know there is a process and I try to make my constituents understand that there is a process and we are doing the best we can.

Ms. Green stated we really are. The Fire Department and Police Department and Tim Clougherty and Kevin Sheppard are like my employees and it is like this all day long but we are getting it done one step at a time.

Alderman Shaw stated I think the residents ought to know that if people see bags of garbage on the road and stuff that they are encouraging the homeless to do that. They give them a trash bag and ask them to pick up their stuff and they put it by the side of the road in certain spots. The city then goes every week to those spots and picks up the bags. It has helped to keep the encampments cleaner and it has helped to keep the rail trail and other areas cleaner. I appreciate those efforts. We are not unique as a city in having this problem. It is everywhere and I was just reading about Rochester and Somersworth and Dover the other day. No matter where you go...I am in Concord all the time and there are homeless people there and I see them all the time in different places. This is an ongoing problem and I think we need a lot more intervention by the federal government as well as the state. We can do the best we can but we need the help and patience of our citizens. I know it is disturbing to some of them if they are causing a problem but if it is just aesthetics it is something that we have to face and do something about housing and all of those things in the future. There is a lot involved. It is not just one thing. Thank you.

Alderman E. Sapienza stated I am looking at the city app and there is something called "report a concern". So that app can be used to report the encampment also correct?

Mayor Craig responded absolutely.

Alderman E. Sapienza asked so either way.

Mayor Craig answered correct and just for clarification it is very simple to find what Schonna is talking about. It is the city website at www.manchesternh.gov and you scroll to the bottom of the home page and it is called H.O.P.E. and if you hit learn more all of the information that she has presented to us is there as well as a form to fill out if someone sees an encampment. You can also use the Manchester Connects app like Alderman E. Sapienza said.

Alderman Shaw stated the square that says H.O.P.E. on it, if you click on that it has different things under there and then you will see an encampment report form. It is very easy to use.

Ms. Green stated the business cards we have been distributing also has the QR code. People are visiting the website. We are looking at the tracking data with the IT Department. We are trying to make it easy for everybody to utilize and we are getting a lot of calls from the public and gaining a lot of new friends that just didn't understand the total plight. As of today we started the H.O.P.E. Outreach Committee with a total of 14 volunteers from the community and we plan on doing a lot more. Someone donated a distribution center to collect donations for the homeless and start supporting the organizations here. So it is one step at a time. This part is most visible but I will tell you to hang in there because we are working on some good projects. The more public awareness we get out there, the more the public understands and they too can take part in helping us rectify this situation in our city in a cohesive approach. We are going to have a lot of failures before success but we can get it done as a team.

Mayor Craig stated Schonna I really appreciate everything that you are doing and one thing that I think you sort of skimmed over tonight was the relationship that you have set up with GateHouse in Nashua and the effectiveness of that in terms of...you said nine people.

Ms. Green responded 19 in less than a month.

Mayor Craig stated so 19 people are now in treatment in Nashua because of the relationship that Schonna set up with GateHouse for them to help these individuals. I was at drug court today. It is really incredible to see individuals who are going through recovery on a path for success. I just want to commend you for that and all of the work you are doing.

Alderman O'Neil stated the question I am going to ask isn't necessarily for Schonna. Is GateHouse doing something with 1269 Café currently?

Ms. Green replied no they are not.

Alderman O'Neil stated I talked to Alderman Long about this and I couldn't think of the name of the organization until Schonna said it. They said there was some staff living at the St. Casmir building is that correct?

Mayor Craig responded there is a staffing agency at 1269 Café.

Alderman O'Neil asked so it is not GateHouse.

Ms. Green answered no. GateHouse is here just for the city.

Alderman O'Neil asked and are there some zoning issues or something with that now I heard. I am not trying to put Leon or anyone on the spot.

Ms. Green asked are you talking about 1269 Café.

Alderman O'Neil answered yes. I heard there was staff living there and now they are being told they can't live there. I just heard it today.

Mayor Craig stated I don't know.

Alderman O'Neil stated well maybe we can get something from Leon or Andy on that. I don't want to get into a long discussion about it tonight. Schonna who are they staffing? They are helping to staff 1269?

Mayor Craig stated a staffing agency is helping to get jobs for individuals who are going to 1269 Café.

Ms. Green stated that is one but I think what Alderman O'Neil is talking about and the Chief can speak to it is that they originally had 10...

Chief Parent stated they are allowed to have 10 beds in the basement. What they have done is created more living space upstairs which goes against the fire code. They have to get those violations in order before we allow people to go upstairs.

Alderman O'Neil asked Chief would it make a difference whether it was staff or clients living there.

Chief Parent responded nobody can live upstairs.

Alderman O'Neil asked but if they addressed it could they.

Chief Parent stated if they address it they can put anybody up there they want.

Alderman O'Neil stated I heard they have three overnight staff members staying there. It may be related to just general violations.

Mayor Craig stated yes if it is not safe for one person it is not safe for a group.

Alderman O'Neil stated I didn't understand the whole thing and I thought I was told GateHouse but I might be wrong on that.

Chief Parent stated when we do address the violations we can use it for winter housing.

Alderman O'Neil asked but it could be staff staying overnight too correct if they addressed all the issues.

Chief Parent responded it can be whoever they want.

Alderman O'Neil stated my final question, and this might involve Parks, is I have seen at least once a large operation going on on a Sunday in the back of Veteran's Park. I don't know if it is the needle exchange or if they are feeding people. Are we granting any permits that you are aware of?

Mayor Craig answered no.

Alderman O'Neil asked Mark are we granting any permits to anyone for Veteran's Park.

Mark Gomez, Chief of Parks, Recreation & Cemetery, responded we haven't had any requests.

Alderman O'Neil stated well there was a large operation there a few weeks ago. I don't know how we...I hate to put it on Police but somebody has to say you can't be here. They were either doing the needle exchange or feeding...

Mayor Craig interjected they are not doing the needle exchange in the park.

Alderman O'Neil stated I didn't get into the middle of it because I had my son with me but there was something large going on there servicing people downtown. I thought we had put an end to that. Thank you.

Mayor Craig called for a vote on the motion to accept the report from the Committee on Finance and adopt its recommendation. There being none opposed, the motion carried.

27. Report(s) of the Committee on Lands & Buildings, if available.

The Committee on Lands & Buildings respectfully recommends, after due and careful consideration, that the proposal for the installation of educational signage regarding the history of Manchester's black citizens be approved.

On motion of **Alderman Long**, duly seconded by **Alderman O'Neil**, it was voted to accept the report and adopt its recommendation.

The Committee on Lands & Buildings respectfully recommends, after due and careful consideration, that the high bidder for the sale of property located on Union Street (Map 310, Lot 4) be accepted.

Alderman Long moved to accept the report and adopt its recommendation. **Alderman Cavanaugh** duly seconded the motion.

Alderman O'Neil asked can we put a stipulation on this because Alderman Cavanaugh remembered that there was a big issue two years ago on a piece of surplus that we sold up on Seventh Avenue or something regarding granting a variance. Can we put

stipulations that you can't go out and get a variance? It ended up creating a problem in the neighborhood. If we sell the land, can we stipulate that they are not going to try to squeeze a number of houses on it and go get approvals and all of that stuff?

Robert Gagne, Assessor, stated this parcel has I believe two storm drainage lines running through it. You can't build anything on this.

Alderman O'Neil responded they told us they couldn't build on this lot up on Seventh Avenue and they were going to squeeze a house or two on it. Am I correct Alderman Roy?

Alderman Roy stated you are right but this is a little bit different. Bob you are right. From what I read it has two permanent easements on it so that negates the possibility of a building.

Alderman O'Neil stated but we were told the same thing the last time.

Alderman Roy replied you are right. It was sold as non-buildable and then they came forward looking for a million different variances.

Alderman O'Neil stated I am just asking that we put a condition on it so it doesn't create a feud in the neighborhood.

Mayor Craig called for a vote. *There being none opposed, the motion carried.*

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the Mayor be authorized to sign the Landlord Consent and Waiver of Lien document for Tabletop Tycoon, Inc., the tenant at 195 McGregor Street.

*On motion of **Alderman Long**, duly seconded by **Alderman Roy**, it was voted to accept the report and adopt its recommendation.*

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the following tax-deeded properties:

- 160 Eddy Road
- 141 Pinard Street
- 49 West Street
- Andrew Street (vacant lot)
- Almond Street (vacant lot)
- Harriman Street (vacant lot)
- Joseph Street (vacant lot)

be deemed surplus to city needs and that the Tax Collector be directed to dispose of said parcels through public auction.

Alderman Long moved to accept the report and adopt its recommendation. **Alderman O'Neil** duly seconded the motion.

Alderman O'Neil stated I am seconded it this with my point that we should do whatever we can do...

Mayor Craig interjected to do what.

Alderman O'Neil stated if they are legal to be built on fine but if they are not fine.

28. Report(s) of the Committee on Administration/Information Systems, if available.

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the request from Robert Gagne, Assessor, to change the exemption benefit amounts for the elderly and disabled be approved.

On motion of **Alderman Long**, duly seconded by **Alderman Roy**, it was voted to accept the report and adopt its recommendation.

29. Resolutions:

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Two Million Five Hundred Thirty Eight Thousand Six Hundred One Dollars (\$2,538,601) for FY2022 CIP 610722 HUD HOME-ARP Housing Initiatives and HUD HOME-ARP Planning and Administration Support."

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Thousand Dollars (\$500,000) for FY2022 CIP 411422 Substance Abuse Reduction Initiative."

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Thousand Nine Hundred Ninety Dollars (\$9,990) for the FY2022 CIP 411322 Police Academy Cadre."

"Amending the FY2022 Community Improvement Program, authorization and appropriating funds in the amount of Twenty Six Thousand Dollars (\$26,000) for the FY2022 CIP 411222 ALS Response Program."

"Amending the FY2022 Community Improvement Program, authorizing, transferring and appropriating funds in the amount of Ninety Eight Thousand Nine Hundred Eighty One Dollars and Ten Cents (\$98,981.10) for FY2022 CIP 411122 Radiological Emergency Preparedness Program."

"Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Forty One Thousand Nine Hundred Eighty Four Dollars (\$41,984) for the FY2022 CIP 410922 Highway Safety Grant."

*On motion of **Alderman O'Neil**, duly seconded by **Alderman T. Sapienza**, it was voted to waive the reading by titles only.*

*On motion of **Alderman Cavanaugh**, duly seconded by **Alderman T. Sapienza**, it was voted that the Resolutions be Enrolled.*

30. Ordinances:

"Amending Section 33.024, 33.025 & 33.026 (Benefits Coordinator) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.024, 33.025 & 33.026 (Parks Ranger I) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.024, 33.025 & 33.026 (Parks Ranger II) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.026 (Equipment Operator I) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.026 (Meter Reader II) of the Code of Ordinances of the City of Manchester."

*On motion of **Alderman Cavanaugh**, duly seconded by **Alderman T. Sapienza**, it was voted to waive the reading by titles only.*

Alderman Shaw moved to Ordain. **Alderman O'Neil** duly seconded the motion.

Alderman Levasseur stated I have a question for Mark. I think the Park Ranger money came from the ARPA funds. First of all, I have been hearing about the Park Ranger jobs and I know a few people who want them but unfortunately they want them from within the city and they don't want to leave their other jobs. You don't have plow guys and my understanding is that Parks doesn't want to join in with Highway on plowing so why are we hiring Park Rangers when we need people to actually work and dig holes in the parks. You are down 20 from what I heard.

Mr. Gomez responded we are down positions across DPW primarily in Highway but we also have some vacancies in Parks. It is not true that Parks is not going to be assisting or is not willing to assist Highway with snowplowing over the winter. In fact, we have been having multiple meetings over the past several weeks to figure out how we can work cooperatively. Parks primary responsibility in the winter is to plow school parking lots but we think we will be able to make folks available to assist Highway to make sure the streets are clear as well.

Alderman Levasseur asked what exactly are Park Rangers going to do.

Mr. Gomez answered the primary responsibility of the rangers is going to be to ensure that people can enjoy the parks and to discourage illegal activity in the parks. They will be visiting parks and going down trails to make sure that activities that are occurring are permitted and that people are following the rules and regulations that we have here in the City of Manchester.

Alderman Levasseur asked in Stark Park would they have enforcement rights to kick out the homeless or stop them from starting fires. If it is a trail that is also considered part of parks right?

Mr. Gomez answered sure. If there is an illegal activity incurring in a park, in most cases the Park Ranger would be the first person responding to a call but we have already had some discussions with the Police Department about making sure that the rangers have access to police radio and are in close communication with the police if they need to be brought in to say make an address or deal with a physical altercation. The concept behind the Park Rangers is not for them to be making arrests or carrying weapons but to be that first line of defense if you will in the parks and if additional steps are needed they will be in close communication with PD.

Alderman Levasseur asked do you have money for vehicles for these two positions.

Mr. Gomez replied yes.

Mayor Craig stated just for the Board's reference, on page 167 you will see the job description for the Park Rangers which shows specifically what their roles and responsibilities are.

Alderman E. Sapienza asked so the Park Rangers are basically the eyes and ears correct. They are not going to be armed?

Mr. Gomez responded correct.

Alderman E. Sapienza asked at all; no pepper spray or anything.

Mr. Gomez answered correct.

Alderman Shaw asked will they be checking to make sure no one is in the parks after curfew and notify the police if someone is in there. We have had so many issues with

Mitchell Street and a few other places like the brand-new playgrounds that have been vandalized by people being in there at night when no one is around.

Mr. Gomez replied so there are three positions. We have developed a schedule with nine hour shifts, four days on and two days off, that essentially allows us to have coverage from 6 AM until 10 PM seven days a week. You mentioned the Brown and Mitchell Park. One of the things that the ranger on duty at night would be responsible for is making sure that the gate at the edge of the parking lot is locked up at the end of the night and to make sure that if there are any people lingering in the park beyond curfew that they are told to leave. Again, if there are issues beyond that, then PD would be called in. That is absolutely one of the primary responsibilities of that person.

Alderman Shaw stated Alderman Levasseur said there was a bonfire at Stark Park. Is that legal?

Mayor Craig responded no.

Alderman Shaw asked can people have fires in the parks.

Mayor Craig answered no.

Alderman Shaw asked so people should call the Fire or Police Department if they see that in a park.

Mr. Gomez replied yes.

Alderman E. Sapienza asked would these be full-time positions with benefits.

Mr. Gomez answered yes.

Alderman E. Sapienza asked and they would be eligible for retirement.

Mr. Gomez responded I believe so but I would defer to others. These are grant funded positions.

Mayor Craig stated they are funded for five years.

Alderman E. Sapienza asked would it be the city retirement or state retirement.

Mayor Craig replied city.

Alderman E. Sapienza stated okay so a retired police officer could do this job. Are these people going to work right through the winter all year long?

Mr. Gomez responded yes.

Mayor Craig called for a vote. The motion carried with Alderman Levasseur being duly recorded in opposition of the ordinances regarding Park Rangers.

Mayor Craig stated we covered new business earlier but does anyone have anything else.

Alderman Levasseur stated I would like to make a recommendation...I am not asking for a motion to be made tonight but maybe this could go to a committee. I think we passed the 79-E application tonight which is a great program to get these old buildings rehabbed and it is working well. One of the issues that I found when I was on the Planning Board was impact fees. I spoke to a gentleman who has a two-family building and I think the first floor had a barber shop or a dentist's office or something that didn't need a lot of renovations to make into an apartment. Since we obviously need more apartments, I would ask that this Board consider in a committee that we waive impact fees when a commercial property is being turned into residential. We have a glut of commercial properties in the city. We have a lot of small buildings that are two-families but they are a mixture of a business on the first floor and an apartment on the second floor. If we could waive that, I have a guy that would be so happy to change it but the impact fee is \$5,800. You are looking at \$5,800 which could go towards a kitchen to

make the place a little nicer. I am not looking for this to be a forever year but maybe for two years we could implement this waiver on impact fees only for commercial properties that are going to be made into residential apartments. That might kick up some of our buildings that are sitting around and some apartment buildings and some old buildings that are mixed use and have high impact fees. I think a waiver for one or two years might help move some of these units along.

Alderman Long stated that is an issue. The Planning Board has the authority to reduce the impact fees.

Alderman Levasseur responded and they don't.

Alderman Long replied well we have in the past. We look at it on an individual basis. We recently passed a rule where in the situation you are talking about they don't have to go to change the use. If it stays within 1,500 square feet...is that what this guy's situation is?

Mayor Craig asked Leon to come forward.

Mr. LaFreniere stated the site plan regulations have been amended recently to allow for more changes to take place without requiring Planning Board approval. That doesn't necessarily waive the impact fee assessment. Only the Planning Board can waive those fees in our current structure. I believe it is something that could be considered by the Board in terms of a change to the ordinance. I would like to have the Solicitor weigh in.

Mayor Craig stated why don't we refer it to the Committee on Administration.

Alderman Levasseur stated that is fine but I sat on the Planning Board with Alderman Long for four years and 99% of the time we tried to support the smallest guy who was going to pay \$6,000 or \$12,000 and the Planning Board blocked it many times and there was always the argument, and we have been here before because the Planning Board says they can't waive it and the only way they can waive it is with our approval. So that

is why we need to have this worked out. I am not looking to do this forever. If we can take the Planning Board out of this and not have to have an argument with them and fight about it...

Alderman Long interjected I agree.

Mayor Craig stated we will do that.

Alderman O'Neil asked do we need a motion.

Mayor Craig replied no we don't need a motion.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman Long**, it was voted to recess the meeting pursuant to RSA 91-A:2, I(a) for strategy or negotiations with respect to collective bargaining.*

Mayor Craig called the meeting back to order.

*There being no further business, on motion of **Alderman Cavanaugh**, duly seconded by **Alderman Stewart**, it was voted to adjourn.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

City Clerk