AGENDA

BOARD OF MAYOR AND ALDERMEN

November 20, 2007 **7:30 PM**
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Guinta calls the meeting to order.

2. The Clerk calls the roll.

3. Update to be presented by representatives of the NH Department of Transportation regarding Manchester/Bedford area projects.

CONSENT AGENDA

4. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Informational – to be Received and Filed

A. Manchester Economic Development Office Quarterly Report for period ending September 30, 2007.

B. Minutes of the MTA Commission meeting held on September 25, 2007 and the Financial and Ridership Reports for the month of September 2007.

REPORTS OF COMMITTEES

COMMITTEE ON LANDS AND BUILDINGS

C. Recommending that the Board approve an easement between the City of Manchester and David B. Campbell and Sean Gildea thereby grating use of a 2,923 sq. ft. parcel of land located on the easterly side of Londonderry Turnpike, north of Route 101 off-ramp, for storm water treatment.

The Committee further recommends that the Mayor be authorized to execute documents as contained herein subject to the review and approval of the City Solicitor.
(Unanimous vote.)

D. Recommending that the Board approve an easement between the City of Manchester and PSNH for property located in the vicinity of Groveland Avenue within property known as Tax Map 492, Lot 12 at a width of 20 feet and granting the ability for guying/anchoring facilities outside the 20 foot strip to accommodate relocation of a line.

To accommodate approval of such recommendation, an ordinance is submitted for referral to the Committee on Bills on Second Reading.

The Committee further recommends that the Mayor be authorized to execute documents as contained herein subject to the review and approval of the City Solicitor, following adoption of the above-referenced ordinance.
(Note: ordinance to be submitted prior to or at meeting.)
(Unanimous vote.)

E. Advising that it has requested the Planning Director to continue to negotiate with the owner of 115 West Street, property adjacent to the William B. Cashin Senior Center, for possible acquisition.
(Unanimous vote.)

F. Advising that it has approved a request by Hands Across the Merrimack, Inc. to raise additional monies for naming rights of the property, however, they must return to the Committee for approval prior to entering into any agreement.
(Unanimous vote.)

G. Advising that it has granted a request by the Greater Manchester Family YMCA, located at 30 Mechanic Street, to utilize a portion of the right-of-way adjacent to their building for the purpose of constructing an extension to the existing landing and stairs at the main entrance.

The Committee further recommends that the use of the right-of-way be subject to the review of the Highway Department.
(Unanimous vote.)

H. Advising that it has denied a request by Howard McCarthy for the City of Manchester to provide an electrical supply at Stanton Plaza to power his ice cream cart.

The Committee requests that the City Clerk work with the City Solicitor and the Risk Manager to identify alternative options for Mr. McCarthy if possible.
(Unanimous vote.)

I. Advising that it has authorized the Economic Development Director to prepare and issue a Request for Proposals for the sale and redevelopment of parcels known as the Seal Tanning Lot and the Granite Street Lot and report back to the Committee within sixty (60) days.
(Unanimous vote.)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENGA BE APPROVED.

5. Nominations to be presented by Mayor Guinta, if available.

6. Confirmation of the nomination of Mark P. Brewer as Airport Director.
A motion is in order to confirm the nomination as presented.

OTHER BUSINESS

7. Report to be presented by Mayor Guinta regarding funding or other actions required for Planning Board activities and in particular singular Planning Board meetings for the proposed Jac Pac project, if available.
Ladies and Gentlemen, what is your pleasure?

8. Report of the Committee on Human Resources/Insurance relative to updated class specifications for the Public Works Director and the Deputy Public Works Director, if available.
Ladies and Gentlemen, what is your pleasure?

9. Communication from Attorney Margaret-Ann Moran requesting authorization of payment from the John M. Sullivan Trust/Francis "Pat" Lally Little League Playing Field and Southwest Little League directly to the appropriate officer of the West Side Little League.
Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

10. Report of the Committee on Bills on Second Reading recommending that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16."

ought to pass.
(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)
(Tabled 09/05/2006)

11. Report of the Committee on Bills on Second Reading recommending that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin's Cemetery."

ought to pass.
(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)
(Tabled 09/05/2006)

12. Report of the Committee on Community Improvement advising that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.
(Unanimous vote)
(Tabled 05/15/2007. Additional materials provided by Finance enclosed.)

13. A Majority report of the Committee on Bills on Second Reading recommending that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.
(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)
(Tabled 06/05/2007)

A Minority report of the Committee on Bills on Second Reading recommending that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

ought to pass.

The minority advises that the proposed zoning, in its opinion, is consistent with the highest and best use of the property and that neighborhood concerns can be best addressed through the development process at the Planning Board level, therefore, that such rezoning should be considered subject to the Planning Board approving any plans for development of the property.
S/Alderman Lopez
(Tabled 06/05/2007)
(Note: additional communications from Alderman Garrity and petitions enclosed.)

14. Report of the Committee on Human Resources/Insurance recommending that the City of Manchester self-insure the dental insurance program for employees effective January 1, 2008.
(Unanimous vote.)
(Tabled 11/07/2007)

15. Report of the Committee on Human Resources/Insurance advising that it has approved the reclassification of the Legislative Assistant (Grade 16) position in the Highway Department to Purchasing Assistant (Grade 12) and for such purpose recommends that the related ordinance be referred to the Committee on Bills on Second Reading for technical review.
(Unanimous vote with the exception of Alderman Garrity who was absent.)
(Tabled 11/07/2007)

16. NEW BUSINESS

a) Communications
b) Aldermen

17. If there is no further business, a motion is in order to adjourn.

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

New Hampshire DOT Department of Transportation

CHARLES P. O'LEARY, JR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Bureau of Highway Design
Room 200
Tel: 603-271-2171
Fax: 603-271-7025

November 9, 2007

Frank C. Guinta, Mayor
Manchester City Alderman
1 City Hall Plaza
Manchester, NH 03101-2097

Dear Mayor Guinta and City Alderman:

The New Hampshire Department of Transportation will be attending the November 20, 2007 City Alderman Meeting @7:30 PM to update the Board on Manchester/Bedford area projects including:

Pavement inlays of portions of I-93 (I-293 in Manchester north to Ex 7), I-293 (F.E.Everett Turnpike East to Merrimack River Bridge), and NH 101 (Kilton Rd to NH 114). Work will include rehabilitation of existing bridges over Hanover Street, Candia Road, and the Interstate bridge over 101/93 connector.

Traffic control will be monitored using the Smart Work Zone.

If you have any questions about these locations feel free to contact Michael Fudala, Chief of Final Design at 271-2524.

Sincerely,

Brenda L. Ordway
Administrative Assistant
Bureau of Highway Design

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Manchester Economic Development Office

Quarterly Report

For Period ending September 30, 2007

Economic Development Marketing

Since its formal launch on July 18 at Merchants.com Stadium, the City's marketing campaign continues to gain momentum as community and business leaders offer support and participate in the effort. With the foundation of the campaign built, MEDO has set out to deploy, grow and measure the success of the campaign. The key components of the marketing plan are outlined below.

1. YourManchesterNH.com

   The new economic development website (www.YourManchesterNH.com) is live and generating buzz on behalf of the City. As we have noted in the past, research tells us that most municipalities, regions or states are now vetted online. MEDO's upgraded, highly informative, sales-focused web site puts Manchester on the radar of business owners, CEOs, site selectors, corporate realtors, developers and others. The data that we have received indicates that the success of the new web site has far surpassed expectations. In its first three months, there have been 9,000 visits to site with over 3,000 unique visitors. At this very early juncture, we already receive about 75 visits to the Web site each day and these numbers are growing. These include visitors researching Manchester as a place to live, those looking for information on starting a business and others seeking to grow their local businesses. This data suggests that the website is reaching our target audiences and providing the information necessary for them to conduct business and reside in the City.

   The top four pages visited by web users are the homepage (the place where most visitors start when seeking information), "Our Team" (which provides contact information for MEDO staff), "Greater Manchester Profile" (which offers an overview of living, doing business in and visiting Manchester) and "Grow Your Business" (which suggests our retention program, communication with local businesses and commitment to remain in Manchester from those businesses is strong).

   The success of the website has also been demonstrated through testimonials we have received from several individuals complimenting the look and feel of the site as well as its ease of use and informative nature. All indications are that the website will become one of the premier marketing and sales tools for the City.

2. Marketing Materials

   MEDO's new marketing materials, including brochures, direct mailers and "M" merchandise such as hats, coffee mugs, pens and other materials, are proving to be popular with the public and effective as marketing tools. These materials have been at both large and small events as staff seeks to embrace opportunities to introduce the City's new marketing campaign to the community, build excitement and buzz around the marketing effort and create opportunities for local businesses and community organizations to become involved. These materials are also being used as promotional items at various trade shows as noted below.

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3. On September 25, MEDO staff unveiled our new trade show booth and promotional materials at the Tri-City Expo. This event is one of the largest of its kind in New Hampshire drawing attendees from across the state. MEDO also plans to staff a booth at the CoreNET conference and exhibition this fall, a national event tailored to corporate realtors, and at least one additional national conference in 2008. Introducing the City's marketing effort in the tradeshow environment is significant as it raises Manchester's visibility and sends the message that the City and its economic development team are poised to attract, retain and support new and expanding businesses.

4. Co-op Advertising Program
MEDO's "co-op" advertising program is underway and promises to be particularly successful. Designed to generate support and buy-in from our business community, this advertising program promotes the City by featuring a successful Manchester business or organization. The businesses, in turn, help to underwrite the cost of the ad. The first co-op ad campaign will launch this fall in cooperation with Citizens Bank, Centrix Bank, Ocean National Bank and St. Mary's Bank. The CEO/President of each of the banks will be featured in individual ads, extolling the virtues of doing business in Manchester. Combined with other print ad campaigns, these "co-op" campaigns will carry the marketing effort farther than originally expected. Many thanks go to the banking institutions for the support of the program. The momentum is building and there are plans in the works for a number of successive "co-op" campaigns with other local businesses and organizations.

Broadcast Advertising
Along with print advertising, MEDO has been able to add television to our marketing line-up. Thanks to a $20,000 donation from the Manchester Development Corporation (MDC), we have created a 30-second television advertisement, featuring local business leaders that have been running on New England Cable News (NECN) during business programming. The commercial also ran during the September 26, 2007 Democratic Debate on NECN. Advertising on NECN is particularly valuable since it hits our target audience within the Boston area and other parts of New England, our most important target area. In addition to TV, MEDO has also run sponsorship spots on New Hampshire Public Radio. Though the audience size is smaller than NECN, these radio spots are relatively inexpensive and are targeted to an important demographic.

MEDO Revolving Loan Fund Activity
The Revolving Loan Fund was established by the City of Manchester in 1996, using allocations of Community Development Block Grant funds and repayments from existing loans. A total of 13 firms have been assisted by the revolving loan fund. The 13 firms have borrowed a total of $921,000 creating 162 new jobs in Manchester since the program's inception. The RLF makes loans for working capital and fixed asset acquisition that will assist in business retention, expansion, and recruitment, creating new jobs in Manchester.

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No new loans were made during the past quarter. VHG Labs, Inc., however, paid off the balance of their loan of $72,979.78 on August 1st. Principal and interest income during the July 1 to September 30 period totaled $ 97,070.01. As of September 30, the fund had $210,197.96 available to lend. MEDO continues to market the RLF program and meet with individuals about the product.

Economic Development Administration (EDA) Grant

EDA approved modification of the City's $70,000 grant to focus on feasibility studies for expanded/new Convention Center Facilities and secondly, for a mid-sized (1,500 to 4,000 seat) performing arts center. CIP funds provide the local match.

A Committee made up of hospitality, entertainment, business experts, Aldermanic representative Dan O'Neil and City staff reviewed five proposals for the Convention Center study in late September. An award of the Convention Center study engagement to HVS International is imminent. The Committee will work with HVS to oversee the study which ultimately, will make recommendations to the city as to whether expanded convention facilities are warranted, and if so where such facilities should be located and how they should be financed, operated and managed.

The Performing Arts Center proposals are due November 1st. A meeting of the same steering Committee convened for the Convention Center study will review these in early November.

Other Investment Incentives

On October 2, the Board of Mayor & Aldermen approved the City's first Community Revitalization Tax Relief Incentive (RSA 79-E) application. The four-story brick building located at 20 Concord Street will be rehabilitated into a mixed use retail/restaurant and office building. Due to the publicity generated by the October 2 approval, MEDO staff has received a number of inquiries about the program and additional 79-E applications are expected in the near future. City's MEDO staff continues to work with current or potential property owners in the City who are interested in making improvements to or growing their businesses. Other incentive programs offered by the City include CROP Zone tax credits and façade improvement grants.

Tech North Summit

After several months of preparation, MEDO, with the assistance of the Chamber, local high tech business leaders and many others, held the first ever Tech North Summit at the Radisson/Center of New Hampshire on September 19. The Summit was intended to enhance Manchester's position as a high tech center while providing access for local companies and entrepreneurs to information and resources that can help them develop and grow their businesses. The Summit also provided access to employers with available jobs and networking opportunities for area businesspeople, students, local officials and others.

The day-long summit included opening breakfast and luncheon events with keynote speakers, an evening reception, a job fair and exhibitor hall, and morning and afternoon breakout sessions. Keynote speakers included Dean Kamen, Fred Kocher of the NH High Tech Council, UNH President Mark Huddleston, Richard Ashooh of BAE Systems, Grace Kilbane from the US Department of Labor and others. Break out sessions included workshops or seminars on

intellectual property, career planning, venture & angel capital financing, open source systems, virtual classrooms and other business and technology related topics.

Principal sponsors of the Tech North Summit included UNH Manchester, Fidelity Investments, Divine Strategies, Group Danone, PSNH, Dynamic Network Services, Inc., BAE, and Gamache Enterprises. In-kind sponsors included Clear Channel, the NH Economy, Silvertech, Savvy Communications, Bar Camp and Tracy Edwards O'Neil.

The overall theme of this year's summit was designed to spotlight the links between higher education and the high tech economy. An estimated 300 people attended various portions of the event. Due the positive responses received from participants MEDO plans to work with our partners and sponsors to develop a new event for fall of 2008.

Jac Pac Site

Staff continues to work with Anagnost Companies during the due diligence process as plans for the redevelopment of the 17-acre Jac Pac site progress. The due diligence period has been extended until the end of November so that any outstanding issues that remain can be addressed. On October 16, the Board of Mayor and Aldermen approved a petition to discontinue several "paper streets" that were viewed as potential clouds on the title to the property, thereby resolving one of the last remaining issues to be addressed. MEDO staff will continue to work with all parties to ensure that the development potential of the site is realized.

Riverwalk Place/Chinburg Development

Sales and development activity at Riverwalk Place (the Chinburg development) remain slow. Of the 45 townhouse units approved, 24 have been built, at least 8 remain unsold and until the market improves, additional units will not be built. There has also been no activity on the 144 unit approved garden style units.

To help encourage greater activity, MEDO staff and Planning & Community Development Director Robert MacKenzie have held a series of meetings with representatives from Chinburg Builders, the Fisher Cats and other property owners in the area to develop a new branding and marketing initiative for the entire stadium and South Commercial Street areas. Mixed use developments centered around sports stadiums and other facilities are a growing development trend. Though the overall residential market remains soft, we are optimistic that a cooperative planning, branding and marketing effort for the stadium area will help to bring about successful completion of Riverwalk Place and stimulate related development.

Other activities in the vicinity of the stadium include Keyspan's remediation efforts which are expected to be completed before the end of the year and work on the Hands Across the Merrimack Bridge which is also expected to be completed before the end of the year. Next spring, work on a bicycle & pedestrian trail within a former railroad corridor on the West Side will begin that will link the Hands Across the Merrimack bridge with the West Side Ice Arena and the Piscataquog River. Completion of these projects is expected to enhance the marketability of the Riverwalk Place project as well. In other area developments, the 36-unit condominium proposed for 2 Line Drive remains on hold.

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Ash Street School

Sale of the former Ash Street School to local Manchester firm Silvertech is proceeding. A closing date is expected in November. Staff will continue to work with the parties through the redevelopment processes.

Parking Division

The Parking Division presented for approval and completed the implementation of the Millyard Parking Plan on August 15th, which added 41 more Pay & Display meters to the streets and increased parking capacity by over 300 parking spaces in the Millyard. Part of the plan involved the implementation of a parking shuttle, which has been successful, and the Parking Division is currently working with another Millyard owner to expand the service. The parking changes were well-received overall, and it appears that leasing activity has intensified since the plan has been put into effect.

The addition of a Customer Service Representative to the Parking Division has allowed the division's management to take on a greater number of projects, a few of which are listed below.

- Special Committee on Parking in the vicinity of high schools – this is a 12 month project that is aimed at improving the parking situation in the areas of all three city high schools
- In-Vehicle Parking Meter program – the division coordinated a pilot program during September, which will run for two months beginning in November
- Victory Parking Garage revenue control equipment replacement – an RFP was designed and a contract awarded to expend the funds designated in the CIP program to replace the facility's aging gate arms, card readers and related equipment. The new system will accept credit cards and conventional parking tickets will be replaced by "chip coins." The chip coin system in other locations has proven to have very low maintenance costs and is much more flexible for many applications than the old system. Construction will begin on November 12th, and will take 2 weeks to complete.
- Wall Street Tower parking lease – Parking Division management began an analysis of the existing lease with the Wall Street Tower and is preparing recommendations for presentation to the BMA.

Northwest Business Park – Hackett Hill

The Manchester Housing and Redevelopment Authority (MHRA) continues to pursue final approval for phase one of this important development project. The Planning Board granted conditional approval to the project last spring. Key outstanding issues include state wetlands permitting and final design for certain infrastructure improvements. The MHRA is in the process the process of selecting a commercial broker and hopes to be able to put construction of necessary infrastructure improvements out to bid in early 2008. Preliminary estimates put the cost of these improvements at about $3.5 million. MEDO staff looks forward to working with the MHRA to obtain financing for infrastructure improvements and to market the lots to end users.

UNH Expansion

MEDO Director Jay Minkarah has agreed to serve on a committee recently formed to plan for UNH Manchester expansion. The committee and its various subcommittees have been meeting regularly since August to develop a plan for a technology oriented expansion of the UNH Manchester facility in the Millyard. UNH Manchester expansion, along with the continued

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development of the city's other colleges and universities, is a key component of the City's comprehensive economic development strategy.

Business Visits

MEDO staff conducted fewer formal business visits in last quarter than in the past two quarters due to the time demands of other projects and initiatives. Those that were made included visits to Texas Instruments, Van Otis Chocolates, CLD Consulting Engineers, JPSA Laser, and PSNH. Business visits typically include meetings with business managers, directors and officers and facility tours and are sometimes scheduled around grand openings, expansions or other milestone events.

Commuter Rail

MEDO Director Jay Minkarah was appointed to the newly formed New Hampshire Rail Authority in August. Other representatives from Manchester include the Airport Director and Southern New Hampshire Planning Commission director David Preece. The Authority held its first meeting in September and will continue to meet at least monthly thereafter. Subcommittees have also been formed to tackle specific issue areas. The NH Rail Authority is a state-wide organization; however its initial focus will be on restoring commuter/passenger rail to Nashua, Manchester and eventually Concord.

Manchester Development Corporation

MEDO continues to staff the Manchester Development Corporation (MDC). The MDC typically meets on the second Friday morning of each month at the Chamber offices. The MDC has not undertaken any new investments or initiatives in the third quarter, though some significant opportunities are currently under consideration.

Other Activities

In addition to the projects, programs and initiatives described above, MEDO works with a number of developers, property owners and businesses interested in developing, investing or expanding in Manchester. Staff also works with local nonprofit groups and organizations such as the Greater Manchester Chamber of Commerce, Neighborworks, the Manchester Young professionals Network and others and with a number of state and federal agencies to further our overall economic development goals. During the third quarter, MEDO staff has been involved to various degrees with projects such as the proposed Job Corps facility, disposition of the former Sargent Museum, St. Anne's Church, the Pandora Building, the proposed Gold Street By-Pass, Granite Square improvements, South Elm Street improvements and others. MEDO staff has also served as speakers at a number of functions including a Queen City Rotary Club meeting, a Grubbs & Ellis brokers event and a recent Chamber breakfast.

MANCHESTER TRANSIT AUTHORITY

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512

JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
JOSEPH DESELLE
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

October 31, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, October 30, 2007. Enclosed are the approved Minutes of the September 25, 2007 Commission Meeting, September 2007 Financial Report, and September 2007 Ridership Report.

The next scheduled Commission Meeting will be Tuesday, November 27, 2007 at 5:00 PM.

If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures

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MANCHESTER TRANSIT AUTHORITY

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JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
JOSEPH DESELLE
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

September 25, 2007 Commission Meeting

MEMBERS PRESENT: Chairman John H. Trisciani
Vice Chairman Peter Escalera
Commissioner Joseph Deselle
Commissioner Maureen A. Nagle

MEMBERS ABSENT: Commissioner Carol Williams

PERSONNEL PRESENT: David Smith, Executive Director
Karyn Bennett, Assistant Executive Director
William J. Cantwell, Supt. of Administration
John Huber, Operations Planning Manager
Paul Beauregard, Shop Manager

OTHERS PRESENT: Michael Whitten, First Transit

1. a. Chairman TRISCIANI called the meeting to order at 5:05 PM.

SMITH introduced Michael Whitten, Manager-in-Training for First Transit.

SMITH explained WHITTEN is going to work at Connecticut Transit, but will stay in New Hampshire for about a month to assist with projects for MTA and Nashua Transit. WHITTEN's services are provided without charge to MTA.

b. **Approve Minutes of August 28, 2007 Commission Meeting.** NAGLE made a motion to approve the Minutes of the August 28, 2007 Commission Meeting. Seconded by DESELLE. All Commissioners present in favor. ESCALERA asked about the status of part-time employees obtaining health insurance coverage through Symetra Financial. CANTWELL replied about 20 employees have signed up for health, life, or disability insurances.

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MANAGEMENT REPORTS

2. a. **Financial Report for August 2007.** NAGLE made a motion to approve the Financial Report for August 2007. Seconded by DESELLE.

Transit Operation: CANTWELL reported revenues were $301,243; $37,158 (10.98%) less than budget. Farebox, tickets, and shuttle revenues were $2,665 over budget. The farebox income averaged $788 per day; an increase over July. The most significant variance was receipt of $34,000 in grant money owed by the State of NH. Expenses were $337,227; $8,744 (2.53%) less than budget. There were no substantial variances in expenditures. All the expenditures fell in line within the groups.

School Operation: CANTWELL reported revenues were $201,897; $15,442 (8.28%) more than budget. He explained we are currently billing the School District according to the contract and have not issued credit for reduction of buses this school year. The final number of buses is determined after the pick of runs, and then credits will be issued for July and August. SMITH explained the School District/MTA contract has a factor for adjustments, the original contract was for 57.5 buses, and this school year (2007/2008) we are using only 54 buses. CANTWELL reported expenses were $125,626; $13,413 (9.65%) less than budget. July and August are hard months to budget because mechanic labor and materials fluctuate based on repair of the fleet.

TRISCIANI noted that the Special Fund account is $130,000 and asked if we paid for the new schools buses. CANTWELL replied the buses have been paid for and that amount is actual cash on hand for the purchase of future buses.

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The Accounts Receivable was reviewed. TRISCIANI was pleased there is only $69 due over 120 days and commended the Accounting Department for a job well done with collections.

All Commissioners present in favor of approving August 2007 Financial Report.

b. **Operations Reports for August 2007.**

Transit-School Report:

Transit: BENNETT reported we have completed the second month of new transit routes and service has begun to settle down. They are still looking into running times and passenger transfers. She attended a regional "Bioguys" meeting and in attendance were representatives from local law enforcement, first responders, and medical professionals to discuss needs of residents during an all hazards event. The MTA's involvement is to provide mass transit and shelter. Our FTA Triennial Review was held on August 15th and 16th. HUBER and transit operator Brenda Bernard were present at NHCTC's student registration to answer questions and hand out bus schedules to students. NAGLE commented that they did a fantastic job.

School: BENNETT reported they attended the principals "back to school" meeting and updated staff on rosters, charter and discipline issues, and the camera policy. They have implemented a charter request form that is now in use. Staff held a school bus drivers meeting on August 24th. Presenters were Kathy Brockett, Department of Environment Services (DES), who did a presentation on clean air and anti-idling, Manchester Police Department (MPD) was present and reminded operators on roadway safety, Barbara Gagne, School District, updated the transportation and camera policies that the School Board adopted this year.

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The school pick was completed during that week with 74 active school bus drivers returning. We lost 5 drivers over the summer; 2 to illness and 3 found full-time employment. We licensed 3 drivers in August and have 4 currently in training. Primex, our workers compensation carrier, held a certified substance abuse and awareness program. HUBER, dispatcher Sarah Dube, and BENNETT attended the 2-hour workshop. ESCALERA asked if the principals were concerned with the camera policy. BENNETT replied their concerns were how they were going to get the tapes and what they were going to end up doing with the information. ESCALERA asked how many buses are camera-equipped. BENNETT replied 26.

NAGLE said the New Hampshire Community Technical College in Manchester is having an open house on October 24th from 5:00 to 7:00 PM. Commissioners and staff will be receiving invitations.

Transit-School Statistics Ridership Report: HUBER informed the Board on last months' statistics report stating there was one full-time operator out on workers compensation who has since returned to work. He explained the transit ridership report he added a new format to the ridership report to reflect changes in routes because of the COA. Weekday fixed route ridership is negative .46%. Total ridership was 39,071; 1.57% less than same month last year. SMITH said one thing to consider is that with the longer running times there are fewer individual trips being made in the course of the day. Some of the service is actually coming in earlier than in the past. The end of the day is now 6:30 PM for all of the routes whereas some of them were ending at 7:00-7:15 PM. HUBER reported total revenue miles were 42,852. We transported 1,052 passengers on

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StepSaver. StepSaver is steadily increasing; we are up to 450 StepSaver clients. The payroll hours versus platform hours last month were 116%, this month are 111%.

Maintenance Report: BEAUREGARD reported 19 transit inspections were scheduled and all were completed. There were 3 E&H inspections scheduled and completed. They performed 1 school inspection during the month because most of the inspections were done in July. There were 3 transit road calls during the month, 19 hours in overtime, and no on-the-job injuries.

NEW BUSINESS

3. a. **Award Contract to Gillig Corp. for Purchase of Three Buses.** SMITH explained the 6 buses purchased last year and 3 buses purchased this year were under a "piggy back" option of a contract issued by the State of Connecticut in 2003. Bridgeport was given approval to decide whether it would or would not purchase buses as part of the State of Connecticut's contract. The 9 buses purchased were under Bridgeport's option for 2005 and 2006. They have one remaining option to purchase in 2007, and decided they did not want to purchase buses and are willing to transfer to us their 2007 option of 5 buses so we can purchase 3 buses next year. Gillig gave us a price in June of $312,210 each and after getting Bridgeport's approval last week Gillig informed us the price quoted in June remains the same. The pricing is based on the original price that Connecticut had bid for in 2003. We have changes against the Connecticut specifications which have resulted in savings. SMITH checked the $312,000 against the producer price index and it appears correct. SMITH recommended that the Board approve the purchase of 3 remaining buses with Gillig. DESELLE

B

made a motion to purchase three Gillig buses through Bridgeports' option. Seconded by NAGLE. All Commissioners present in favor.

b. **Approve Title VI Program.** SMITH said the FTA requires we submit a Title VI program. He explained this is a nondiscrimination statute, similar to the EEO statute, but applies to nondiscrimination in provision of services. The FTA wants to make sure there is equity in the services we provide to low income areas and equity in the services we provide to minority areas as compared to non minority areas. Requirements to the Title VI program have changed. The new circular was published in May 2007 and some of the changed requirements are; a formal complaint policy (adopted by the Board 7/31/07), an active outreach effort, and a Limited English Proficiency (LEP) Plan. SMITH said we are charged with the responsibility of establishing plans to communicate with at least the major population groups or the major language groups in the non English speaking community. The LEP Plan does not have to be put in place immediately, but we submitted the draft Title VI Plan for the September 16th expiration date. NAGLE made a motion to approve the Title VI program. Seconded by DESELLE. All Commissioners present in favor.

OLD BUSINESS

4. a. **Solicitation for New Management Contract.** The Administrative Assistant explained one vendor has requested a site visit; deadline was Friday, September 26th. TRISCIANI and NAGLE will arrange a date to meet this vendor during the week of October 1st.

B

TABLED ITEM

5. a. **Wal-Mart Bus Shelter.** NAGLE made a motion to remove the Wal-Mart Bus Shelter from the table. Seconded by DESELLE. All Commissioners present in favor. TRISCIANI stated he is unsure if WILLIAMS made contact with the Mayor regarding this issue. He feels we are in a situation that something has to be done and requested the Board make a motion for SMITH to handle this issue. SMITH explained whenever he and Street Supervisor William Rogers go to Wal-Mart and visit the Store Manager (Stephen Lee) it's either his day off or he is out to lunch. SMITH sent a letter 3 weeks ago and has not received a response. He doubts if we are going to get participation from Wal-Mart. We have been asked for about two years by passengers, Aldermen, and the Mayor to do something about a bus shelter at that location and SMITH believes we will need to contribute money in order to get this done. NAGLE asked if a Commissioner should approach them. SMITH said the Mayor has offered. TRISCIANI feels SMITH should handle it first and, if necessary, then bring it to the Mayor. HUBER questioned talking to Mr. Stephen Lee's boss because he may not have the authority to make that decision. TRISCIANI made a motion to give SMITH the authority to move on this in the best interest of the MTA. Seconded by NAGLE. All Commissioners present in favor.

OTHER BUSINESS

6. a. **Date for Next Meeting.** Tuesday, October 30, 2007.

With no further business to come before the Board, NAGLE made a motion to adjourn the meeting at 6:05 PM. Seconded by DESELLE. All Commissioners present in favor.

B

MANCHESTER
TRANSIT AUTHORITY

Transit

September 2007

B

Manchester Transit Authority
Income Statement Transit
For the Three Months Ending September 30, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	$12,041.73	$16,920.00	$50,591.39	$53,580.00	($2,988.61)
Adult Fares	1,794.00	2,300.00	4,944.00	6,900.00	(1,956.00)
Adult Monthly Fares	4,543.00	2,400.00	11,054.00	7,200.00	3,854.00
Senior Citizens Fares	735.00	1,000.00	2,615.00	3,000.00	(385.00)
Senior Citizen Monthly Fare	1,883.00	1,000.00	3,580.50	3,000.00	580.50
Disabled Rider Fare	2,002.00	1,750.00	5,868.76	5,250.00	618.76
Student Fares	292.50	850.00	777.50	2,550.00	(1,772.50)
Total Farebox and Tickets	**23,291.23**	**26,220.00**	**79,431.15**	**81,480.00**	**(2,048.85)**
Shuttle and Excursions					
Shopping Shuttle		1,260.00	2,580.00	3,780.00	(1,200.00)
Excursion Revenue	193.00	480.00	1,347.00	2,880.00	(1,533.00)
Total Shuttle and Excursions	**193.00**	**1,740.00**	**3,927.00**	**6,660.00**	**(2,733.00)**
Other Revenue					
Sale of Fuel to City Departments	32,291.53	28,750.00	91,279.27	86,250.00	5,029.27
Sale of Maintenance Service to City	3,193.59	2,000.00	3,539.87	6,000.00	(2,460.13)
Advertising Revenue-Bus	5,801.25	5,500.00	16,341.00	16,500.00	(159.00)
Sale of Scrap Materials	86.40		152.43		152.43
Interest Income	923.54	750.00	3,791.84	2,250.00	1,541.84
Photo Picture ID Revenue	6.00	25.00	72.00	75.00	(3.00)
Other Non-Tranp. Revenue	0.01	25.00	360.03	91.00	269.03
Total Other Revenue	**42,302.32**	**37,050.00**	**115,536.44**	**111,166.00**	**4,370.44**
Total Operational Income	**65,786.55**	**65,010.00**	**198,894.59**	**199,306.00**	**(411.41)**
Operating Assistance					
City of Manchester	98,059.50	98,060.00	294,178.50	294,180.00	(1.50)
Town of Bedford	3,600.00	3,600.00	10,800.00	10,800.00	
State of New Hampshire				34,000.00	(34,000.00)
Federal Operating Subsidy	125,241.00	131,090.00	388,941.00	398,082.00	(9,141.00)
Total Operating Assistance	**226,900.50**	**232,750.00**	**693,919.50**	**737,062.00**	**(43,142.50)**
Total Revenue	**292,687.05**	**297,760.00**	**892,814.09**	**936,368.00**	**(43,553.91)**
Expenses					
Labor					
Transit Operator Wages	56,343.42	54,539.00	184,876.31	177,104.00	7,772.31
Transit Operator Overtime Wages	6,031.49	6,942.00	20,457.92	22,568.00	(2,110.08)
StepSaver Operator Wages	13,415.41	11,990.00	35,268.52	39,172.00	(3,903.48)
StepSaver Operator Overtime Wages	2,336.13	1,736.00	7,762.97	5,642.00	2,120.97
Mechanic Wages	13,721.17	10,830.00	39,575.28	35,910.00	3,665.28
Mechanic Overtime Wages	70.54		745.03		745.03
Transp. Admin Wages	11,454.69	8,400.00	33,128.46	27,852.00	5,276.46
Transp. Admin Overtime Wages	502.34	175.00	2,374.31	525.00	1,849.31
Maint. Admin Wages	3,348.88	3,309.00	9,033.28	10,972.00	(1,938.72)
Maint. Admin Overtime Wages			10.93		10.93
General Admin Wages	7,863.48	6,357.00	23,694.77	21,077.00	2,617.77
Gen. Admin Overtime Wages	58.72	113.00	159.39	339.00	(179.61)
Total Labor	**115,146.27**	**104,391.00**	**357,087.17**	**341,161.00**	**15,926.17**

B

Manchester Transit Authority
Income Statement Transit
For the Three Months Ending September 30, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Fringe Benefits					
Health Insurance Expense	$46,485.81	$53,140.00	$142,989.02	$163,020.00	($20,030.98)
Dental Insurance Expense	1,433.54	1,245.00	3,937.96	3,735.00	202.96
Life Insurance Expense	477.14	676.00	1,812.22	2,028.00	(215.78)
Pension Expense	5,568.00	6,656.00	17,952.00	19,968.00	(2,016.00)
FICA Expense	10,044.27	10,413.00	34,035.72	33,607.00	428.72
Worker's Compensation	4,637.00	4,245.00	14,015.27	13,718.00	297.27
Unemployment Compensation	366.00	366.00	1,098.00	1,098.00	
Transit Operator Vacation Wages	5,058.70	5,017.00	20,896.46	15,051.00	5,845.46
Transit Operator Holiday Wages	4,905.93	3,923.00	12,169.48	9,808.00	2,361.48
Transit Operator Sick Wages	2,020.87	3,923.00	6,786.45	11,769.00	(4,982.55)
Mechanic Vacation Wages	1,472.60	1,395.00	4,480.51	4,185.00	295.51
Mechanic Holiday Wages	1,562.20	1,224.00	3,631.64	3,672.00	(40.36)
Mechanic Sick Wages	52.20	94.00	52.20	282.00	(229.80)
Transp. Admin Vacation Wages	3,351.00	1,258.00	4,161.96	3,774.00	387.96
Transp. Admin Holiday Wages	1,892.77	1,382.00	3,961.03	4,146.00	(184.97)
Transp. Admin Sick Wages	589.09	674.00	1,155.57	2,022.00	(866.43)
Maint. Admin Vacation Wages	865.12	827.00	2,477.18	2,481.00	(3.82)
Maint. Admin Holiday Wages	513.42	563.00	1,543.37	1,689.00	(145.63)
Maint. Admin Sick Wages	961.86	99.00	8,225.92	297.00	7,928.92
Gen Admin. Vacation Wages	1,069.93	828.00	2,265.06	2,484.00	(218.94)
Gen. Admin Holiday Wages	993.13	843.00	2,364.75	2,529.00	(164.25)
Gen. Admin Sick Wages	155.36	149.00	155.36	447.00	(291.64)
Transit Uniform Allowance	610.30	779.00	1,202.47	2,337.00	(1,134.53)
Maintenance Uniform Allowance	418.92	560.00	1,240.27	2,523.00	(1,282.73)
Tool Allowance	1,300.00	100.00	1,992.00	300.00	1,692.00
License Reimbursement		42.00	10.00	126.00	(116.00)
Burden Adjustment	(12,712.21)	(15,580.00)	(32,893.60)	(45,678.00)	12,784.40
Total Fringe Benefits	**84,092.95**	**84,841.00**	**261,718.27**	**261,418.00**	**300.27**
Services					
Management Consultant	11,647.79	12,917.00	37,631.57	38,751.00	(1,119.43)
Commissioner Expense	13.33	83.00	56.31	249.00	(192.69)
Auditing Expense		4,000.00		4,000.00	(4,000.00)
Legal Expense	387.20	583.00	519.20	1,749.00	(1,229.80)
Service Bureau	158.18	630.00	382.52	1,890.00	(1,507.48)
Security Service	467.05	83.00	506.41	249.00	257.41
Outside Advertising	2,830.03	417.00	3,106.02	1,251.00	1,855.02
Drug & Alcohol Testing		583.00		1,749.00	(1,749.00)
Pre-Employment Medical	48.74	83.00	48.74	249.00	(200.26)
Janitorial Service and Supplies	1,645.60	667.00	2,270.19	2,001.00	269.19
Bank Service Charges	494.77	650.00	1,512.10	1,950.00	(437.90)
Total Services	**17,692.69**	**20,696.00**	**46,033.06**	**54,088.00**	**(8,054.94)**
Materials and Supplies					
Fuel Operations	20,681.48	19,142.00	66,356.82	61,627.00	4,729.82
Sale of Fuel to City Departments	26,738.97	28,125.00	84,749.68	84,375.00	374.68
Maintenance Parts	4,964.29	9,492.00	14,516.44	30,119.00	(15,602.56)
Purchase Discounts	(413.10)	(250.00)	(469.89)	(750.00)	280.11
Tires Expense	986.82	1,035.00	5,171.86	3,334.00	1,837.86
Oil and Grease	448.91	348.00	1,051.34	1,121.00	(69.66)
Maintenance Supplies	610.04	863.00	1,649.57	2,583.00	(933.43)
Body Shop Supplies	768.91	720.00	1,793.02	2,160.00	(366.98)
Hazardous Materials		90.00		270.00	(270.00)
Outside Parts and Labor	50.00	83.00	150.00	249.00	(99.00)

B

Manchester Transit Authority
Income Statement Transit
For the Three Months Ending September 30, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Repairs-Inner City Terminal		$250.00		$750.00	($750.00)
Repairs-Building and Grounds	228.59	883.00	2,317.04	2,653.00	(335.96)
Repairs-Shop Equipment	832.74	270.00	861.99	810.00	51.99
Repairs-Radio Equipment		42.00		126.00	(126.00)
Repairs-Office Equipment	388.19	367.00	1,045.84	1,101.00	(55.16)
Office Supplies	491.81	917.00	1,578.58	2,751.00	(1,172.42)
Transit Schedules and Tickets		1,250.00	2,635.00	3,750.00	(1,115.00)
Total Materials and Supplies	**56,777.65**	**63,627.00**	**183,407.29**	**197,029.00**	**(13,621.71)**
Utilities					
Electricity	1,617.65	1,988.00	4,782.83	5,964.00	(1,181.17)
Natural Gas	41.23	50.00	116.93	150.00	(33.07)
Telephone	703.55	663.00	1,958.42	1,989.00	(30.58)
Water	145.55	159.00	456.41	477.00	(20.59)
Total Utilities	**2,507.98**	**2,860.00**	**7,314.59**	**8,580.00**	**(1,265.41)**
Insurance					
Public Liability Insurance	11,361.00	11,969.00	34,079.00	35,907.00	(1,828.00)
Other Liability	885.00	1,204.00	2,662.64	3,612.00	(949.36)
Total Insurance	**12,246.00**	**13,173.00**	**36,741.64**	**39,519.00**	**(2,777.36)**
Other Expenses					
Dues and Memberships	130.56	83.00	172.54	249.00	(76.46)
Tolls and Parking	10.00		10.00		10.00
Training and Meetings		250.00	632.19	750.00	(117.81)
Grievance Expense		38.00		114.00	(114.00)
Depreciation	36,000.00	36,000.00	108,000.00	108,000.00	
Total Other Expenses	**36,140.56**	**36,371.00**	**108,814.73**	**109,113.00**	**(298.27)**
Total Expenses	**324,604.10**	**325,959.00**	**1,001,116.75**	**1,010,908.00**	**(9,791.25)**
Net Income (Loss)	**(31,917.05)**	**(28,199.00)**	**(108,302.66)**	**(74,540.00)**	**(33,762.66)**

B

MANCHESTER
TRANSIT AUTHORITY

School

September 2007

B

Manchester Transit Authority
Income Statement School
For the Three Months Ending September 30, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Contract	$174,167.25	$166,709.00	$523,255.75	$500,127.00	$23,128.75
Manchester Skill Center	12,016.95	10,598.00	36,050.85	31,794.00	4,256.85
Special Needs	11,310.00	13,572.00	33,930.00	36,192.00	(2,262.00)
Total Student Transportation	**197,494.20**	**190,879.00**	**593,236.60**	**568,113.00**	**25,123.60**
School Charter					
Student Athletics	19,464.35	20,000.00	21,583.95	23,500.00	(1,916.05)
Student Fieldtrips	(1,541.90)	3,500.00	7,316.85	13,000.00	(5,683.15)
Total School Charters	**17,922.45**	**23,500.00**	**28,900.80**	**36,500.00**	**(7,599.20)**
Other Revenue					
Sale of Vehicles and Equipment			4,000.00		4,000.00
Interest Income	148.24	100.00	1,141.07	300.00	841.07
Other Non-Tranp. Revenue	167.00		930.00		930.00
Total Other Revenue	**315.24**	**100.00**	**6,071.07**	**300.00**	**5,771.07**
Total Operational Income	**215,731.89**	**214,479.00**	**628,208.47**	**604,913.00**	**23,295.47**
Expenses					
Labor					
School Operator Wages	91,867.73	91,665.00	124,075.64	121,162.00	2,913.64
School Operator Overtime Wages	5,489.60	2,874.00	5,489.60	3,877.00	1,612.60
Transit Operator Wages		239.00		239.00	(239.00)
Transit Operator Overtime Wages	1.42		73.33		73.33
Mechanic Wages	8,871.30	9,042.00	25,619.80	29,980.00	(4,360.20)
Transp. Admin Wages	7,526.85	6,613.00	21,727.09	21,927.00	(199.91)
Transp. Admin Overtime Wages	444.70	408.00	572.52	1,224.00	(651.48)
Maint. Admin Wages	2,456.26	3,077.00	6,498.57	10,203.00	(3,704.43)
General Admin Wages	3,815.33	3,580.00	10,277.12	11,871.00	(1,593.88)
Gen. Admin Overtime Wages		32.00		96.00	(96.00)
Total Labor	**120,473.19**	**117,530.00**	**194,333.67**	**200,579.00**	**(6,245.33)**
Fringe Benefits					
Health Insurance Expense	180.55		2,011.64		2,011.64
Dental Insurance Expense	(11.03)		390.67		390.67
FICA Expense	6,103.68	8,402.00	10,339.00	13,323.00	(2,984.00)
Worker's Compensation	3,159.00	3,672.00	9,473.84	4,925.00	4,548.84
School Operator Holiday Wages	133.52		591.35		591.35
School Uniform Allowance	90.00	547.00	417.98	1,641.00	(1,223.02)
Maintenance Uniform Allowance	50.00		50.00		50.00
Tool Allowance			408.00		408.00
License Reimbursement	800.00	250.00	1,120.00	750.00	370.00
Burden Adjustment	12,712.21	15,580.00	32,893.60	45,678.00	(12,784.40)
Total Fringe Benefits	**23,217.93**	**28,451.00**	**57,696.08**	**66,317.00**	**(8,620.92)**
Services					
Management Consultant	11,647.79	12,917.00	37,631.58	38,751.00	(1,119.42)
Commissioner Expense	6.83	83.00	49.80	249.00	(199.20)
Auditing Expense		6,000.00		6,000.00	(6,000.00)
Legal Expense	580.80	583.00	778.80	1,749.00	(970.20)

B

Manchester Transit Authority
Income Statement School
For the Three Months Ending September 30, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Service Bureau	$168.17	$1,045.00	$463.51	$3,135.00	($2,671.49)
Security Service	700.32	125.00	759.36	375.00	384.36
Outside Advertising	447.57	833.00	576.54	2,499.00	(1,922.46)
Driver and Criminal Record	123.25		825.25		825.25
Drug & Alcohol Testing	324.00	667.00	324.00	2,001.00	(1,677.00)
Pre-Employment Medical	353.30	250.00	353.30	750.00	(396.70)
Janitorial Service and Supplies	1,645.64	667.00	2,270.23	2,001.00	269.23
Total Services	**15,997.67**	**23,170.00**	**44,032.37**	**57,510.00**	**(13,477.63)**
Materials and Supplies					
Fuel Operations	19,607.97	20,683.00	24,696.45	27,043.00	(2,346.55)
Maintenance Parts	3,200.92	3,720.00	10,696.89	7,479.00	3,217.89
Tires Expense	658.54	1,607.00	4,820.83	2,102.00	2,718.83
Oil and Grease	130.97	320.00	578.45	419.00	159.45
Maintenance Supplies	512.28	720.00	2,511.67	2,160.00	351.67
Body Shop Supplies	503.56	613.00	1,377.95	1,839.00	(461.05)
Hazardous Materials		77.00		231.00	(231.00)
Outside Parts and Labor		83.00		249.00	(249.00)
Repairs-Building and Grounds	189.48	783.00	1,924.76	2,349.00	(424.24)
Repairs-Shop Equipment	578.23	230.00	603.16	690.00	(86.84)
Repairs-Radio Equipment		42.00		126.00	(126.00)
Repairs-Office Equipment	330.72	300.00	868.82	900.00	(31.18)
Office Supplies	258.90	750.00	1,128.55	2,250.00	(1,121.45)
School Schedules and Tickets		167.00		501.00	(501.00)
Total Materials and Supplies	**25,971.57**	**30,095.00**	**49,207.53**	**48,338.00**	**869.53**
Utilities					
Electricity	1,378.01	1,763.00	3,967.72	5,289.00	(1,321.28)
Natural Gas	35.13	50.00	102.28	150.00	(47.72)
Telephone	599.36	588.00	1,626.10	1,764.00	(137.90)
Water	124.00	141.00	378.34	423.00	(44.66)
Total Utilities	**2,136.50**	**2,542.00**	**6,074.44**	**7,626.00**	**(1,551.56)**
Insurance					
Public Liability Insurance	14,335.00	15,949.00	42,996.00	47,845.00	(4,849.00)
Other Liability	741.00	1,009.00	2,221.98	3,027.00	(805.02)
Total Insurance	**15,076.00**	**16,958.00**	**45,217.98**	**50,872.00**	**(5,654.02)**
Other Expenses					
Dues and Memberships	195.84	292.00	283.81	876.00	(592.19)
Tolls and Parking	6.50		6.50		6.50
Training and Meetings	60.00	417.00	1,525.33	1,251.00	274.33
Grievance Expense		38.00		114.00	(114.00)
Depreciation	21,000.00	21,000.00	63,000.00	63,000.00	
Total Other Expenses	**21,262.34**	**21,747.00**	**64,815.64**	**65,241.00**	**(425.36)**
Total Expenses	**224,135.20**	**240,493.00**	**461,377.71**	**496,483.00**	**(35,105.29)**
Net Income (Loss)	**(8,403.31)**	**(26,014.00)**	**166,830.76**	**108,430.00**	**58,400.76**

B

Commissioners Memorandum

To: Commissioners
From: John Huber, Operations Planning Manager
Date: October 26, 2007
Re: Transit Ridership Report – September 2007

MANCHESTER TRANSIT AUTHORITY

Routes	September			FYTD		
	FY 2007	FY 2008		FY 2007	FY 2008	
Weekdays	20	19			63	
Saturdays	5	5	% Change		13	% Change
Bridge St-Dartmouth Route #1		1,363			4,166	
Hanover-Massabesic Route #2		2,817			8,207	
Brown Ave-Airport Route #3		2,060			7,197	
Elliot-Industrial Park Route #4		1,789			6,230	
River Rd-SNHU Route #5		1,473			3,969	
Bremer-Mast Rd Route #6		3,476			9,167	
VA Hospital Route #7		1,377			4,035	
So. Willow Route #8		4,290			12,239	
DW Highway Route #9		616			2,374	
Valley-Weston Rd. Route #10		3,068			9,675	
Front St. Route #11		1,908			5,633	
So. Beech Route #12		3,108			9,485	
Bedford Highlands Route #13		3,612			13,097	
UPass Riders - NHCTC	503	793	57.65%	670	1,527	127.91%
Vista Shuttle	217	242	11.52%	757	692	-8.59%
Hannaford Shuttle	400	356	-11.00%	1,509	1,148	-23.92%
Stop & Shop Shuttle	144	142	-1.39%	558	338	-39.43%
Weekday Fixed Route Totals	35,571	32,490	-8.66%	102,424	99,223	-3.13%
Saturday Fixed Route Totals	4,954	4,636	-6.42%	13,286	10,990	-17.28%
MTA Specials & Excursions	0	0	100.00%	77	101	31.17%
Fixed Route Weekday Average	1,779	1,710	-3.85%	4,968	1,515	-69.51%
Total Transit Passengers Served	**40,525**	**37,126**	**-8.39%**	**115,787**	**110,314**	**-4.73%**
Total StepSaver Passengers Served	845	996	17.87%	2364	3,027	28.05%

The attached graph shows system-wide ridership trends.

John Huber
Operations Planning Manager

B

Ridership Comparison Report September

Routes

FY 2008	FY 2007	FY 2008	FY 2007	% Change	FY 2008	FY 2007	% Change
		19	20		63	62	
		5	5		13	14	
Brown Ave-Airport Route #3	Airport- Route #1 Goffsfalls Route #3	1,363	2,333	-41.58%	7,197	6,930	3.85%
Hanover-Massabesic Route #2	Lake-Hanover St. Route #2	2,817	3,531	-20.22%	8,207	9,560	-14.15%
Elliot-Industrial Park Route #4	Page-Elliot Route #4	2,060	2,064	-0.19%	6,230	6,158	1.17%
Bremer-Mast Rd Route #6	Pinard-Bremer Route #5 Gossler-St. Anselm Route #6	3,476	4,172	-16.68%	9,167	11,182	-18.02%
Bridge St-Dartmouth Route #1 VA Hospital Route #7	VA Hospital Route #7	2,740	2,449	11.88%	8,201	7,461	9.92%
So. Willow Route #8	So. Willow Route #8	4,290	3,680	16.58%	12,239	11,170	9.57%
River Rd-SNHU Route #5 DW Highway Route #9	DW Highway-River Rd Route #9	2,089	2,544	-17.89%	6,343	7,092	-10.56%
Valley-Weston Rd. Route #10	Valley-Weston Rd. Route #10	3,068	3,589	-14.52%	9,675	10,376	-6.76%
Front St. Route #11	Front St. Route #11	1,908	2,020	-5.54%	5,633	5,612	0.37%
So. Beech Route #12	So. Beech Route #12	3,108	4,085	-23.92%	9,485	10,750	-11.77%
Bedford Highlands Route #13	Bedford Mall Route #13	3,612	3,840	-5.94%	13,097	12,639	3.62%

1515.46 1595.645

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the Board approve an easement between the City of Manchester and David B. Campbell and Sean Gildea thereby granting use of a 2,923 sq. ft. parcel of land located on the easterly side of Londonderry Turnpike, north of the Route 101 off-ramp, for storm water treatment.

The Committee further recommends that the Mayor be authorized to execute documents as contained herein subject to the review and approval of the City Solicitor.

(Unanimous vote.)

Respectfully submitted,

Paul A. Kang

Clerk of Committee Deputy

C

AFTER RECORDING RETURN TO:
David B. Campbell
10 East Dunstable Road
Nashua, NH 03060

EASEMENT DEED

The City of Manchester, a New Hampshire municipal corporation **acting through the Manchester Water Works** with a principal place of business at 281 Lincoln Street, Manchester, County of Hillsborough, State of New Hampshire (hereinafter **"Grantor"**) hereby grants to **David B. Campbell** and **Sean Gildea** of 10 East Dunstable Road, Nashua, County of Hillsborough, State of New Hampshire, as tenants-in-common, and their successors and/or assigns (collectively hereinafter **"Grantee"**), with ***Quitclaim Covenants***, an easement for the permanent use and enjoyment of the following described property:

A certain parcel of land situated in the City of Manchester, County of Hillsborough, State of New Hampshire on the easterly side of the Londonderry Turnpike also known as NH Route 28 by-pass, bounded and described as follows:

Beginning at the granite bound found at the southwest corner of the premises at the intersection of the easterly sideline of Londonderry Turnpike and the northerly sideline of NH Route 101; thence

N 40° 27' 22" W, a distance of 41.79 feet along the easterly sideline of Londonderry Turnpike to a point at land now or formerly of the Grantee; thence

N 85° 00' 57" E, 107.16 feet along land of said Grantee to a concrete bound found at land of the Grantor; thence

S 05° 13' 24" E, 26.47 feet along land of the Grantor to a point on the northerly sideline of NH Route 101; thence

S 79° 48' 36" W, 83.36 feet along the northerly sideline of NH Route 101 to the beginning;

Containing 2,923 Sq. Ft.

Said parcel is also described as part of lots 191 and 203 as depicted on a plan of land in Manchester and Auburn, New Hampshire owned by Samuel G. Reed, dated May 1895, prepared by John P. Young, C.E. and recorded in the Rockingham County Registry of Deeds as plan 0776. Excepting and reserving that portion taken by the State of New Hampshire in Hillsborough County Registry of Deeds at Book 1635 Page 478.

Said Easement Deed is granted subject to and contingent upon the following restrictions, which the Grantee, its successors and assigns, by acceptance of this Easement Deed agree to:

1. No building structures, parking or septic disposal systems shall be allowed within the described easement area which essentially shall remain in a natural condition except for a driveway. Fencing, drainage and signage shall be allowed.

2. All existing fill material shall be removed and prohibited henceforth from land of the Grantor, now or formerly identified in the City of Manchester tax records as Map 600, Lot 11.

3. Prior to the submission of any site plan to the Manchester Planning Board for the development of the easement area and/or any adjacent parcels of land owned by the Grantee, the Grantee and Grantor agree to work in good faith to develop a storm water treatment plan to protect the Massabesic Lake watershed that is acceptable to the Grantor including, but not limited to the loaming, seeding and vegetating of all slopes.

This easement deed and the restrictions herein described shall run with the land in perpetuity and inure to the benefit of the Grantor, its successors and assigns, and to the burden of the Grantee, its successors in interest and assigns.

There is no homestead right in the described easement area.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this ____ day of _____, 2007.

The City of Manchester, acting through the Manchester Water Works

_____ By:_____

Witness Frank C. Guinta

Mayor

STATE OF NEW HAMPSHIRE
HILLSBOROUGH, SS.

Dated this ___ day of _____, 2007

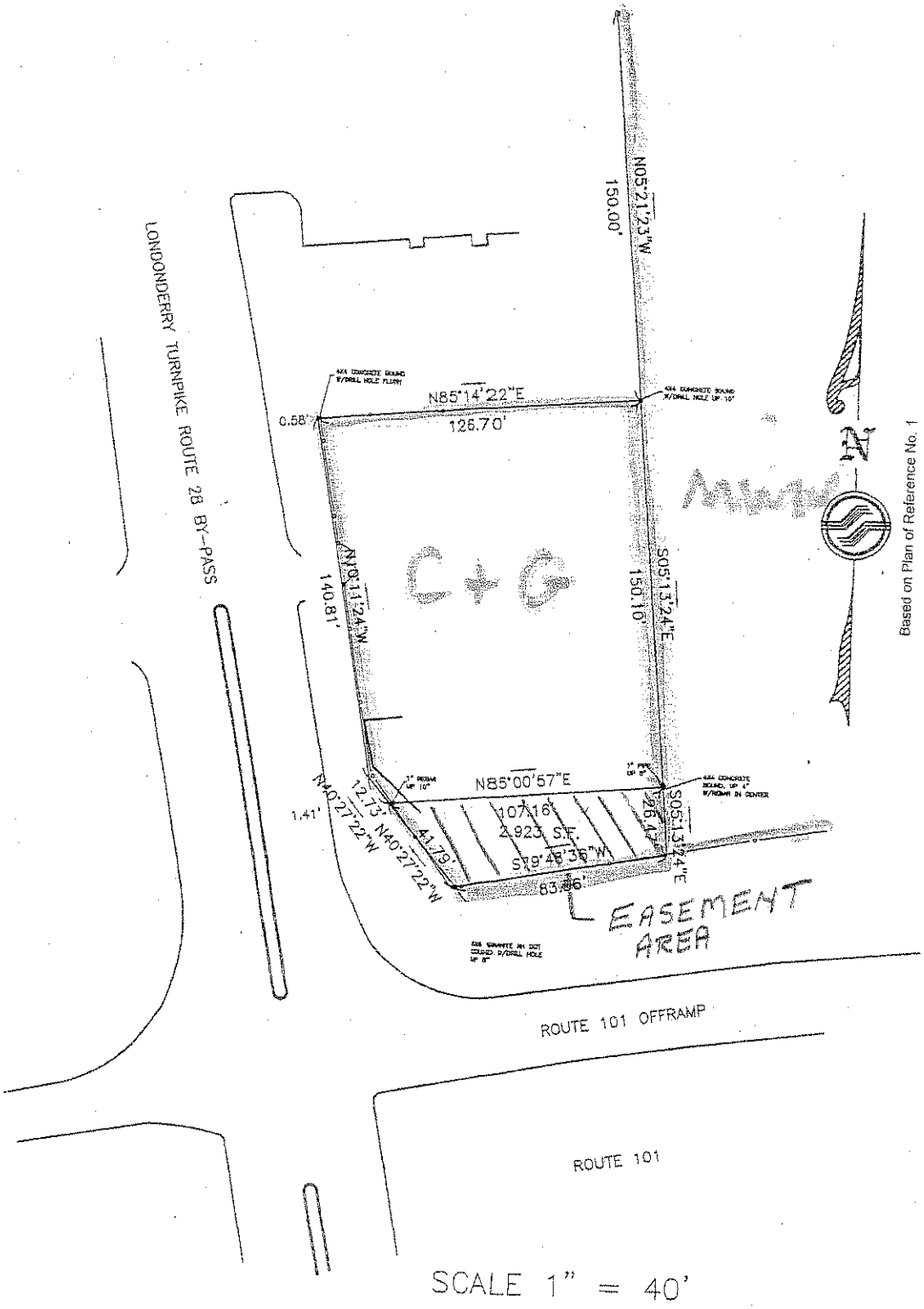
Before me, personally appeared the above named Frank C. Guinta in his capacity as Mayor of the City of Manchester and acknowledged that he executed the forgoing easement deed as his free act for the purposes contained therein.

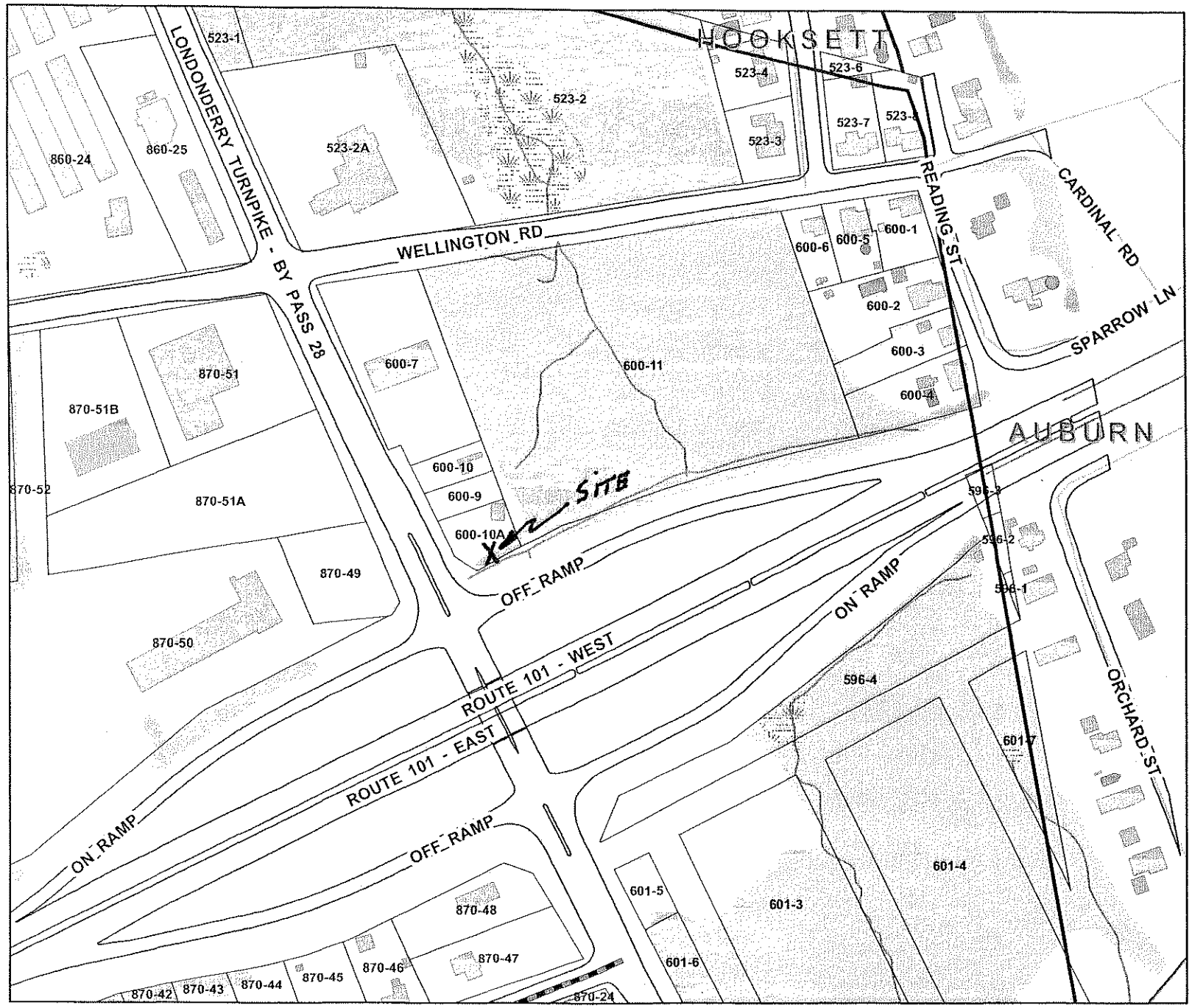
Before me,

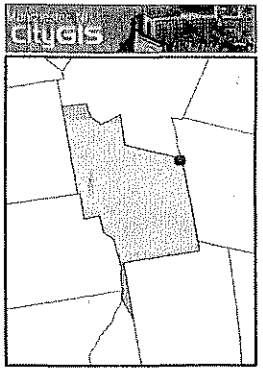
_____
Notary Public/Justice of the Peace
Name:
My Commission Expires:

C

EXHIBIT B


N05°21'23"W
150.00'
N85°14'22"E
126.70'
0.58'
N05°14'24"W
140.81'
S05°13'24"E
150.10'
N85°00'57"E
107.16'
2,923 S.F.
S79°48'36"W
83.86'
S05°13'24"E
26.47'
41.79'
12.73'
N40°27'22"W
1.41'
EASEMENT AREA
LONDONDERRY TURNPIKE ROUTE 28 BY-PASS
ROUTE 101 OFFRAMP
ROUTE 101
Based on Plan of Reference No. 1
SCALE 1" = 40'





Area Map Showing Extent Of Map At Left

Legend

- Parcels
- Easements
- Building
- Deck
- Foundation
- Other Building
- Pool Above-Ground
- Pool Below-Ground
- Tank
- Roads
- Railroads
- Lake / Pond
- River
- Wet Area
- Stream
- Excavation Moratorium
- Wooded Areas
- Surrounding Towns

City of Manchester, New Hampshire - CityGIS Map Print

0 70 140 280 Feet

DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the Board approve an easement between the City of Manchester and PSNH for property located in the vicinity of Groveland Avenue within property known as Tax Map 492, Lot 12 at a width of 20 feet and granting the ability for guying/anchoring facilities outside the 20 foot strip to accommodate relocation of a line.

To accommodate approval of such recommendation, an ordinance is submitted for referral to the Committee on Bills on Second Reading.

The Committee further recommends that the Mayor be authorized to execute documents as contained herein subject to the review and approval of the City Solicitor, following adoption of the above-referenced ordinance.
(Unanimous vote.)

Respectfully submitted,

Paul A L-Kang

Clerk of Committee Deputy

D

Public Service of New Hampshire

Public Service Company of New Hampshire
8 East Point Drive
Hooksett, NH 03106
1-800-662-7764

The Northeast Utilities System

1 City Hall Plaza
Manchester, NH 03101
Attn: Leo Bernier

Land and Buildings Committee:

Enclosed is an easement that Public Service of New Hampshire respectfully submits for your approval. This easement is required in order for PSNH to remove an existing line that currently feeds the State of NH DOT shed on Rt. 101 and to relocate said line to City owned property. (Tax map #492 Lot 12)

The current line feeds between lots known as Tax map lot 13 and lot 15. The customer who owns lot 13, (229 Groveland Ave), has raised the grade of his property considerably and requested that PSNH remove the existing overhead line. During our review process, PSNH came to the conclusion that we had not obtained sufficient legal rights to remain over said property. I am also enclosing a copy of the tax map with lot lines and abutters list. As well as a copy of the existing Deed of Warranty and Easement for the water line.

Please contact me at the number below with any questions or concerns.

Respectfully submitted,

John O'Connor
PSNH Field Technician
8 East Point Drive
Hooksett, NH 03106
Hooksett Area Work Center
Office 603-634-2076
Fax 603-634-2007
Oconnjp@nu.com

C.C.
Pauline Boire - PSNH
Doug Frazier - PSNH
Dennis Anctil - City of Manchester
Chuck Deprima - City of Manchester

RECEIVED
MAY 10 2007
CITY CLERK'S OFFICE
OS6161-29 6-02

D

Public Service of NH
Attn: Pauline Boire
PO Box 330
Manchester, NH 03105
EBA- _____
STORMS# 710864
Town: 293

EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS that the **City of Manchester,** a New Hampshire municipal corporation having a place of business at **One City Hall Plaza, Manchester**, County of **Hillsborough**, State of **New Hampshire 03101** (hereinafter called the Grantor(s)), for consideration paid, grant(s) to PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE (PSNH), a corporation duly established by law, with a mailing address of P.O. Box 330, in Manchester, in the County of Hillsborough, in the State of New Hampshire, 03105, (hereinafter called the Grantee), and its successors and assigns, with QUITCLAIM covenants, the RIGHT and EASEMENT to lay, install, construct, reconstruct, operate, maintain, repair, replace, patrol and remove **aboveground** lines which may consist of wires, markers, poles, and towers together with foundations, crossarms, braces, anchors, guys, grounds and other equipment, for transmitting electric current and/or communications and intelligence, and to do the necessary cutting and trimming of trees and brush, over, under and across land owned by the Grantor(s) off **Groveland Avenue** in **Manchester**, County of **Hillsborough**, State of New Hampshire, more fully described in deeds of **Felix A. Catudal** to **City of Manchester** all dated **April 28, 1972** and recorded in the **Hillsborough** County Registry of Deeds, Book **2208**, Pages **276; 277; 278.**

Said easement will be located within the following described limits:

Beginning at pole numbered 689/12 to be located on the northeasterly side of Groveland Avenue and extending aboveground in a northeasterly direction one hundred twenty six (126) feet, more or less, to the northeast boundary of property currently known as Tax Map 492, Lot 12; thence continuing aboveground in a northeasterly direction two hundred (200) feet, more or less, placing two poles to be numbered 689/12-1 and 689/12-2 within property known as Tax Map 522, Lot 5, to a point on the northeast boundary at land now of the State of New Hampshire to provide service to said State property.

The width of this easement shall be 20 feet; 10 feet either side of the center line of the distribution lines as constructed. This easement grants the right for guying/anchoring facilities outside the 20 foot strip. Together with the right to lay, install, construct, reconstruct, operate, maintain, repair, replace and remove any service cables and related equipment extending to any

D

buildings or structures on said land in order to provide electric or telephone service and/or communications and intelligence thereto. This conveyance shall include the right of access from other land of the Grantor(s) for all purposes in connection with the exercise of the within granted easement; the right to excavate, trench, and backfill by men or machines and temporarily to place excavated earth and other material on adjacent land, provided that the land shall be restored by the Grantee(s) to substantially the condition in which it was immediately prior to such excavation, trenching, and backfilling; the right to go upon adjoining land when working on said lines and associated equipment.

The Grantor(s) for itself and its heirs, executors, administrators, successors and assigns, covenant(s) and agree(s) that it will not erect or maintain, or permit to be erected or maintained, any building or structure of any kind or nature upon the land over said easement and that it will not plant or permit to be planted any trees over said easement.

Witness our hands this _____ day of _____, 2006.

City of Manchester

BY:_____
Frank C. Guinta, Mayor

State/Commonwealth of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2006, by **Frank C. Guinta, Mayor** of the **City of Manchester** a New Hampshire municipal corporation.

My Commission expires:

_____
Notary Public/Justice of the Peace

D

Public Service of NH
Attn: Pauline Boire
PO Box 330
Manchester, NH 03105
EBA- _____
STORMS# 710864
Town: 293

EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS that the **City of Manchester,** a New Hampshire municipal corporation having a place of business at **One City Hall Plaza, Manchester**, County of **Hillsborough**, State of **New Hampshire 03101** (hereinafter called the Grantor(s)), for consideration paid, grant(s) to PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE (PSNH), a corporation duly established by law, with a mailing address of P.O. Box 330, in Manchester, in the County of Hillsborough, in the State of New Hampshire, 03105, (hereinafter called the Grantee), and its successors and assigns, with QUITCLAIM covenants, the RIGHT and EASEMENT to lay, install, construct, reconstruct, operate, maintain, repair, replace, patrol and remove **aboveground** lines which may consist of wires, markers, poles, and towers together with foundations, crossarms, braces, anchors, guys, grounds and other equipment, for transmitting electric current and/or communications and intelligence, and to do the necessary cutting and trimming of trees and brush, over, under and across land owned by the Grantor(s) off **Groveland Avenue** in **Manchester**, County of **Hillsborough**, State of New Hampshire, more fully described in deeds of **Felix A. Catudal** to **City of Manchester** all dated **April 28, 1972** and recorded in the **Hillsborough** County Registry of Deeds, Book **2208**, Pages **276; 277; 278**.

Said easement will be located within the following described limits:

Beginning at pole numbered 689/12 to be located on the northeasterly side of Groveland Avenue and extending aboveground in a northeasterly direction one hundred twenty six (126) feet, more or less, to the northeast boundary of property currently known as Tax Map 492, Lot 12; thence continuing aboveground in a northeasterly direction two hundred (200) feet, more or less, placing two poles to be numbered 689/12-1 and 689/12-2 within property known as Tax Map 522, Lot 5, to a point on the northeast boundary at land now of the State of New Hampshire to provide service to said State property.

The width of this easement shall be 20 feet; 10 feet either side of the center line of the distribution lines as constructed. This easement grants the right for guying/anchoring facilities outside the 20 foot strip. Together with the right to lay, install, construct, reconstruct, operate, maintain, repair, replace and remove any service cables and related equipment extending to any

D

buildings or structures on said land in order to provide electric or telephone service and/or communications and intelligence thereto. This conveyance shall include the right of access from other land of the Grantor(s) for all purposes in connection with the exercise of the within granted easement; the right to excavate, trench, and backfill by men or machines and temporarily to place excavated earth and other material on adjacent land, provided that the land shall be restored by the Grantee(s) to substantially the condition in which it was immediately prior to such excavation, trenching, and backfilling; the right to go upon adjoining land when working on said lines and associated equipment.

The Grantor(s) for itself and its heirs, executors, administrators, successors and assigns, covenant(s) and agree(s) that it will not erect or maintain, or permit to be erected or maintained, any building or structure of any kind or nature upon the land over said easement and that it will not plant or permit to be planted any trees over said easement.

Witness our hands this _____ day of _____, 2006.

City of Manchester

BY:_____
Frank C. Guinta, Mayor

State/Commonwealth of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2006, by **Frank C. Guinta, Mayor** of the **City of Manchester** a New Hampshire municipal corporation.

My Commission expires:

_____
Notary Public/Justice of the Peace

Please Return To:
Olde Patriot Title & Closing Services, Inc.
77 Gilcreast Road, Suite 1000
Londonderry, NH 03053
File #041-00244 F17

4037170

2004 APR 26 AM 11:22

MAP 492 Lot 15

14.37
2
6.37 3419.00
$

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
REAL ESTATE TRANSFER TAX
***3 THOUSAND 4 HUNDRED AND 19 DOLLARS
04/26/2004 652932 $ ****3419.00
VOID IF ALTERED

Warranty Deed

KNOW ALL MEN BY THESE PRESENTS, that James R. Palys, married, of 42 Twin Bridge Road, Weare, NH

for consideration paid grant to Daniel W. Laughner and Kimberly M. Laughner, husband and wife, of 1791 Bodwell Road, #20, Manchester, NH 03109

with WARRANTY COVENANTS. as joint tenants with rights of survivorship

Several tracts of land with the buildings thereon, situated in the City of Manchester, County of Hillsborough and State of New Hampshire, more particularly described as Lots No. 147, 148, and 149 Groveland Avenue, Manchester, New Hampshire, as shown on Plan of Land in Manchester, New Hampshire entitled "New Hampshire Lakeview Terrace, John T. Desmond, C.E., June 1899" and being recorded in the Hillsborough County Registry of Deeds as Plan No. 306A.

Said premises are subject to Pole and Line easement to State of New Hampshire as recorded in said Registry in Volume 1693, Page 220. Said premises are also subject to right to State of New Hampshire to construct a water line as recorded in said Registry of Deeds in Volume 2431, Page 284.

Meaning and intending to convey the same premises conveyed to the above grantors by deed of Robert J. Palys dated December 31, 2000, and recorded at the Hillsborough County Registry of Deeds at Book 7149, Page 1072.

THE ABOVE PROPERTY IS NEITHER THE HOMESTEAD OF THE GRANTOR OR HIS/HER SPOUSE AND THEREFORE HOMESTEAD RIGHTS DO NOT APPLY.

BK7217PG1176

Vision Form Deed Rev. 03/06/02

Please Return To:
Olde Patriot Title & Closing Services, Inc.
77 Gilcreast Road, Suite 1000
Londonderry, NH 03053
File #041-00244

WITNESS our hand and seal this **23rd** day of **April, 2004.**

Witness

James R. Palys

State of New Hampshire
County of **Rockingham**

April 23, 2004

*Personally appeared **James R. Palys** known to me, or satisfactorily proven, to be the person(s) whose name(s) is(are) subscribed to the foregoing instrument and acknowledged that they executed the same for the purposes therein contained,*

Before me,

Notary Public/Justice of the Peace
My Commission Expires: 5/1/04

BK7217PG1177

SNS © StreamLine Deed - Warranty Rev. 2/11/04

220

D E E D O F W A R R A N T Y

THAT I, WARREN K. CRAIG, single , of MANCHESTER, HILLSBOROUGH County, State of NEW HAMPSHIRE , for consideration paid, grant to The State of New Hampshire, with WARRANTY covenants,

A pole line easement across my property starting on the Easterly side of Groveland Avenue in the City of Manchester, County of Hillsborough, State of New Hampshire, and running in an Easterly direction across the Northerly side of my premises to land of BURTON H. COOK. AND with this Easement the GRANTOR does hereby convey to the State of New Hampshire the right to construct, repair, rebuild, operate, patrol and remove overhead lines consisting of electric and/or telephone wires, poles, together with crossarms, braces, anchors, guys and other equipment for transmitting electric current and/or intelligence over.

TO HAVE AND TO HOLD the granted easement with all the privileges thereunto belonging to the State of New Hampshire, it and its successors and assigns forever.

WITNESS my hand and seal this _____ day of _____ A.D., 1962.

WITNESS:

_____ _____

STATE OF NEW HAMPSHIRE
County of HILLSBOROUGH

On this the _____ day of _____, 1962, before me, Loren A. Mitchell, the undersigned officer, personally appeared Warren K. Craig known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand.

_____
Justice of the Peace - - Notary Public.

HILLSBOROUGH, SS. Received and recorded 8-30 A.M., July 18, 1962.

Examined by Donat Rousseau Register.

BK-2431 PGE-284

WATER LINE EASEMENT

KNOW ALL MEN BY THESE PRESENTS, THAT, I, Fannie Bell Craig, widow, of 188 Bismark Street, Manchester, County of Hillsborough, State of New Hampshire, for and in consideration of the sum of one dollar and other valuable consideration, before the delivery thereof, well and truly paid by the State of New Hampshire, the receipt whereof I do hereby acknowledge, do hereby release to the said State of New Hampshire the right to construct a water line on my property in said City of Manchester as shown on a Plan of Manchester - B-2718 on record in the N. H. Department of Public Works and Highways, an easement on a strip of land having the Center Line described as follows:

Beginning at a point on the North side of Groveland Avenue in said Manchester and running parallel to and five (5') feet Southeasterly of the Center Line of the existing power poles.

AND I DO HEREBY ALSO RELEASE to the State of New Hampshire the right to forever maintain said pipeline in good repair and enter upon my land at any and all times for the purpose of cleaning out and servicing said pipeline, providing however, that no damage to my land or crops is occasioned by these entries or repairs.

I HEREBY RELEASE the said City of Manchester and the State of New Hampshire from any and all claims to damage arising from or incidental to the construction or the maintenance of the water line easement referred to above with the exception as stated.

TO HAVE AND TO HOLD the granted easement with all the privileges thereunto belonging to the State of New Hampshire, it and its successors and assigns forever.

IN WITNESS WHEREOF, I, have hereunto set my hand and seal this 3rd day of December, 1975.

Signed, sealed and delivered
in the presence of:

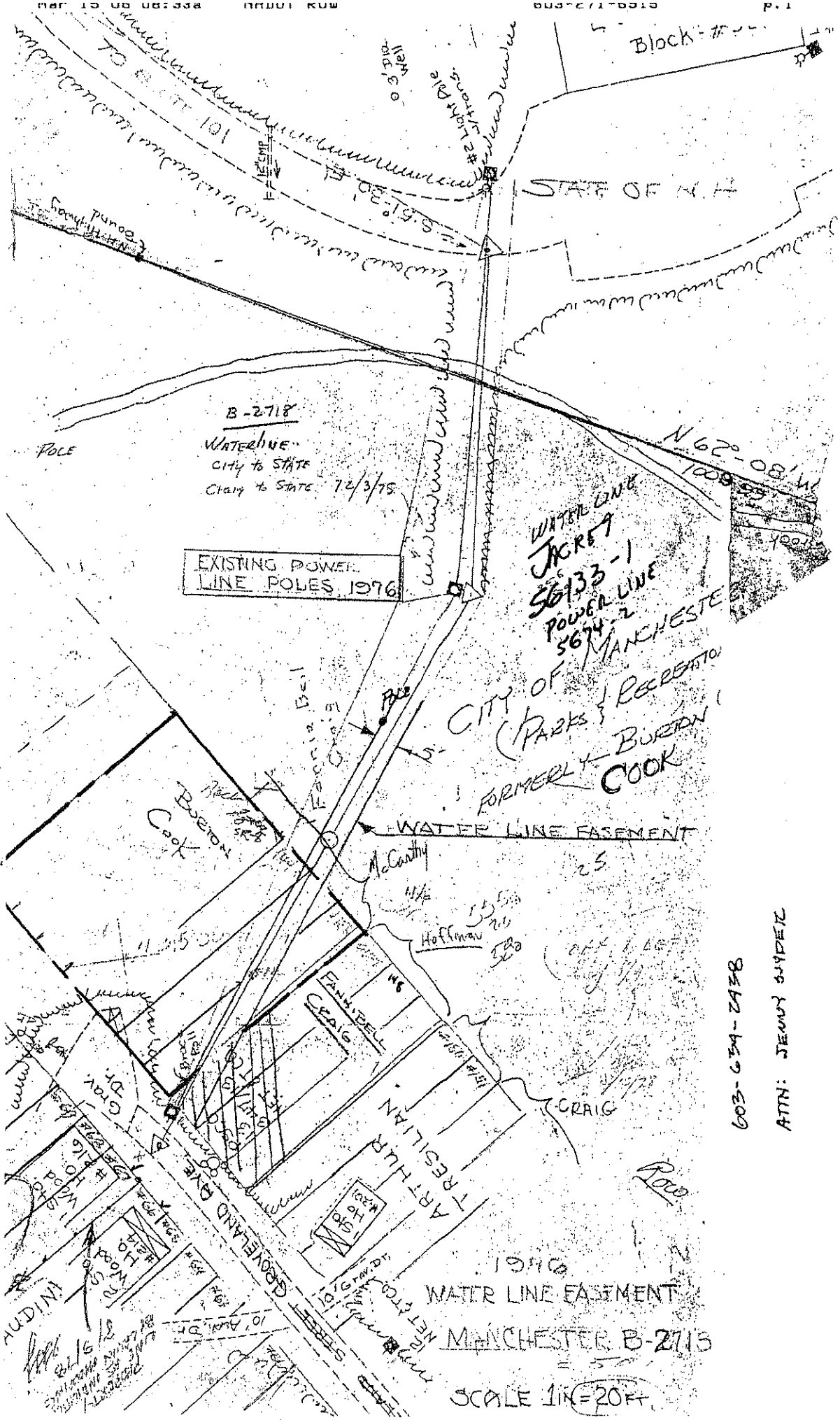
Fannie Bell Craig

STATE OF NEW HAMPSHIRE, Hillsborough SS. Dec 3 A.D., 1975.

Personally appeared the above-named Fannie Bell Craig and acknowledged the foregoing instrument to be her voluntary act and deed.
Before me:

Justice of the Peace

RECEIVED
HILLSBOROUGH COUNTY
REGISTRY OF DEEDS
DEC 9 9 58 AM '75



603-634-2458
ATTN: JENNY SNYDER

JUNE 1899

HESTER,

PARED BY

OT -

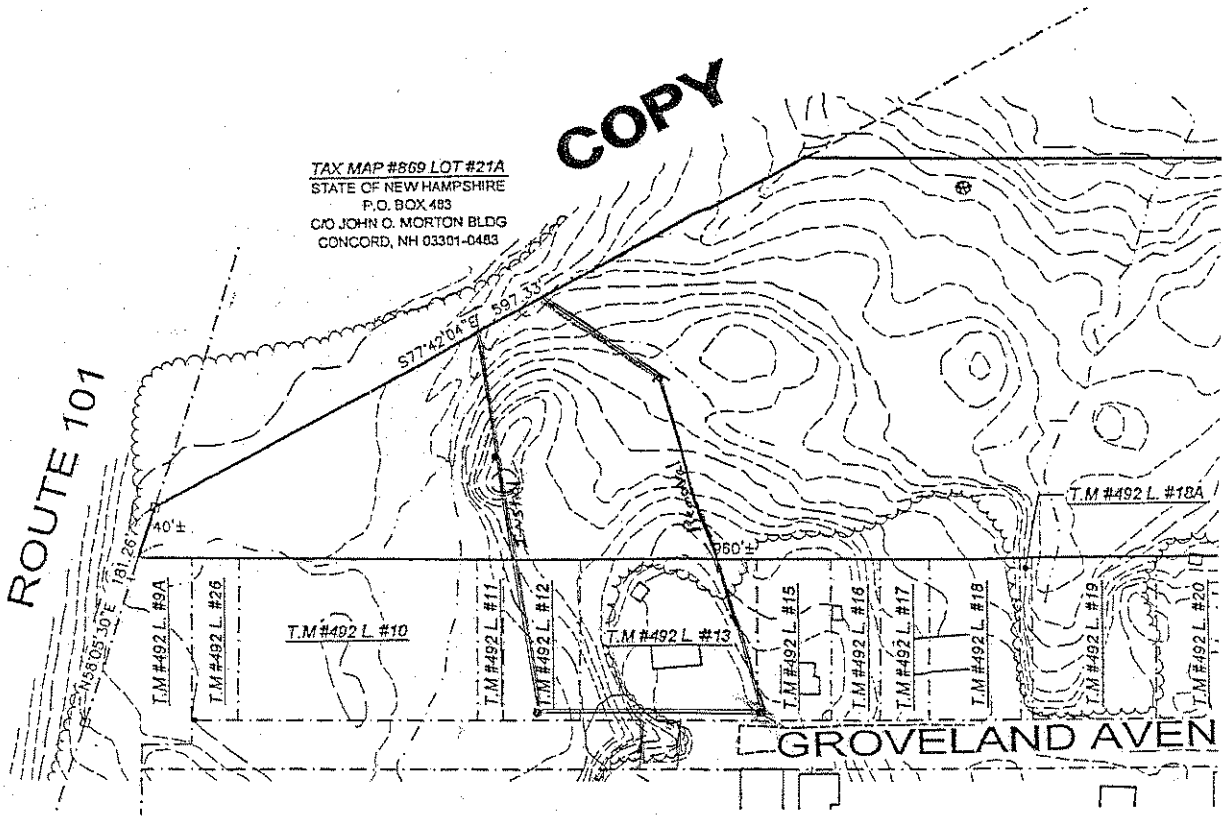
RAL AID
328, CANDIA

RDED AND

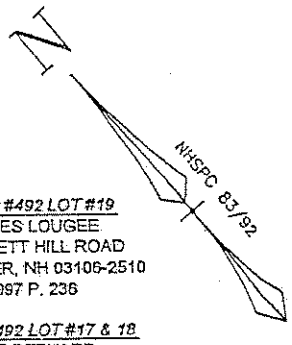
P 522 LOT 1,
ED
NEERING

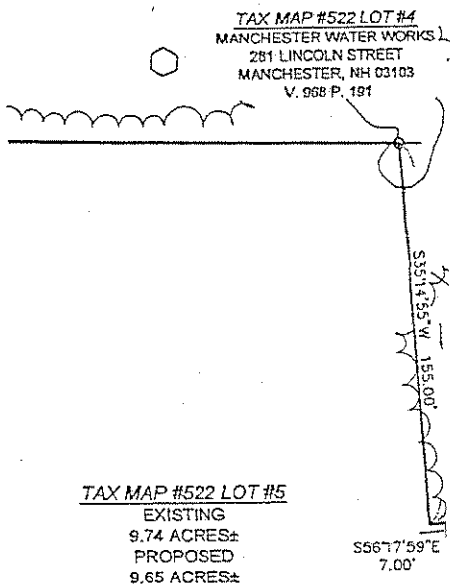
N PLAN
TER, TAX
IRE" DATED
ERING,

1, 1832
JE



ADDITIONAL ABUTTERS LIST





TAX MAP #493 LOT #16B
WESLEY & KATHLEEN CAMIC
73 GROVELAND AVENUE
MANCHESTER, NH 03104-5822
V. 2438 P. 181
V. 2449 P. 262

TAX MAP #493 LOT #14
EDWARD & ALICE GLANCE
109 GROVELAND AVENUE
MANCHESTER, NH 03104-5822
V. 1324 P. 410
V. 2091 P. 397

TAX MAP #493 LOT #12B
ELAINE GARON
135 GROVELAND AVENUE
MANCHESTER, NH 03104-5822
V. 5303 P. 70

TAX MAP #493 LOT #13
JOHN & ADRIAN O'NEIL
129 GROVELAND AVENUE
MANCHESTER, NH 03104-5822
V. 6985 P. 85

TAX MAP #493 LOT #12 & 23
RICHARD GARON
135 GROVELAND AVENUE
MANCHESTER, NH 03104-5822
V. 6707 P. 853
V. 7420 P. 995

TAX MAP #493 LOT #12A &
TAX MAP #492 LOT #21
MARC & LISA VALLEE
155 GROVELAND AVENUE
MANCHESTER, NH 03104-5822
V. 2977 P. 176

TAX MAP #492 LOT #26, 20, 18A, 16 & 12
CITY OF MANCHESTER
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
V. 2208 P. 276
V. 2208 P. 277
V. 2208 P. 268

TAX MAP #492 LOT #19
CHARLES LOUGEE
147 HACKETT HILL ROAD
MANCHESTER, NH 03106-2510
V. 1097 P. 236

TAX MAP #492 LOT #17 & 18
LAURIE BERNARD
201 GROVELAND AVENUE
MANCHESTER, NH 03104
V. 6780 P. 1045

TAX MAP #492 LOT #15
DANIEL & KIMBERLY LAUGHNER
215 GROVELAND AVENUE
MANCHESTER, NH 03104
V. 7217 P. 1176

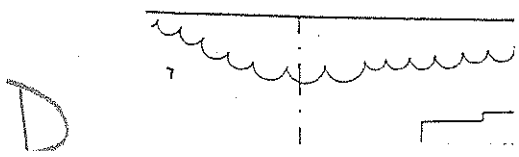
TAX MAP #492 LOT #13
ERIC VAUGHAN
229 GROVELAND AVENUE
MANCHESTER, NH 03104-5823
V. 5967 P. 1894

TAX MAP #492 LOT #11
MARY A. BOBOTAS REV. TR.
85 MIRROR STREET
MANCHESTER, NH 03104
V. 6150 P. 1765

TAX MAP #492 LOT #10
ARTHUR & LOUISE DESLILE
216 GROVELAND AVENUE
MANCHESTER, NH 03104-5821
V. 1481 P. 326

TAX MAP #492 LOT #9A
STATE OF NH DEPARTMENT
OF HIGHWAYS
1 HAZEN DRIVE
CONCORD, NH 03301

PARCEL "A"
3,735 S.F.±
0.0857 ACRES±



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that it has requested the Planning Director to continue to negotiate with the owner of 115 West Street, property adjacent to the William B. Cashin Senior Center, for possible acquisition.

(Unanimous vote.)

Respectfully submitted,

Clerk of Committee

E

8-6-07 Planning Dir to negotiate + report back

Subj: **FW: Building for sale**
Date: 6/18/2007 5:08:09 PM Eastern Daylight Time
From: MLOPEZ@manchesternh.gov
To: aldmjl@aol.com

From: VanZanten, Denise
Sent: Monday, June 18, 2007 5:01:01 PM
To: Guinta, Frank; Lopez, Michael
Subject: Building for sale
Auto forwarded by a Rule

Dear Mayor Guinta and Alderman Lopez,

Late last Friday I received a phone call from Doug ~~Martel~~ MARTIN of Grubb and Ellis, who represents the owner of the old Prive Garage at 115 West Street, behind our West Branch library. The owner is asking $209,000 for the property and they know that the city has had an interest in increasing parking for the library and senior center.

After meeting with the Trustees today for our monthly meeting they have asked me to let you know of this opportunity. We know that city funds are extremely tight but felt that we should at least bring this potential for additional parking to your attention. If you should have any questions please give me a call.

Sincerely,

Denise

Denise van Zanten
Library Director
Manchester City Library
405 Pine Street
Manchester, New Hampshire 03104
603-624-6550 X329

1/4

CITY OF MANCHESTER

Planning and Community Development

Robert S. MacKenzie, AICP
Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commision
Millyard Design Review Committee

July 30, 2007

Committee on Lands and Buildings
City Hall
One City Hall Plaza
Manchester, NH 03101

re: *Possible acquisition of 115 West Street for the Senior Center & West Side Library*

Honorable Committee Members:

The BMA has requested that I review property at 115 West Street for possible acquisition by the City for purposes of additional parking for both the Senior Center and the West Side Library.

The attached facilities have two distinct parking areas: one behind the West Side Library with 11 spaces and one behind the Senior Center with 45 spaces. There is also an agreement with the adjacent church for up to 5 spaces for a total of 61 available parking spaces. The directors of the Library and Senior Center indicate that both facilities are popular destinations on the West Side and regularly exceed the available parking capacity. The property at 115 West Street abuts a portion of the West Side Library and extends outward to West Street along the alley. It is estimated that removing the current buildings on the property and creating a parking lot would add approximately 25 parking spaces or a 40% increase.

The property at 115 West Street contains two small commercial buildings and has an asking price of $209,000. The buildings would have to be demolished to make way for parking. The site abuts a residential property and the parking lot for the Workman's Club. I have met with the commercial broker for the property – Grubb & Ellis – but have not as yet discussed any possible offer by the City.

If the City were to proceed to a purchase and sales agreement, I would recommend that a Phase 1 Environmental Site Assessment be done, a title search of the property, and that the P&S be subject to a vacant building at time of closing. I have attached a draft project budget (excluding acquisition cost which is to be negotiated) and a site sketch of possible parking on the site.

I would note that several City departments have helped in the evaluation and I appreciate their assistance. If you have any questions, our staff will be available at your meeting.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning and Community Development

C: Denise van Zanten
Barbara Vigneault

RECEIVED
JUL 30 2007
CITY CLERK'S OFFICE

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

115 West Street

Estimated Project Costs

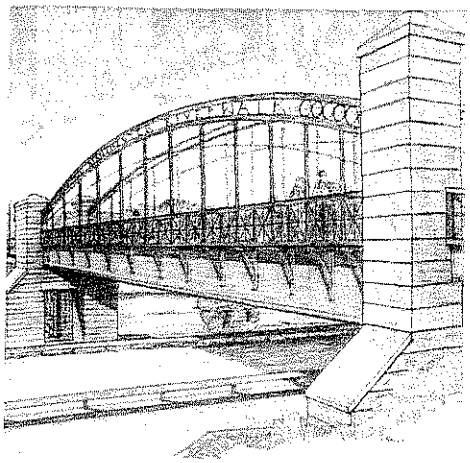
		Estimate
Acquisition:	Asking Price $209,000	?
Misc Closing Costs: (Phase I environmental site assessment) (Prorata propety taxes)		$3,500.00
Demolition & Backfill cellar hole:		$35,000.00
Environmental Remediation as may be required:		$15,000.00
Construction of lot & landscaping:		$45,000.00
Total Project Costs:		
Estimated annual lost property taxes:		$3,600.00

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that it has approved a request by Hands Across the Merrimack, Inc. to raise additional monies for naming rights of the property, however, they must return to the Committee for approval prior to entering into any agreement.
(Unanimous vote.)

Respectfully submitted,

Clerk of Committee



HANDS ACROSS THE MERRIMACK, INC.
1000 Elm Street, Post Office Box 383
Manchester, New Hampshire 03105

October 17, 2007

Honorable Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Board of Mayor and Aldermen:

As you know, Hands Across the Merrimack is now projected to be completed by November 30th of this year.

This is an ongoing effort, since we will continue to raise money for maintenance purposes.

One way we can raise additional monies is through naming rights. and the Board of Directors would like the option to entertain proposals for the naming rights.

Thank you for your consideration in this matter.

Sincerely,

Helen Closson

Helen P. Closson

RECEIVED
OCT 22 2007
CITY CLERK'S OFFICE

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that it has granted a request by the Greater Manchester Family YMCA, located at 30 Mechanic Street, to utilize a portion of the right-of-way adjacent to their building for the purpose of constructing an extension to the existing landing and stairs at the main entrance.

The Committee further recommends that the use of the right-of-way be subject to the review of the Highway Department.

(Unanimous vote.)

Respectfully submitted,

Paula L-Kang

Clerk of Committee Deputy

G

Greater Manchester Family YMCA
We build strong kids,
strong families, strong communities.

Corporate Office
Downtown Manchester
Camping Services
30 Mechanic Street
Manchester, NH 03101
603•623•3558
Fax 603•623•5934
www.manchesterymca.org

Goffstown Allard Center
116 Goffstown Back Road
Goffstown, NH 03045
603•623•3558
www.goffstownymca.org

Strafford County
PO Box 1804
Rochester, NH 03866
603•332•7334
www.straffordymca.org

YMCA of Greater Londonderry
206 Rockingham Road
Londonderry, NH 03053
603•437-9622
www.londonderryymca.org

Camps
Mi-Te-Na for Boys
Foss for Girls
HalfMoon
Coney Pine
Pa-Gon-Ki

October 19, 2007

Board of Mayor and Alderman
City Of Manchester
One City Hall Plaza/East Wing
Manchester, NH 03101

Re: Greater Manchester Family YMCA
30 Mechanic St.
Manchester, NH

Ladies and Gentlemen;

Please be advised that the Board of the Greater Manchester Family YMCA wishes to improve a safety condition at the main entrance to their facility at 30 Mechanic St. As you may know, the landing at the top of the steps in front of the door is minimal and individuals often have to stand on the steps to operate the door. Because the top step is so small, when the door is opened, it forces the person off the top step. This has resulted in numerous falls and many complaints from our senior members and families with young children. The Board wishes to extend the landing in front of the steps, which has the net effect of extending the toe of the steps beyond the property line into the street right of way.

You may recall that the YMCA had attained approval for an exterior elevator and vestibule in the past, when they provided dorm space on the upper two floors and provided handicap access with the elevator. As a result of budgetary considerations, the elevator was moved inside and only the vestibule ended up being constructed on the exterior of the building. At that time, they did get approval for encroaching in the public right of way leaving a net of 8'-0" clear from the structure to the face of curb. Using that guide, we are proposing to extend the steps as far as possible leaving the minimum clear space of 8'-0" from the first riser to the face of the curb, as indicated in the attached sketch.

We would appreciate your favorable consideration, but in the meantime should you have any questions, please contact me at 232-8600 or Hjordan@gmfymca.org

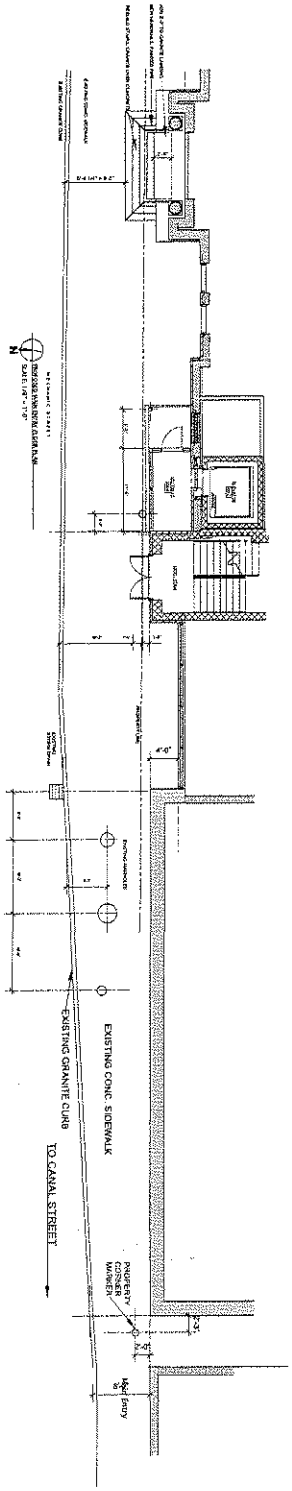
Sincerely,

Harold J. Jordan, President
Greater Manchester Family YMCA

RECEIVED
OCT 22 2007
CITY CLERK'S OFFICE

Heritage
United Way

G



A100	date: 10/17/2007 proj no.: 2002-031	revisions:	The material contained in these drawings and the designs thereof are intended to remain and be exclusive property of Dennis P. Mires. Permission and use based is granted only: (exclusively in conjunction with construction and / or sale of the structure depicted herein as authorized by him and the manner agreed to solely by these instruments. Any use, reproduction or dissemination of any information, in whole or in part, consumed herein, without written permission of Dennis P. Mires, is expressly prohibited.	DENNIS MIRES, P.A. THE ARCHITECTS 697 Union Street, Manchester NH 603-625-6540 FAX 603-625-6007

GREATER MANCHESTER FAMILY YMCA
30 MECHANIC STREET, MANCHESTER, NH

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Section 97.35 Erection of Obstructions Prohibited Exception of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend Section 97.35 of the Code of Ordinances of the City of Manchester by striking the words "in the Amoskeag Housing Historic District" so as to read as follows:

§ 97.35 ERECTION OF OBSTRUCTIONS PROHIBITED; EXCEPTION."

No person shall make, erect, or maintain any door-step, portico, porch entrance, or passageway to any cellar, basement, or other structure, upon any sidewalk in the city, except that handicap accessible entrances may be erected under the supervision of the Director of Public Works and Building Commissioner; and by a vote of the Board of Mayor and Aldermen installation of stairs within the public right-of-way ~~in the Amoskeag Housing Historic District~~ and marquees or porte cocheres or canopies may be erected under the supervision of the Building Commissioner.

II. This Ordinance shall take effect upon its passage.

G

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that it has denied a request by Howard McCarthy for the City of Manchester to provide an electrical supply at Stanton Plaza to power his ice cream cart.

The Committee requests that the City Clerk work with the City Solicitor and the Risk Manager to identify alternative options for Mr. McCarthy if possible.
(Unanimous vote.)

Respectfully submitted,

Clerk of Committee

SEPTEMBER 21, 2007

MR. MATTHEW NORMAND
DEPUTY CLERK
LICENSING & FACILITIES

MR. NORMAND,

THIS ISNOT AN INTRODUCTORY LETTER BECAUSE I THINK YOU ME BUT RATHER A LONG OVERDUE SUPPLICATION TO BE PUT ON THE AGENDA AT THE NEXT BOARD MEETING TO REQUEST THE USE OF ELECTRICITY FROM THE CITY OF MANCHESTER TO SUPPLY POWER TO A VENDOR'S CART

SINCERELY YOURS
"THE OLD LAMPLIGHTER"

Howard McCarthy

HOWARD McCARTHY

P.S
PLEASE KEEP ME INFORMED
MY CELL PHONE NUMBER IS
247-0232

H

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that it has authorized the Economic Development Director to prepare and issue a Request for Proposals for the sale and redevelopment of parcels known as the Seal Tanning Lot and the Granite Street Lot and report back to the Committee within sixty (60) days.

(Unanimous vote.)

Respectfully submitted,

Clerk of Committee

CITY OF MANCHESTER
Economic Development Office

RECEIVED
SEP 24 2007
CITY CLERK'S OFFICE

September 21, 2007

Henry R. Thibault, Chairman
Lands & Buildings Committee
One City Hall Plaza
Manchester, NH 03101

RE: Seal Tanning Lot, Granite Street Lot & Phillippe Cote Street

Dear Chairman Thibault and Members of the Committee:

Our office, in conjunction with the Mayor's office and other City staff, have worked in earnest to find a satisfactory resolution to the disposition of the above referenced properties that would be agreeable to 1848 Associates, Brady-Sullivan and other interested parties consistent with our overall goals for the area. These goals include the provision of additional parking to support the restoration or rehabilitation of underutilized or vacant space in area mill buildings with a particular emphasis on saving the Pandora Building. In addition, staff has researched alternative means of financing a public or public/private parking garage on the Seal Tanning Lot and has taken the further step of having a design developed for a parking garage on the lot acceptable to the abutters. Unfortunately, however, the conflicting interests of the parties have prevented us from reaching a mutually agreeable resolution to the disposition of the properties at issue. Therefore, it is our recommendation that the Board of Mayor and Alderman direct staff to take the following actions:

1. Prepare and issue a Request for Proposals (RFP) for the sale of the Seal Tanning Lot and its redevelopment into a structured parking facility that would contain not less than 240 total spaces conditional on the substantial rehabilitation of not less than 100,000 sq. ft. of building area (gross) within one or more historic or potentially historic buildings[1] located within one-quarter mile of the site, suitable for residential, class A office, research & development, light industrial, hotel, or other appropriate commercial use and occupancy.

2. Prepare and issue a RFP for the sale of the Granite Street Lot and its redevelopment into a parking facility containing not less than 70 total spaces conditional on the substantial rehabilitation of not less than 50,000 sq. ft. of building area (gross) within one or more historic or potentially historic buildings[1] located within one-quarter mile of the site suitable, for residential, class A office, research & development, light industrial, hotel, or other appropriate commercial use and occupancy.

One City Hall Plaza, Manchester, NH 03101 Ph: 603.624.6505 Fax: 603.624.6308

Additional factors to be considered as part of the proposal evaluation process would include amount of additional parking spaces to be provided, historic value of buildings proposed for restoration or rehabilitation, design, timing, potential value of proposed uses, need for the proposed uses, and other criteria. We would further recommend that an ad hoc committee be established to review proposals to include the Economic Development Director, the Planning & Community Development Director, the Parking Manager, the Director of Public Works and the Finance Director or their designees, the Mayor's office and an Alderman.

With regard to Phillippe Cote Street, we would recommend that the City retain the street as a public way until such time as a proposal is submitted that would necessitate discontinuance of the street. Phillippe Cote Street currently provides access to multiple properties and businesses and by retaining it, we would assure that at least some public parking opportunities remain in the vicinity regardless of the disposition of the two lots.

Under the recommended RFP process, 1848 Associates, Brady-Sullivan and all other parties who currently hold or until recently held parking permits in these areas would have an opportunity to submit a proposal along with other property owners who are currently rehabilitating or contemplating the rehabilitation of their buildings in the Millyard. Further, the recommended process would allow the lots to be sold together to one party or to two different parties.

If you have any questions or concerns or require additional information, please feel to contact me at your convenience. Thank you for your consideration.

Sincerely,

Jay Minkarah, Director
Manchester Economic Development Office

cc: Hon. Frank Guinta, Mayor

(1) A historic or potentially historic building is one that is individually listed on the national or state register of historic places, is located within a national, state or locally designated historic district or is at least 50 years old and eligible for individual listing.

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308
E-mail: econdev@manchesterNH.gov www.manchesterNH.gov

City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

November 7, 2007

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Airport Director Nomination

To The Honorable Board of Aldermen:

I am pleased to inform you that the Airport Director screening committee has completed its job. The committee has recommended a highly qualified professional to assume the duties of the Airport Director. I had the opportunity to interview the candidate myself and have concluded that he is exactly the leader we need to continue the effective management of Manchester Boston Regional Airport.

The name of the candidate is Mark Brewer. Mr. Brewer currently serves as the President and CEO of the Rhode Island Airport Corporation, T.F. Green Airport and five general aviation airports. He brings to us a long successful career in aviation management and his references are excellent, including the support of his immediate two predecessors, Kevin Dillon and Fred Testa.

I am formally nominating Mr. Brewer this evening for the vacant director's position. Pursuant to Rule 20 of the Board, this nomination will layover until Tuesday, November 20, 2007. It is my hope that this Board will confirm my choice of Mr. Brewer at that meeting.

In order to facilitate an easy confirmation, I have asked Mr. Brewer to come to City Hall on Thursday, November 15, 2007 so that interested members of this Board may avail themselves of the opportunity to meet with Mr. Brewer individually. Therefore, if you are so inclined to meet with him, please contact Ginny Lamberton at 624-6543, and she will schedule a time for you to have an interview.

6

I am confident that once you have had the opportunity to meet Mr. Brewer, you will agree that he will be a great addition to the City of Manchester. Thank you for your consideration of this nominee.

In addition to this nomination, I am also appointing Mr. Brian O'Neil, Deputy Airport Director, to the position of Acting Airport Director upon the retirement of Mr. Michael Farren later this month. This appointment will extend until such time as Mr. Brewer assumes the duties as Director, date yet to be determined.

Sincerely,

Frank C. Guinta
Mayor

MARK PAUL BREWER, A.A.E.
34 ADAMS POINT ROAD
BARRINGTON, RHODE ISLAND 02806

Mr. Clark Wurzberger
The Mercer Group, Inc.
P.O. Box 546
Weimar, California

August 27, 2007

Dear Mr. Wurzberger,

Please consider this letter my enthusiastic expression of interest in the position of Airport Director for the Manchester-Boston Regional Airport.

The parallels between my current position in Rhode Island and those in Manchester, New Hampshire are numerous. Both airports are important regional assets; both are Medium hub commercial service airports and both have a strong air cargo and general aviation presence.

Your Position Announcement seeks an "ideal" Airport Director with the following skill set:

1) Build rapport with the Mayor, Alderman and City staff.

   In Rhode Island I meet monthly with the Mayor of Warwick to brief him on current issues and resolve concerns. I conduct semi-annual briefings of the entire City Council and Warwick state legislators. Annual briefing books are prepared for the entire state legislature addressing all airport system operating, capital and legislative issues. I meet quarterly with all airport employees for "Pizza with Mark" and provide them updates and make myself available to answer questions. Each of these meetings takes time, preparation but each helps improve the lines of communication. My track record in this regard has been excellent and communication between elected officials and the airport has never been better.

2) Strong interpersonal skills

   I certainly believe I exhibit these traits but I encourage you and the Selection Committee to interview members of the MHT staff who know me. I will certainly provide you a list of references that can also provide you additional perspectives.

3) Bring strong customer service orientation.

I am a frequent speaker at Chamber meetings, Rotary Clubs, etc. My staff and I have regular meetings with the Rhode Island Economic Development Corporation and the Chamber of Commerce Transportation Committee. I also serve on the Board of the Central Rhode Island Economic Development Organization which offers me additional opportunities to promote the airport and receive feedback.

At PVD we have a Customer Service Committee made up of Airport Staff, all tenants (from taxi cabs to airlines to parking operators), as well as non-airport representatives to receive honest, helpful public feedback. These meetings have proven to be invaluable in raising the bar in customer service.

4) Inclusive management style.

I conduct weekly meetings with Senior Staff. All major issues are discussed and input encouraged; even if it is not their area of responsibility. I also have quarterly meetings with all employees to solicit feedback and input.

5) Skilled Communicator

I have testified before U.S. Congress on three occasions in Washington. I have spoken before state legislature committees. I am a frequent speaker at national and international aviation conferences; including presentations in China, Romania, Turkey, Costa Rica, Hungary, Czech Republic, Italy, Ireland and Poland next month.
From a local management perspective there monthly Board of Director's meetings where I make CEO reports, offer resolutions for official action or make presentations in support of a staff position. In all of the above, clear and concise communication skills (along with political savvy) are essential.

6) Clear expectations

I am an advocate of pay for performance. As a staff we developed a Vision, Mission, and Goals for the airport system. Each Goal is supported by clear Objectives. Each Objective is driven by several Action Items which are assigned to an individual or a team leader. Each of these Action Items are tracked quarterly and used at fiscal year end to determine bonus pay outs.
In short, there is no confusion because specific tasks are defined, assigned and tracked; not in a punitive way but rather in a manner to support the ultimate Mission of the airport. The Staff's success means airport success so this process is intended to create teamwork, accountability and reward success.

7) Integrity

My Board of Directors in Rhode Island and in previous management positions knows my work ethic, my credibility and my professionalism. All are required while representing the airport in such a public and visible position. With my national and international leadership positions in the airport management industry, it is essential that my credibility and integrity are never questioned. I strive to conduct myself in a way so that never happens.

8) Organized Labor

In all but one of my airport management positions I have dealt with organized labor. Upon leaving the airport in Allentown, PA to accept the position in Rhode Island the union presented me with an award for my positive dealings with them. In Rhode Island we concluded negotiations on a new three-year agreement earlier this year. During the signing ceremony I was thanked publicly by the Union's Local President and by the union's statewide Executive Director for the manner in which I participated in the negotiations. It is my firm belief that a union contract represents the rules under which management and labor agree to conduct themselves; not a set of rules on ways to find fault with each other. I have found frequent and productive Labor/Management meetings can be used to resolve problems before they get to the grievance level. Communication and mutual respect are key components to a successful labor/management relationship.

In conclusion, I believe I offer the skill set, the experience, and the drive the MHT Airport Authority, the Mayor and the Aldermen are looking for. This opportunity is one I find exciting and am confident I will make many positive contributions in the years to come.

I look forward to the opportunity to meet with you and the selection committee to discuss this opportunity further.

Sincerely,

/s Mark Brewer

Mark Paul Brewer, A.A.E.

MARK PAUL BREWER, A.A.E.
34 Adams Point Road
Barrington, RI 02806
(401) 245-6255

AIRPORT MANAGEMENT EXPERIENCE

June 2004
To
Present

President and CEO
Rhode Island Airport Corporation
T. F. Green Airport and five General Aviation Airports
Warwick, RI
Responsible for every aspect of RIAC's operation and maintenance, including its operation of Rhode Island's system of airports and the direct supervisory responsibility for all management personnel. Report to the RIAC Board of Directors and perform such specific executive duties and responsibilities as may be assigned by the Board of Directors. Responsible for enforcement of all Rhode Island Aeronautical laws and serve as Rhode Island State Aviation Director.

February 1997
To
June 2004

Executive Vice President and COO
Rhode Island Airport Corporation
T. F. Green Airport and five General Aviation Airports
Warwick, RI
Responsible for the management and administration of all operating departments at medium hub air carrier airport. Staff of 130 FT/PT employees. Provide oversight of management contract for operation, maintenance, and management of five general aviation airports.

March 1993
To
January 1997

Deputy Executive Director
Lehigh Northampton Airport Authority
Lehigh Valley International Airport/Queen City Municipal Airport
Allentown, PA
Responsible for the management and administration of small hub air carrier airport. Responsibilities included budgeting, finances, personnel, operations, maintenance, Public safety, lease negotiations, and compliance with federal regulations. Staff of 125 FT/PT employees. Responsible for management oversight of general aviation FBO services provided at Queen City Airport.

January 1985
To
March 1993

Airport Manager
Wilcomico County, MD
Salisbury, MD
Responsible for the management and administration of non-hub air carrier airport. Responsibilities included budgeting, finances, personnel, operations, lease negotiations, and compliance with federal regulations. Major accomplishments Included the implementation of fiscal controls, construction of new terminal building, Reconstruction of both major runways, Master Plan update, and expansion of airport industrial park.

July 1981
To
December 1984

Assistant Airport Manager – Operations
Broward County Aviation Division
Fort Lauderdale Hollywood International Airport
North Perry Airport
Fort Lauderdale, FL
Responsible for terminal building operations, lease compliance, airside and landside Operations and federal regulations Part 139 and Part 107 at large hub airport. Aviation Division representative on $263 million multi-terminal and parking structure construction project. Provided management and operational oversight of county-operated general aviation airport.

AIRPORT MANAGEMENT EXPERIENCE (Continued)

January 1979
To
July 1981

Assistant Airport Manager
Town of Barnstable, MA
Barnstable Municipal Airport
Hyannis, MA
Responsible for the supervision of operations, maintenance, security, and administrative staff. Composed Part 139 Certification Manual and Part 107 Security Plan. Developed Crash/Fire/Rescue training program. Responsible for oversight and control of airport-operated FBO.

May 1975
To
January 1979

Airport Operations Specialist
Town of Barnstable, MA
Barnstable Municipal Airport
Hyannis, MA
Conducted Part 139 inspections and associated airport certification duties. Served on Crash/Fire/Rescue crew. Provided operational services in conjunction with airport-owned FBO, including fueling, quality control, and customer service.

AIRPORT MANAGEMENT EDUCATION

1975 **Bachelor's Degree in Air Commerce** (Graduated with Honors)
Florida Institute of Technology, Melbourne, FL

1989 **Accredited Airport Executive** (A.A.E)
American Association of Airport Executives

PROFESSIONAL AVIATION ORGANIZATIONS

International Association of Airport Executives
- Board of Directors 2002 - Present

American Association of Airport Executives – National
- Policy Review Committee (Present)
- Board of Directors (4 years)
- Co-Chair of Security Committee (3 years)
- AAAE Member on TSA Security Technology Deployment Office (STDO) (2002 – 2005)
- AAAE Representative on FAA Security Equipment Integrated Product Team (SEIPT) (4 years)
- AAAE Member TSA's Aviation Security Advisory Committee (ASAC) (2 years)
- AAAE Accreditation Board of Examiners (4 years)
- AAAE Representative on FAA ARAC Working Group, Certification of Small Airports (2 years)

American Association of Airport Executives – Northeast Chapter
- President (1991–1992)
- Executive Committee (1989-1992)
- Established NEC/AAAE Council of Past Presidents
- 1996 President's Award recipient

National Association of State Aviation Officials (NASAO)
- 2006 NASAO Secretary
- Board of Directors – 2005 - Present

Aviation Council of Pennsylvania
- Board of Directors (1993-1997)
- Past Chairman, Legislative Committee
- Past Chairman, Air Service Development Committee

OTHER ACCOMPLISHMENTS AND INTERESTS

- Board of Directors, Opportunity Skyway of the Eastern Shore
- President's Advisory Committee, Lehigh Carbon County Vocational Technical School
- Coach, Odyssey of the Mind (1994 &1995)

REGISTER OF PARTICIPATION

MARK P. BREWER, A.A.E.

Northeast Chapter, American Association of Airport Executives (NEC/AAAE)

Executive Committee

Chapter President	1991 – 1992
Chapter Vice President	1990 – 1991
Chapter Secretary/Treasurer	1989 – 1990

- Host, NEC/AAAE Annual Conference in Newport, RI - 2005
- Member of numerous Conference Committees (NEC/AAAE Annual and IASS)
- Past Chair Conference Program Committee – Annual Conference
- Past Chair of Membership Committee
- Past Chair of Site Selection Committee
- Past Chair of several Nominating committees for NEC/AAAE Executive Committee and Directors
- Past Chair of Conference Resolution Committee
- Speaker/Moderator at several Annual Conferences

* Established NEC/AAAE Council of Past Presidents
* Established NEC/AAAE Accreditation Mentor Program

IAAE – INTERNATIONAL

- Board of Directors – 2002 – Present
- Speaker at Aviation Conferences in Ireland, Italy, Turkey, Romania, China, Guam, Costa Rica, Czech Republic, and Hungary

AAAE – NATIONAL

Chair, National Airport conference Tucson, AZ	2007
AAAE Representative on TSA STDO	2002 – 2005
Member TSA's ASAC	2002 - 2005
AAAE Representative on FAA SEIPT	1999 - 2002
Member Board of Examiners	1996 – 1999
Member ARAC Committee on Certification of Small Airports	1996 – 1997
Member Continuing Education Units (CEU) Committee	1996 – 1997
Member Safety/Security/Technical Committee	1990 – 1997
Member Diversity Committee	1995 – 1996
Member Conference Resolution Committee	1992
Member AAAE Policy Review Committee	1992
Member of several Annual or NAC Conference Committees	
Speaker/Moderator at several Annual or NAC Conferences	

Other

- Board of Directors and Executive Committee, Aviation Council of Pennsylvania (1991 – 1996)
- Board of Directors, Opportunity Skyway (1989 -1991)
  Non-profit organization designed to encourage "at risk" students to stay in high school
- Testified before the U.S. House Aviation Sub-Committee and U.S. Senate Economics Committee regarding the consolidation of Flight Service Stations (1990)
- Testified before House Sub-Committee on Homeland Security RE: TSA Management Efficiencies (2005)

Concord Office
10 Centre Street
PO Box 1090
Concord, NH
03302-1090
603-224-7791
1-800-640-7790
Fax 603-224-0320

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Beth A. Deragon

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Attorneys At Law
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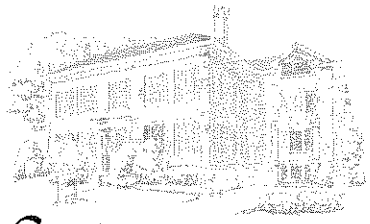
Justin C. Richardson

www.upton-hatfield.com
mail@upton-hatfield.com



Upton & Hatfield LLP
ATTORNEYS AT LAW

Please respond to the Hillsborough office

November 8, 2007

Board of Mayor and Aldermen
c/o Leo R. Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: John M. Sullivan Trust/Francis "Pat" Lally Little League Playing Field and Southwest Little League

Dear Mayor Guinta and Members of the Board of Mayor and Aldermen:

On May 21, 2002 the Board of Mayor and Aldermen voted to authorize payment from the Trust directly to the appropriate officer of the Southwest Little League. (See Attachment A). I have recently learned that during 2007 the Southwest Little League merged with the Little League in the northwest section of the city, creating the West Side Little League. The current President of the West Side Little League is Mr. Richard Marston. Mr. Marston has advised me that the combined Little League utilizes both playing field complexes including the Francis "Pat" Lally Little League playing field located on Harvell Street. Given this information, it is my assumption that under the existing vote of the Board of Mayor and Aldermen, I am authorized to make payments from the Trust directly to an appropriate officer of the West Side Little League. If my assumption is incorrect, please advise.

Sincerely,

Margaret-Ann Moran

MAM/dew
Enclosure
pc: Alderman George Smith
Alderman Michael Lopez

RECEIVED
NOV 13 2007
CITY CLERK'S OFFICE

9

CITY OF MANCHESTER

Office of the City Clerk

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

May 23, 2002

Attorney Margaret-Ann Moran
Upton & Hatfield, LLP
Attorneys at Law
8 School Street
PO Box 13
Hillsborough, NH 03244

Re: John M. Sullivan Trust
Francis "Pat" Lally Little League Playing Field & Southwest Little League

Dear Attorney Moran:

Please be advised that in action taken by the Board of Mayor and Aldermen at a meeting held on May 21, 2002, it was voted to authorize payment from the trust directly to the appropriate officer of the Southwest Little League.

Enclosed for your review and further processing is a copy of a communication reflecting actions taken.

Sincerely,

Leo R. Bernier
City Clerk

Enclosure

pc: K. Clougherty
Finance Officer

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481

May 21, 2002. In Board of Mayor and Aldermen.

On motion of Alderman Smith, duly seconded by Alderman Lopez, it was voted to authorize payment from the trust directly to the appropriate officer of the Southwest Little League.

City Clerk

Please respond to Hillsborough office

Upton & Hatfield LLP
ATTORNEYS AT LAW

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PO Box 1090
Concord, NH
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1-800-640-7790
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1-800-640-7790
Fax 603-464-3269

Attorneys At Law
Douglas S. Hatfield
Margaret-Ann Moran
Thomas T. Barry*
Matthew H. Upton
Paul W. Mullen
*Also Admitted In Virginia

www.upton-hatfield.com
mail@upton-hatfield.com

Printed on recycled paper

April 30, 2002

Board of Mayor and Aldermen
C/o Leo R. Bernier, City Clerk
City of Manchester
City Hall Plaza
Manchester, NH 03101

COPY

Dear Mayor Baines and Members of the Board of Aldermen:

Our office represents the John M. Sullivan Trust. John Sullivan, who died last year, was a lifelong friend of my family, and in particular, of my uncle Francis P. "Pat" Lally who was killed as a young man in World War II. Prior to enlisting in the Navy immediately after Pearl Harbor, he had worked with John Sullivan at Sully's Store in Ward 10. John Sullivan and my uncle shared a very special friendship. In his trust, John Sullivan bequeathed the sum of $10,000 to me to hold in trust with instructions to pay out the net income from said money no less often than annually to the City of Manchester to be used for the maintenance of the Francis "Pat" Lally Little League playing field and the Southwest Little League which uses the Pat Lally Little League field. The Francis P. Lally Little League playing field (Lally Memorial Field) named in honor of my uncle is located on Harvell Street as part of the Southwest Little League complex. It is fitting that one of the other fields is the John M. Sullivan Field. It was Mr. Sullivan's clear intention that the money be available to Southwest Little League for the maintenance of the playing field.

By this letter, I am asking the Board of Aldermen to take a vote to authorize me to make payments from the trust directly to the appropriate officer of the Southwest Little League. This will allow the little league to use the funds for the maintenance of Lally Field and the Southwest Little League. I would respectfully request that I be informed when this matter will be placed on your agenda so that I may be available to speak to the request, should you so wish.

RECEIVED
MAY 3 2002
CITY CLERK'S OFFICE

Sincerely,

UPTON & HATFIELD, LLP

By_____
Margaret-Ann Moran

MAM:dew

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

CITY CLERK

Respectfully submitted,

Clerk of Committee

City of Manchester
New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

DEVINE MILLIMET

ATTORNEYS AT LAW

By Hand Delivery

SUSAN V. DUPREY
603.695.8505
SDUPREY@DEVINEMILLIMET.COM

June 19, 2006

Office of the City Clerk
One City Hall
Manchester, NH 03101-2097

RE: GFI Gold Street, LLC - Petition for Rezoning

Dear Sir or Madam:

Enclosed please find a Petition for rezoning parcels Map 875, Lot 15 and Map 875, Lot 16. Also enclosed is our check in the amount $300.00. Our office represents GFI, which requests this rezoning.

Please feel free to contact me should you have any questions regarding this matter or if additional information is required. Thank you.

Very truly yours,

Susan V. Duprey

SVD:ml

Enclosures

J:\WDOX\DOCS\CLIENTS\16717\76570\M0875840.DOC

July 11, 2006.
In Board of Mayor and Aldermen.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to refer the petition for rezoning to a Public Hearing on Monday, August 7, 2006 at 6 PM in the Aldermanic Chambers of City Hall and further to authorize execution of agreements enclosed subject to the review and approval of the City Solicitor.

City Clerk

STATE OF NEW HAMPSHIRE
CITY OF MANCHESTER

GFI GOLD STREET, LLC

PETITION FOR REZONING

NOW COMES the Petitioner, GFI Gold Street, LLC, by and through its attorneys, Devine, Millimet & Branch, Professional Association, and petitions the Board of Mayor and Aldermen of the City of Manchester, in accordance with Article 16 of the City of Manchester Zoning Ordinance, to change the zone of and amend the Zoning Map regarding 2 parcels of land, one of which is located at 725 Gold Street and the other of which is near Gold Street, County of Hillsborough, City of Manchester and identified as Map 875 Lot 15 and Map 875 Lot 16 in the tax records for the City of Manchester. In support thereof, Petitioner states as follows:

1. GFI Gold Street, LLC is the owner of record of that parcel of land located at 725 Street and identified as Map 875 Lot 15 in the tax records of the City of Manchester (Property 1). Property 1 is approximately 15.178 acres in size and was formerly the site of Associated Grocers which has since relocated. Property 1 is currently zoned Industrial.

2. Ashkars Children's Limited Liability Company and John N. Ashkars own a parcel near Gold Street which has no building situate on it and abuts Property 1 which land is identified as Map 875 Lot 16 in the tax records of the City of Manchester ("Property 2"). Property 2 is approximately 36,864 square feet in size and is also zoned Industrial. Property 2 is subject to a purchase agreement in favor of GFI Gold Street, LLC.

3. The Petitioner, GFI Gold Street, LLC, for itself as owner of Property 1 and as agent for the owners of Property 2, seeks to change the zoning classification of Property 1 and Property 2 from Industrial to B-2 in order to locate a retailer on Property 1 and Property 2.

4. A copy of the tax map showing Property 1 and Property 2 as situated in the Industrial Zone and the zoning designations for the surrounding properties is attached is Exhibit A.

5. It is believed that the change of zone will have little impact on the surrounding area in that much of the surrounding area was either zoned B-2, has been rezoned from

Industrial to B-2 or variances have been granted to allow uses permitted in the B-2 zone. Changing the zone to B-2 will reduce heavy truck traffic in the area as Property 1 is now used as a 24 hour per day trucking terminal. Plans are being prepared to help address and to generally improve conditions on Gold Street.

6. This proposed change will have a substantial positive tax revenue impact for the City of Manchester and will have no effect on the environment as Property 1 is already developed for an industrial use. There will be no impact on municipal services or facilities.

7. The names, addresses, tax map numbers and lot numbers of all abutting property owners and all properties on the opposite side of the street from Property 1 and Property 2 are attached as Exhibit B.

8. A metes and bounds description of Property 1 and Property 2 is attached as Exhibit C.

9. The Petitioner respectfully requests that the Honorable Board of Mayor and Aldermen approve this request to change the zone for Property 1 and Property 2 from Industrial to B-2 and to amend the Zoning Map to reflect this change.

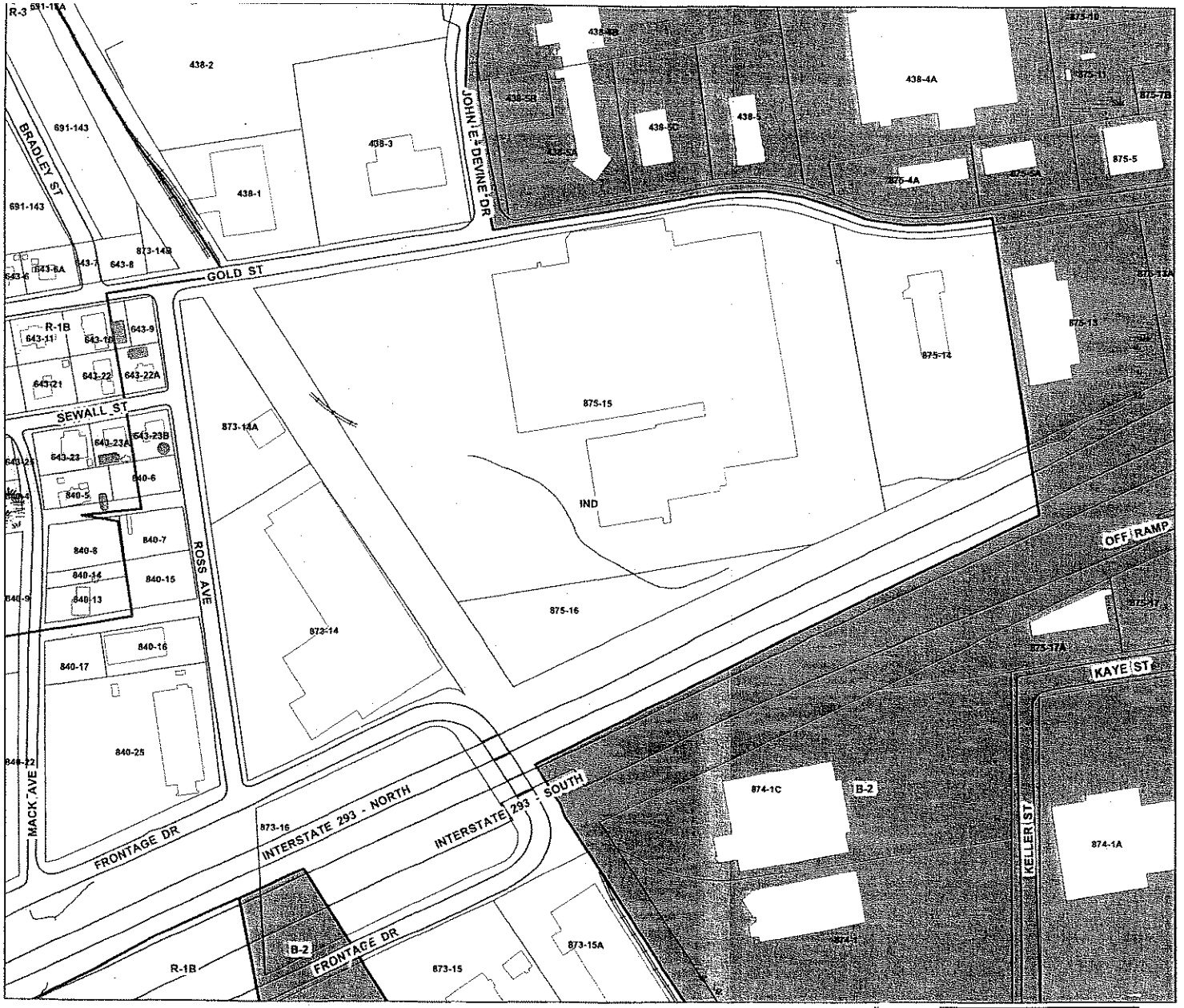
Respectfully submitted,

GFI Gold Street, LLC
By its Attorneys,
Devine Millimet & Branch, Professional Association

By: Susan V. Duprey

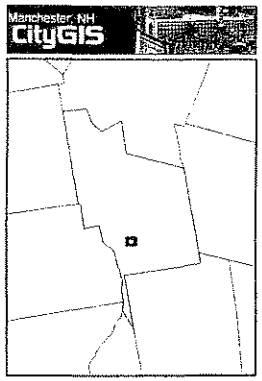
Susan V. Duprey
111 Amherst Street
Manchester, NH 03101
(603) 695-8505

Dated: June 19, 2006

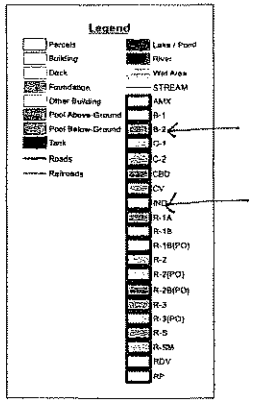


City of Manchester, New Hampshire - CityGIS Map Print

0 95 190 380 Feet



Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.

Exhibit C

Legal Description for Lot 875-15, located at 725 Gold Street, Manchester:

A certain tract or parcel of land with the buildings thereon, situate in Manchester, Hillsborough County, State of New Hampshire, being Lot 875-15 on Plan #_____, entitled "ALTA/ACSM Land Title Survey, 725 Gold Street in Manchester, New Hampshire (Hillsborough County), dated December 22, 2005, prepared by BSC Group, more particularly bounded and described as follows:

Beginning at a point on the northeasterly corner of the Lot on the southerly line of Gold Street; thence

1. South 9° 17' 43" East, a distance of 80.15 feet to a concrete bound found; thence

2. South 09° 76' 53" East, a distance of 488.15 feet by the westerly side of Lot 875-14; to a an iron pipe at the southeasterly corner of the lot; thence

3. South 64° 53' 52" West, a distance of 310.73 feet by the northerly line of the Interstate Highway 293 to an iron pipe; thence

4. South 82° 28' 33" West, a distance of 517.33 feet by the northerly line of Lot 875-16 to an iron pipe at the southeasterly corner of the premises; thence

5. North 32° 51' 25" West, a distance of 21.90 feet to an iron pipe; thence

6. North 08° 01' 16" West, a distance of 19.62 feet to an iron pipe; thence

7. North 32° 51' 25" West, a distance of 714.62 feet by the easterly side of the rail road tracks to an iron pipe at the northwest corner of the premises on the southerly line of Gold Street; thence

8. North 80° 33' 28" East, a distance of 305.63 feet by the southerly line of Gold Street to an iron pipe; thence

9. North 80° 16' 28" East, a distance of 586. 18 feet by the southerly line of Gold Street to an iron pipe; thence

10. Curving in a southeasterly direction with a radius of 399.80 feet, along the southerly line of Gold Street, a distance of 230.44 feet to the point of beginning.

Containing 15.178 Acres, more or less.

Legal Description for Lot 875-16, located on Gold Street, Manchester:

A certain Tract or parcel of land, situated in Manchester, bounded and described as follows:

Beginning at a point on the southwest corner of the premises north of the Interstate Highway 293, thence

1. North 32° 51' 25" West along said Manchester-Lawrence Railroad for a distance of 157.68 feet, more or less to an iron post set at land of Associated Grocers; thence

2. South 82° 28' East for a distance of 517.33 feet, more or less to the interstate Highway 293; thence

3. South 64° 53' 52" West for a distance of 471.90, along said Interstate Highway 293 to the point of beginning.

J:\wdox\docs\clients\16717\76570\M0869436.DOC

RECEIVED
MANCHESTER CITY CLERK
06 JUN 20 P12:21

Ashkar Children's Trust Limited Liability Company
Mrs. Georgette Ashkar, Managing Member
6160 East Quincy Avenue
Cherry Hills Village, CO 80111
(303) 796-8128

Mr. John Ashkar
29 Fairmount Drive
Danbury, CT 06811
(203) 792-4963

June 19, 2006

The Board of Mayor and Aldermen
of the City of Manchester
One City Hall
Manchester, NH 03101-2097

Re: Authorization to Pursue Rezoning

To Whom It May Concern:

We, the undersigned, being the owners of the real property sometimes referred to as Map 875, Lot 16, located near Gold Street in Manchester, New Hampshire, hereby grant our authority to GFI Gold Street, LLC, to take any and all actions required or deemed necessary to re-zone the property from "Industrial" to "B 2".

Thank you for your attention to this matter, and if you have any questions please contact our counsel, Susan Perkins of Perkins Ruschena, LLC, at (303) 779-8100.

Sincerely,

Ashkar Children's Trust Limited Liability Company

Georgette Ashkar Manager

By: Georgette Ashkar, Managing Member

By: John Ashkar

CITY OF MANCHESTER

Planning and Community Development

Robert S. MacKenzie, AICP
Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commision
Millyard Design Review Committee

June 28, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Technical Review, Rezoning Petition – Gold Street

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by the owner of one property and agent for a second property on Gold Street (including two lots: Lot 875-15 and 875-16). The subject parcels are located on the south side of Gold Street east of the former Lawrence Rail Branch. The first property is 15.2 acres currently containing the Associated Grocers Building and the second is .85 acres in size that is vacant. The subject properties are currently zoned *Industrial (IND)*. The applicant is requesting that the zoning district be changed to General Business (*B-2*).

Presently, while the parcels are adjacent to a B-2 on one side, the rezoning action would create one parcel that would be zoned IND and surrounded by B-2. As this could be considered spot zoning, we would recommend that the parcel at 835 Gold Street (Lot 875-14; 3.42 acres) also be considered by the Board for rezoning from IND to B-2. In the 1993 Master Plan for the City of Manchester, this area was identified as Industrial land use although the plan also recognized that extension of the business zone into areas of industrial zone was likely and that certain precautions should be taken. The key precaution from the Master Plan as it relates to this rezoning request states "…the proposed district should be evaluated to insure that possible projects will not encourage additional traffic impacts upon residential areas…" The applicants, working with the City, have devised a traffic calming plan to mitigate impacts on Gold Street and Sewall Street which may be considered by the Board of Mayor and Aldermen.

From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

I will be available for any questions that the Board may have.

Sincerely,

Robert S. MacKenzie, AICP
Planning Director

C: Planning Board
Office of the City Solicitor
Building Department
Economic Development Office

10

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

RECEIVED
JUN 28 2006
CITY CLERK'S OFFICE

CITY OF MANCHESTER

Manchester Economic Development Office

August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Gold Street

Honorable Board Members:

This to recommend the extension of the B-2 Zoning District to encompass the former Associated Grocer's Site, 725 Gold Street and an adjacent parcel. The proposed redevelopment of the Associated Grocers site into a new Home Depot store is projected to cost over $21,000,000 and generate $193,000 in new property tax revenue to the City annually. In addition the project will allow Home Depot to expand in the City of Manchester, rather than relocating out-of-town. The existing space leased by Home Depot is in great demand by quality national retailers and will be redeveloped in short order.

In addition GFI/Home Depot development venture is contributing $4,000,000 to the Gold Street Improvement Project. This project will widen and/or bypass narrow portions of Gold Street and improve and signalize neighborhood street intersections resulting in improved traffic flow, increased safety, curbside visitor parking, sidewalks and landscaping. This improvement to Gold Street will enable the City to entertain additional retail zoning requests near the Associated Grocer/Home Depot site which could generate significant additional investment and new property tax revenue while reducing industrial traffic truck traffic in the area. Based on acreage and lot coverage projections, the City could realize as much as $184,000 in additional new property tax revenue from future adjacent retail development. In addition, the City could negotiate to recover a portion of the City's Gold Street improvement costs from future developers.

The Gold Street site is adjacent to the growing and successful South Willow Street retail district in close proximity to residential neighborhoods. Industrial truck traffic is incompatible with consumer and neighborhood traffic automobile. In my recommendation that the highest and best use of this site is retail, not industrial.

Sincerely,

Paul J. Borek
Economic Development Director

RECEIVED
AUG 7 2006
CITY CLERK'S OFFICE

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308
E-mail: econdev@ci.manchester.nh.us www.ci.manchester.nh.us

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin's Cemetery

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

CITY CLERK

Respectfully submitted,

Clerk of Committee

City of Manchester
New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

City of Manchester
New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

CITY OF MANCHESTER

Planning and Community Development

Robert S. MacKenzie, AICP
Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commision
Millyard Design Review Committee

July 20, 2006

Honorable Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Rezoning of Diocese Property behind Gold Street

Honorable Board Members:

This is to submit a request for rezoning for a portion of the Diocese Property adjacent to the proposed Gold Street Bypass from a single-family district (R-1B) to a multi-family district (R-3). The agreement that the Board recently acted upon called upon the City to initiate this rezoning. The Diocese has offered to donate the land necessary to create the new Gold Street Bypass as part of an overall plan to mitigate traffic in the area.

As this rezoning and the subsequent dedication of street area is necessary to complete the traffic improvements, it may be appropriate for the Board to time the final action on the rezoning of the Associated Grocers site with the rezoning of the Diocese property to insure that the creation of the Bypass is feasible.

From a technical standpoint, the Diocese rezoning is an extension of an existing multi-family zoning district and there are no other specific issues to preclude the rezoning to proceed to public hearing.

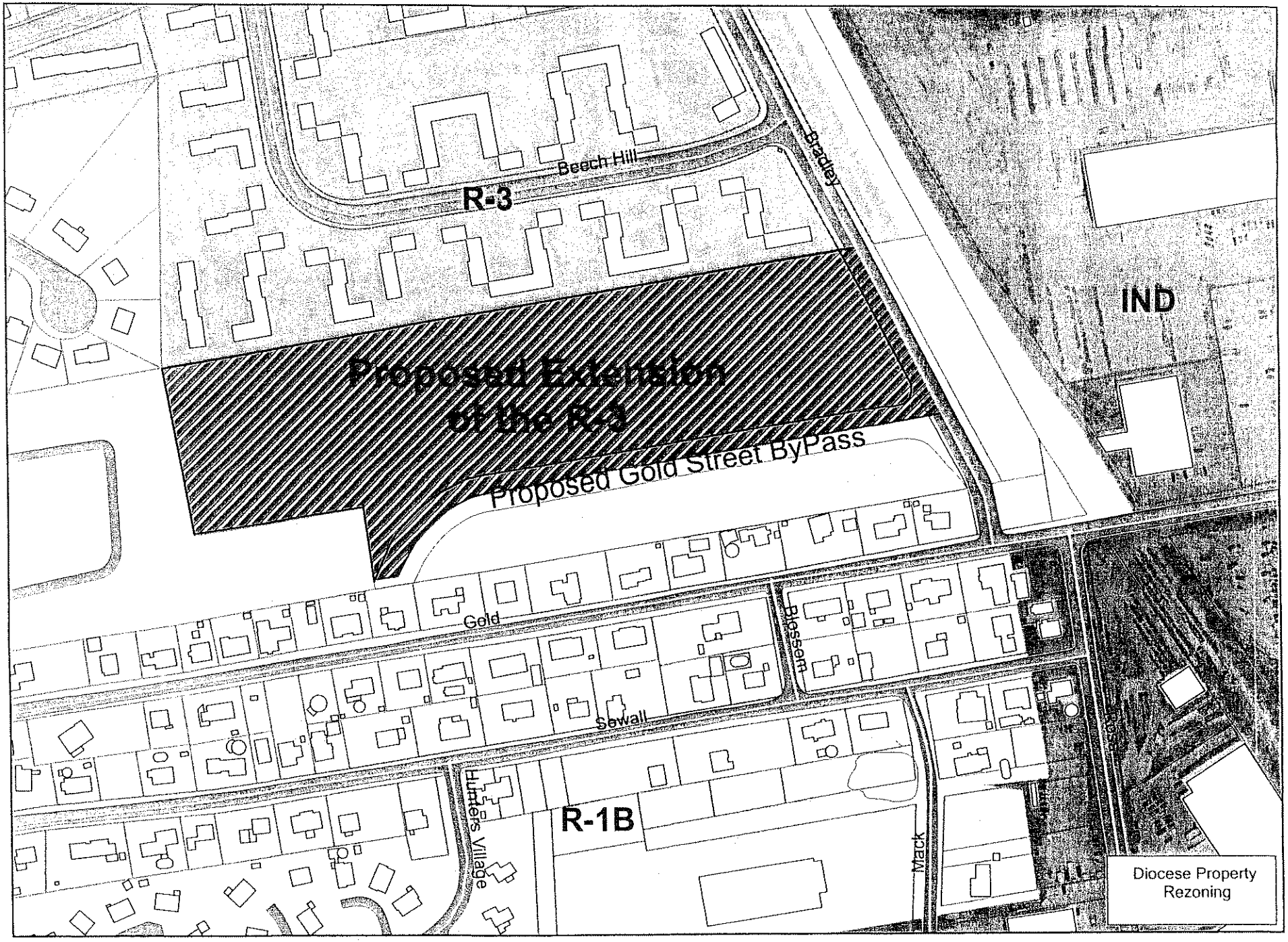
If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning & Community Development

C: Planning Board
Building Department
Brad Cook
Tom Arnold
Paul Borek

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov


Beech Hill
R-3
Bradley
IND
Proposed Extension
of the R-3
Proposed Gold Street ByPass
Gold
Blossom
Sewall
Hunters Village
R-1B
Mack
Diocese Property
Rezoning

CITY OF MANCHESTER

Manchester Economic Development Office

August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Diocese Property Behind Gold Street

Honorable Board Members:

This is to recommend that the R-3 Zoning be extended south to encompass a 9-acre parcel created by the Manchester Diocese donation of right-of-way for the proposed Gold Street Bypass. The remaining Diocese property, between the new Gold Street Bypass and existing single family homes will retain single family zoning allowing for a compatible buffer between existing homes and the proposed Bypass.

By donating the requested right-of-way, the Manchester Diocese enabled the City of Manchester, with the generous assistance of Home Depot, to solve a decades old traffic problem in the Gold Street neighborhood. Without the Diocese donation of right-of-way, further redevelopment of the Gold Street would be prohibited. Doing so allows Home Depot to expand, create new property tax revenue and allows other retailers to expand in or relocate to adjacent parcels the City of Manchester.

The Global Economic Development Strategy prepared by AngelouEconomics recommends that the City of Manchester "promote diverse housing that is affordable for local workers", noting the following excerpt from the National League of Cities (http://wwwnlc.org):

> *Local governments are responsible to their residents for maintaining communities where their people can live, work, enjoy recreational activities, and access services. Affordable housing, comprehensive community development, and well-planned and coordinated land use foster communities that are vibrant, diverse and sustainable. Further, these are critical components to the economic vitality of communities and local economic regions for creating jobs and increasing municipal tax base.*

While this parcel is being considered for market rate development, Manchester's growing employee base in The Millyard, Downtown and throughout the City includes skilled technology and financial service professionals who need housing appropriate to their desires, lifestyle and budgets. New Hampshire business leaders and demographic experts have articulated concerns about maintaining sufficient housing availability for the demand of a growing business economy. The requested rezoning helps to address the need for housing to accommodate the growing Manchester employment base. For these reasons, your approval of this request is recommended.

Sincerely,

Paul J. Borek
Economic Development Director

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AUG 7 2006
CITY CLERK'S OFFICE

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308
E-mail: econdev@ci.manchester.nh.us www.ci.manchester.nh.us

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.

(Unanimous vote)

Respectfully submitted,

Clerk of Committee

IN BOARD OF MAYOR & ALDERMEN

DATE: May 15, 2007

ON MOTION OF ALD. Forest

SECONDED BY ALD. Shea

VOTED TO table.

CITY CLERK

8-14-06 Tabled
10-23-06 Remained Tabled

City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

August 9, 2006

Alderman Michael Garrity
C/O Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Garrity,

Attached is a copy of correspondence from Lowell Terrace Associates proposing a mortgage/debt consolidation for the property on the northwest corner of Lowell and Chestnut Streets. This is the item that I spoke to you about last week. With your permission, I would like to have the item discussed at the next CIP Committee meeting.

The proposal from the partnership has already been reviewed by the City Solicitor, Economic Development Director, and the Mayor's Office. Please feel free to contact me with any questions.

Sincerely,

Kevin A. Clougherty
Finance Officer

C: Thomas Clark
Paul Borek
Randy Sherman
Mayor Frank Guinta
Ken Edwards, MHRA
Peter Morgan, Property Services
Tom Musgrave, William Steele Associates

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12

WILLIAM STEELE & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
40 STARK STREET
MANCHESTER, NEW HAMPSHIRE 03101
OFFICE 603-622-8881
FAX 603-647-4520

JUN - 7 2006

June 6, 2006

Mr. Kevin Clougherty, Finance Director
City of Manchester
One City Hall Plaza East
Manchester, NH 03101

RE: Lowell Terrace Associates

Dear Kevin:

Thank you for arranging the meeting on May 4, 2006. The meeting and subsequent telephone call the week of the 22nd was helpful. I believe we have reached some meaningful preliminary agreements concerning the terms of the original Promissory Note (Note) and subsequent amendment and modifications that will allow us to resolve the remaining issues to our mutual satisfaction.

Based on our discussions, it is my understanding that Lowell Terrace Associates (LTA) and the Manchester Housing Authority (City) agree on the following.

First, the $1,250,000 portion of the Note is not due at this time. LTA and the City agree that the 1994 Promissory Note Amendment and subsequent modifications have extended the due date of the $1,250,000 portion of the Note to July 1, 2013. The principal balance outstanding on this portion of the loan was $559,811 as of December 31, 2005. Based on continuing monthly payments of $6,885.71, this portion of the loan will be paid in full on July 1, 2013.

Second, the $250,000 portion of the Note is due. As you know, this $250,000 portion of the original loan has all of the characteristics of a fifty percent (50%) equity interest in the partnership. These characteristics will be described in more detail in the paragraphs that follow. The City has asked LTA to make a proposal concerning the amount of the pay off.

LTA is prepared to make the City an offer to settle the $250,000 portion of the original loan and, once the City has reviewed and accepted the proposal, LTA will immediately seek replacement financing to pay off the City.

The original Note terms relating to the $250,000 portion of the loan have all of the characteristics of a 50% equity interest in the partnership. Section 4 of the Note contains these provisions.

Section 4.a) of the Note describes LTA's obligation to pay interest to the City equal to 50% of the project's cash flow. In this regard, whenever LTA has made cash distributions of accumulated cash flow to its partners, a corresponding and equal cash payment has been made to the City. In connection with its settlement proposal, LTA is prepared to pay to the City 50% of the cash in its accounts, excluding cash held by LTA representing tenant deposits.

Section 4.b) of the Note describes LTA's obligation on the twentieth anniversary date of the loan. There has been some disagreement and or misunderstanding concerning this particular provision of the loan. The City, as I understand it, feels that it would be inappropriate to reduce its entitlement under Section 4.b) of the Note by the balance outstanding on the $1,250,000 portion of the loan. LTA maintains that the balance outstanding on the $1,250,000 portion of the loan must be must be taken into account when calculating the City's entitlement. If the outstanding balance on the $1,250,000 portion of the loan were not taken into account, the City would receive a payment exceeding the value of its 50% equity interest in the project.

Neither party expected an outstanding balance on the $1,250,000 portion of the loan when the balloon payment due date provision for the $250,000 portion of the loan was drafted in 1984. However, due to economic circumstances beyond the control of LTA and the City, the project was not able to service its debt and fell behind on its property taxes. Rather than assert its rights as a lien holder entitled to the delinquent property taxes, or assert its rights as the holder of the Note (which was headed into default), the City agreed to certain modifications of the Note in lieu of initiating action to take possession of the partnership's property. I submit to you that the City's actions were well reasoned and were motivated, in principal part, by the desire to protect its right to repayment of the entire outstanding balance of the loan (a balance exceeding $1,217,000 at the time). It is not inconceivable that the City could have lost hundreds of thousands of dollars had it chosen to take possession of the property in 1994. Instead, the City acted in a manner that was both prudent and in its best interests as a lender and owner of 50% of the partnership equity. The City's actions also allowed the partners of LTA an opportunity to salvage their own 50% equity interest.

In LTA's opinion, the City's balloon payment entitlement on the $250,000 portion of the original Note must take into account the balance outstanding on the $1,250,000 portion of the Note. If the City's entitlement were calculated in any other manner, it would contradict the business deal between LTA and the City wherein the City was awarded a 50% equity interest in the project for its $250,000 loan.

LTA's proposal to pay off the $250,000 portion of the loan has been determined by treating the City as a 50% equity owner in the partnership. More specifically, the attached calculations estimate the City's balloon payment entitlement under Section 4.b) of the Note by projecting the net cash proceeds available to the partnership assuming a hypothetical sale of the property on August 1, 2006, followed by a distribution of the partnership's net assets in liquidation of the partnership.

The following assumptions are integral parts of the attached calculations.

1. The market value of the property is equal to its assessed value of $1,255,800.

2. The outstanding principal balance on the $1,250,000 portion of the loan is $515,536 on August 1, 2006.

3. A 4% commission would be paid to a third-party broker to facilitate the sale.

4. A New Hampshire real estate transfer tax equal to .75% of the market value would be payable.

5. A New Hampshire Business Profits Tax equal to 8.5% of the gain recognized on sale would be payable.

6. There will be approximately $150,000 of cash or marketable securities in the partnership's accounts on August 1, 2006.

Based upon the assumptions listed above, LTA estimates the City's entitlement on the $250,000 portion of the original loan to be $367,065.

After you have had an opportunity to review this proposal and discuss it with other interested parties, please call me and let me know how you would like to proceed.

Very truly yours,

WILLIAM STEELE & ASSOCIATES, P.C.

Tom Musgrave

Thomas W. Musgrave, CPA

Enclosure

cc: Richard W. Hale w/enclosure
Peter A. Morgan w/enclosure

LOWELL TERRACE ASSOCIATES
HYPOTHETICAL SALE AND LIQUIDATION ANALYSIS
AS OF AUGUST 1, 2006

PROJECTED CASH AVAILABLE UPON LIQUIDATION

Estimated Cash and Value of Marketable Securities	150,000
Net Sale Proceeds - See Below	1,196,150
Estimated Cash Balance and Marketable Securities Value	1,346,150
Projected NH Business Profits Tax	(96,484)
Payoff Balance on $1,250,000 Portion of Loan	(515,536)
Net Cash Available for Distribution	734,129
City's Equity Interest	50.0%
City's Equity Entitlement	**367,065**

HYPOTHETICAL SALE OF PROPERTY

Gross Sale Proceeds	1,255,800	Based on Assessed Value
Third-Party Commission @ 4%	(50,232)	
Real Estate Transfer Tax	(9,419)	.75% x 1,255,800
Net Sale Proceeds	**1,196,150**	
Adjusted Tax Basis of Property	(61,040)	
Projected Gain on Sale of Property	1,135,110	
NH Business Profits Tax Rate	8.5%	
Projected NH Business Profits Tax	96,484	

May 3, 2007

Mr. Randy Sherman
Assistant Finance Director
Finance Department
One City Hall Plaza East
Manchester, NH 03101

Re: Lowell Terrace Associates

Dear Randy:

It was good to meet with you and the other key City department heads on Monday, April 30th in preparation of the Community Improvement Plan (CIP) Committee meeting scheduled for May 8th. I have again reviewed Tom Musgrave's letter of June 6, 2006, which outlines the history of this project and our proposal last summer.

We now have two (2) major concerns:

1. The treatment of the existing balance of the City's 1st mortgage in determining the equity in the project.
2. The current market value of the building. We are contesting the 2006 revaluation.

We were and are partners in saving a significant building in Manchester. We have worked closely together for over twenty-three (23) years in restoring and subsequently operating the property through good times and bad. We need to look at the deal itself and move forward to clarify the standing and term of the 2nd mortgage piece of our arrangement. There are only two (2) issues.

I look forward to meeting with the Committee on May 8th.

Sincerely yours,

Peter A. Morgan

Peter A. Morgan
Managing Partner
Lowell Terrace Associates

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MAY - 4 2007
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Suggested Ways Forward

1. City agrees to extend term on 2nd mortgage to July 1, 2013, concurrent with the extension of the existing 1st mortgage.

2. City demands payment of the 2nd mortgage valued at one-half (1/2) the fair market value of the building without consideration that the 1st mortgage is still in place. (Current balance of 1st mortgage as of April 30, 2007 is $470,367.12.)

    a. The loan will fall into default as the Lowell Terrace partners do not concur on the method of valuing the 2nd mortgage.
    b. The default provisions in the original note clearly provide the method of valuing the 2nd mortgage in the event of a default. The remaining balance of the 1st mortgage is deducted from the fair market value to establish the value to be paid to retire the 2nd mortgage.

3. City agrees that the existing balance of the 1st mortgage affects the current value of the 2nd mortgage.

    a. We jointly agree to establish the current fair market value of the property.
    b. The Lowell Terrace partners will proceed to arrange 3rd party financing and within ninety (90) days of 3.a. will pay off the 2nd mortgage.

City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

M E M O R A N D U M

Date: May 30, 2007

To: Board of Mayor and Aldermen

From: William Sanders

RE: **Lowell Terrace Requests**

Attached in response to questions and requests at the May 15 BMA meeting are the following documents related to the Lowell Terrace project.

1. The audited partnership financial statements for the years ended June 30, 2006 and June 30, 2005.

2. A four page schedule detailing from inception payments on the $1,250,000 first mortgage.

3. A summary of interest payments received on the $250,000 second mortgage.

4. A current amortization schedule through July 2013 for the first mortgage.

5. A copy of Randy Sherman's draft letter of September 18, 2001 regarding Lowell Terrace. This draft letter was referenced at the May 15, 2007 BMA meeting.

We have requested a certificate of insurance and expect to have copies available at the meeting.

LOWELL TERRACE ASSOCIATES

FINANCIAL STATEMENTS

FOR THE YEARS ENDED
DECEMBER 31, 2006 AND 2005

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Statements of Revenue and Expenses – Income Tax Basis	3 – 4
Statements of Changes in Partners' Capital – Income Tax Basis	5
Statements of Cash Flows - Income Tax Basis	6
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WILLIAM STEELE & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
40 STARK STREET
MANCHESTER, NEW HAMPSHIRE 03101
OFFICE 603-622-8881
FAX 603-647-4520

To the Partners
Lowell Terrace Associates
Manchester, New Hampshire

We have compiled the accompanying statements of assets, liabilities and capital - income tax basis of Lowell Terrace Associates (a partnership) as of December 31, 2006 and 2005, and the related statements of revenue and expenses, partners' capital and cash flows - income tax basis for the years then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

William Steele & Associates, P.C.

Manchester, New Hampshire
May 18, 2007

LOWELL TERRACE ASSOCIATES
STATEMENTS OF ASSETS, LIABILITIES AND PARTNERS' CAPITAL - INCOME TAX BASIS
DECEMBER 31, 2006 AND 2005

ASSETS

	2006	2005
CURRENT ASSETS		
Cash	$ 108,715	$ 116,665
Cash - security deposits	14,029	16,791
Due from Metropolis	3,302	-
TOTAL CURRENT ASSETS	126,046	133,456
PROPERTY AND EQUIPMENT		
Land	50,000	50,000
Building and improvements	1,782,305	1,776,108
Furniture and fixtures	21,429	21,429
	1,853,734	1,847,537
Less: accumulated depreciation	(1,790,565)	(1,786,497)
NET PROPERTY AND EQUIPMENT	63,169	61,040
TOTAL ASSETS	$ 189,215	$ 194,496

LIABILITIES AND PARTNERS' CAPITAL

CURRENT LIABILITIES		
Security deposits payable	$ 14,209	$ 16,971
Current portion of notes payable	318,777	316,747
TOTAL CURRENT LIABILITIES	332,986	333,718
LONG-TERM LIABILITIES		
Notes payable, net of current portion	602,764	671,541
TOTAL LIABILITIES	935,750	1,005,259
PARTNERS' CAPITAL (DEFICIT)	(746,535)	(810,763)
TOTAL LIABILITIES AND PARTNERS' CAPITAL	$ 189,215	$ 194,496

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF REVENUE AND EXPENSES - INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

	2006	2005
REVENUE		
Rental income	$ 267,603	$ 274,258
Other income	2,231	2,174
TOTAL REVENUE	269,834	276,432
OPERATING EXPENSES		
Real estate taxes	38,300	35,614
Gas	34,893	25,623
Repairs and maintenance	22,640	13,073
Management fees	20,604	18,449
Interest	15,882	29,852
Electricity	12,116	10,046
Insurance	10,038	9,540
Water and sewer	9,303	11,758
Accounting fees	9,261	3,075
Janitorial service	6,351	8,861
Exterminator	4,305	2,600
Depreciation	4,068	4,058
Supplies	3,883	3,171
Fire alarm	2,680	2,659
Waste disposal	2,160	2,160
Filing fee	1,315	-
Bank charges	1,279	1,480
General partner fees	1,200	1,200
Legal fees	1,156	-
Appliances	898	-
Central business district tax	828	804
Rental equipment	571	-
Grounds maintenance	475	1,620
Advertising	461	752
Telephone	375	317
Entertainment	240	67
Rental incentive plan fee	100	-
Foreign tax expense	38	13
Amortization	-	2,250
TOTAL OPERATING EXPENSES	$ 205,420	$ 189,042

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF REVENUE AND EXPENSES -
INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

	2006	2005
INCOME FROM OPERATIONS	64,414	87,390
INTEREST AND DIVIDEND INCOME	2,266	2,842
GAIN ON SALE OF SECURITIES	2,640	-
INCOME BEFORE STATE TAXES	69,320	90,232
STATE TAXES PAID	(5,092)	(11,298)
NET INCOME	$ 64,228	$ 78,934

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF CHANGES IN PARTNERS' CAPITAL (DEFICIENCY) - INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

BALANCE, December 31, 2004	$ (847,697)
Net Income	78,934
Cash Distributions to Partners	(42,000)
BALANCE, December 31, 2005	(810,763)
Net Income	64,228
Cash Distributions to Partners	-
BALANCE, December 31, 2006	$ (746,535)

See Accountants' Compilation Report and Notes to Financial Statements

LOWELL TERRACE ASSOCIATES
STATEMENTS OF CASH FLOWS - INCOME TAX BASIS
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

	2006	2005
CASH FLOWS FROM OPERATING ACTIVITIES:		
Net Income	$ 64,228	$ 78,934
Adjustments to reconcile net income to net cash from operations:		
Depreciation	4,068	4,058
Amortization	-	2,250
Increase (decrease) in assets and liabilities:		
Security deposits payable	(2,762)	(1,850)
Due from Metropolis	(3,302)	-
NET CASH PROVIDED BY OPERATING ACTIVITIES	62,232	83,392
CASH FLOWS FROM FINANCING ACTIVITIES		
Purchase of new equipment and improvements	(6,197)	(1,118)
Principal payments on notes payable	(66,747)	(64,777)
Cash distributions to partners	-	(42,000)
NET CASH USED BY FINANCING ACTIVITIES	(72,944)	(107,895)
NET DECREASE IN CASH	(10,712)	(24,503)
CASH, BEGINNING OF YEAR	133,456	157,959
CASH, END OF YEAR	$ 122,744	$ 133,456

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

	2006	2005
Cash paid during the year for:		
Interest	$ 15,882	$ 29,852
State Taxes, net of refunds	$ 5,092	$ 11,298

See Accountants' Compilation Report and Notes to Financial Statements

NOTE 1. THE PARTNERSHIP

Lowell Terrace Associates is a New Hampshire general partnership formed on September 1, 1984 for the purpose of managing and investing in real estate for its own purposes or on behalf of others. During 1986, the Partnership, through a related party (See Note 5), completed the construction of a 63-unit low-income housing project in Manchester, New Hampshire. Occupancy in units of the project includes leases whose rent levels conform to the Section 8 Existing Program offered by the United States Department of Housing and Urban Development. This project is presently the Partnership's only investment.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The Partnership's policy is to prepare its financial statements on the accounting basis used for income tax purposes, generally on the basis of cash receipts and disbursements. On such basis, the financial statements do not include rents accrued or uncollected, or accounts payable for services billed but unpaid and other accrued liabilities. These policies differ from generally accepted accounting principles whereby income and the related assets are recognized when earned and certain expenses are recognized when the related obligations are incurred.

Depreciation

Depreciation is computed using straight-line and accelerated methods over lives ranging from five to twenty-eight years.

Deferred Costs

Financing fees have been amortized over the term (20 years) of the underlying indebtedness to which it relates.

Income Taxes

Lowell Terrace Associates is treated as a Partnership for federal income tax purposes and does not incur federal income taxes. Instead, the Partnership's profits and losses are reported in the individual partners' tax return. The Partnership is liable for state income taxes and state business taxes. When state taxes are paid by the Partnership, such taxes are reflected in the partners' distributive share of income or loss.

Concentration of Credit Risk

The Partnership occasionally maintains deposits in excess of Federally insured limits. Statements of Financial Accounting Standards No. 105 identifies these items as a concentration of credit risk requiring disclosure regardless of the degree of risk. The risk is managed by maintaining all deposits in high quality financial institutions.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

Reclassifications

Certain amounts in the December 31, 2005 financial statements have been reclassified to conform to the December 31, 2006 presentation.

NOTE 3. NOTES PAYABLE

Notes payable at December 31, 2006 and 2005 consist of the following:

	2006	2005
$1,500,000 Promissory Note dated December 1984, (as amended and modified) with the following terms and conditions:		
$1,250,000 of the Promissory Note bears interest at 3%; payable in monthly installments of $6,886; matures July 2013. The note is secured by a first mortgage on the project and the personal guarantees of the partners.	$ 493,064	$ 559,811
$250,000 of the Promissory Note requires annual interest payments commencing in 1987 equal to 50% of the net cash flows of the project, as defined; a balloon payment of principal and interest is due under the terms of the original note 20 years after completion of construction equal to one-half (1/2) of the fair market value of the property at that date. The note is secured by a first mortgage on the project and the personal guarantees of the partners. Interest payments of $12,000 were made in 2005.	250,000	250,000
Note payable to a partner; principal due on demand, interest at 10.5% per annum; collateralized by a mortgage on the project. No payments were made on this note during 2006 and 2005.	80,000	80,000

NOTE 3. NOTES PAYABLE (continued)

	2006	2005
Other unsecured notes payable due to affiliated entities and partners of the Partnership, with no repayment terms or rates of interest specified.	$ 98,477	$ 98,477
	921,541	988,288
Less: current portion due within one year	(318,777)	(316,747)
	$ 602,764	$ 671,541

The aggregate amount of future principal payments on partnership debt at December 31, 2006 are as follows:

Year Ending December 31,	
2007	$318,777
2008	70,869
2009	73,025
2010	75,246
2011	77,534
2012 and thereafter	306,090
Total	$921,541

NOTE 4. RELATED PARTY TRANSACTIONS

The Partnership receives property management services (for a management fee determined at 7% of rental income) from a related entity. The Partnership paid $1,200 during 2006 and 2005 to an entity controlled by one of the partners for extraordinary general partner services. In addition, as discussed in Note 3, the Partnership is obligated to the partners and various other related parties in the amount of $178,477 at December 31, 2006 and 2005.

Lowell Terrace		
Payments on $1,250,000		
First Mortgage		
NUMBER	DATE PAID	AMOUNT PAID
1	5/17/89	7,829.69
2	6/6/89	7,829.69
3	7/17/89	7,829.69
4	8/10/89	7,829.69
5	9/13/89	7,829.69
6	11/22/89	7,829.69
7	11/22/89	7,829.69
8	12/13/89	7,829.69
9	1/17/90	7,829.69
10	2/15/90	7,829.69
11	3/15/89	7,829.69
12	4/18/90	7,829.69
13	5/14/90	7,829.69
14	6/14/90	7,829.69
15	7/17/90	7,829.69
16	8/20/90	7,829.69
17	9/12/90	7,829.69
18	10/26/90	7,829.69
19	11/19/90	7,829.69
20	12/24/90	7,829.69
21	1/15/91	7,829.69
22	2/21/91	7,829.69
23	3/14/91	7,829.69
24	4/15/91	7,829.69
25	5/20/91	7,829.69
26	6/13/91	7,829.69
27	7/30/91	7,829.69
28	8/15/91	7,829.69
29	9/16/91	7,829.69
30	10/21/91	7,829.69
31	11/18/91	7,829.69
32	12/13/91	7,829.69
33	1/15/92	7,829.69
34	2/19/92	7,829.69
35	3/6/92	7,829.69
36	4/16/92	7,829.69
37	5/14/92	7,829.69
38	6/15/92	7,829.69
39	7/31/92	7,829.69
40	8/12/92	7,829.69
41	8/19/92	7,829.69
42	9/22/92	7,829.69
43	10/13/92	7,829.69
44	11/17/92	7,829.69
45	12/11/92	7,829.69
46	1/12/93	7,829.69
47	2/11/93	7,829.69
48	3/11/93	7,829.69
49	4/13/93	7,829.69
50	5/11/93	7,829.69

51	6/11/93	7,829.69
52	7/14/93	7,829.69
53	8/9/93	7,829.69
54	9/9/93	7,829.69
55	10/14/93	7,829.69
56	11/19/93	7,829.69
57	12/13/93	7,829.69
58	1/6/94	7,829.69
59	2/16/94	7,829.69
60	3/11/94	7,829.69
61	4/13/94	7,829.69
62	5/25/94	7,829.69
63	6/30/94	7,829.69
64	8/15/94	7,829.69
65	10/14/94	7,829.69
66	10/14/94	7,829.69
67	11/28/94	7,829.69
68	12/29/94	7,829.69
69	1/31/95	7,829.69
70	4/10/95	2,500.00
71	5/9/95	2,500.00
72	6/15/95	2,500.00
73	7/15/95	2,500.00
74	8/15/95	2,500.00
75	9/14/95	2,500.00
76	10/20/95	2,500.00
77	11/20/95	2,500.00
78	12/26/95	2,500.00
79	1/19/96	2,500.00
80	2/20/96	2,500.00
81	3/18/96	2,500.00
82	4/18/96	2,500.00
83	5/13/96	2,500.00
84	6/11/96	2,500.00
85	7/12/96	2,500.00
86	8/15/96	2,500.00
87	9/13/96	2,500.00
88	10/96	2,500.00
89	11/19/96	2,500.00
90	12/10/96	2,500.00
91	1/24/97	2,500.00
92	3/17/97	2,500.00
93	4/15/97	2,500.00
94	5/16/97	2,500.00
95	06/19/97	2,500.00
96	07/21/97	2,500.00
97	8/19/97	2,500.00
98	09/23/97	2,500.00
99	10/16/97	2,500.00
100	11/20/97	2,500.00
101	12/12/97	2,500.00
102	1/26/98	2,500.00
103	2/18/98	2,500.00
104	3/17/98	2,500.00
105	4/16/98	2,500.00
106	5/13/98	2,500.00
107	6/16/98	2,500.00
108	8/7/98	6,885.71

109	9/3/98	6,885.71
110	copy of check not made	6,885.71
111	11/6/98	6,885.71
112	12/3/98	6,885.71
113	1/5/99	6,885.71
114	2/8/99	6,885.71
115	3/8/99	6,885.71
116	4/08/99	6,885.71
117	5/17/99	6,885.71
118	6/30/99	6,885.71
119	7/6/99	6,885.71
120	8/3/99	6,885.71
121	9/2/99	6,885.71
122	10/5/99	6,885.71
123	11/4/99	6,885.71
124	12/2/99	6,885.71
125	1/6/00	6,885.71
126	2/3/0	6,885.71
127	3/1/00	6,885.71
128	4/6/00	6,885.71
129	5/4/00	6,885.71
130	6/1/00	6,885.71
131	7/6/00	6,885.71
132	8/8/00	6,885.71
133	9/7/00	6,885.71
134	10/5/00	6,885.71
135	10/2/00	6,885.71
136	12/5/00	6,885.71
137	01/05/01	6,885.71
138	02/07/01	6,885.71
139	03/12/01	6,885.71
140	4/6/01	6,885.71
141	05/07/01	6,885.71
142	06/06/01	6,885.71
143	07/10/01	6,885.71
144	08/02/01	6,885.71
145	09/06/01	6,885.71
146	10/04/01	6,885.71
147	11/02/01	6,885.71
148	12/6/01	6,885.71
149	1/3/02	6,885.71
150	2/7/02	6,885.71
151	3/14/02	6,885.71
152	4/4/02	6,885.71
153	5/9/02	6,885.71
154	6/6/02	6,885.71
155	07/02/02	6,885.71
156	08/02/02	6,885.71
157	9/5/02	6,885.71
158	10/03/02	6,885.71
159	11/4/02	6,885.71
160	12/05/02	6,885.71
161	01/02/03	6,885.71
162	02/06/03	6,885.71
163	3/6/03	6,885.71
164	4/10/03	6,885.71
165	5/8/03	6885.71
166	6/5/03	6,885.71

167	7/3/03	6,885.71
168	08/07/03	6,885.71
169	9/7/03	6,885.71
170	10/02/03	6,885.71
171	11/07/03	6,885.71
172	12/5/03	6,885.71
173	01/08/04	6,885.71
174	2/5/04	6,885.71
175	3/4/04	6,885.71
176	4/1/04	6,885.71
177	5/6/04	6,885.71
178	6/3/04	6,885.71
179	7/9/04	6,885.71
180	8/5/04	6,885.71
181	9/2/04	6,885.71
182	10/7/04	6,885.71
183	11/4/04	6,885.71
184	12/2/04	6,885.71
185	1/6/05	6,885.71
186	2/3/05	6,885.71
187	03/05/05	6,885.71
188	4/7/05	6,885.71
189	5/5/05	6,885.71
190	6/2/05	6,885.71
191	7/7/05	6,885.71
192	8/4/05	6,885.71
193	9/1/05	6,885.71
194	10/6/05	6,885.71
195	11/4/05	6,885.71
196	12/2/05	6,885.71
197	1/6/06	6,885.71
198	2/2/06	6,885.71
199	3/3/06	6,885.71
200	4/6/06	6,885.71
201	5/4/06	6,885.71
202	6/1/06	6,885.71
203	7/7/06	6,885.71
204	8/4/06	6,885.71
205	9/7/06	6,885.71
206	10/5/06	6,885.71
207	11/1/06	6,885.71
208	12/8/06	6,885.71
209	1/2/07	6,885.71
210	2/1/07	6,885.71
211	3/9/07	6,885.71
212	4/5/07	6,885.71
Total		$1,351,362.45
Total Interest		$571,730.05
Total Principal		$779,632.40
Total Paid		$1,351,362.45

Lowell Terrace

Interest Payments on $250,000 Second Mortgage

Fiscal Year	Amount
2007	0
2006	12,000
2005	30,000
2004	25,000
2003	90,000
2001	35,293
Total Received	$192,293

Wes
5/30/07

	CDBG PROGRAM INCOME			Principal Amount	$ 997,087.76
	LOWELL TERRACE			Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	$6,885.71

#	Date	Payment	Interest	Principal	Balance
					$ 997,087.76
1	Aug-98	$6,885.71	$ 2,492.72	$ 4,392.99	$ 992,694.77
2	Sep-98	$6,885.71	$ 2,481.74	$ 4,403.97	$ 988,290.81
3	Oct-98	$6,885.71	$ 2,470.73	$ 4,414.98	$ 983,875.83
4	Nov-98	$6,885.71	$ 2,459.69	$ 4,426.02	$ 979,449.81
5	Dec-98	$6,885.71	$ 2,448.62	$ 4,437.08	$ 975,012.73
6	Jan-99	$6,885.71	$ 2,437.53	$ 4,448.17	$ 970,564.56
7	Feb-99	$6,885.71	$ 2,426.41	$ 4,459.29	$ 966,105.27
8	Mar-99	$6,885.71	$ 2,415.26	$ 4,470.44	$ 961,634.82
9	Apr-99	$6,885.71	$ 2,404.09	$ 4,481.62	$ 957,153.21
10	May-99	$6,885.71	$ 2,392.88	$ 4,492.82	$ 952,660.38
11	Jun-99	$6,885.71	$ 2,381.65	$ 4,504.05	$ 948,156.33
12	Jul-99	$6,885.71	$ 2,370.39	$ 4,515.31	$ 943,641.02
13	Aug-99	$6,885.71	$ 2,359.10	$ 4,526.60	$ 939,114.41
14	Sep-99	$6,885.71	$ 2,347.79	$ 4,537.92	$ 934,576.49
15	Oct-99	$6,885.71	$ 2,336.44	$ 4,549.26	$ 930,027.23
16	Nov-99	$6,885.71	$ 2,325.07	$ 4,560.64	$ 925,466.59
17	Dec-99	$6,885.71	$ 2,313.67	$ 4,572.04	$ 920,894.55
18	Jan-00	$6,885.71	$ 2,302.24	$ 4,583.47	$ 916,311.09
19	Feb-00	$6,885.71	$ 2,290.78	$ 4,594.93	$ 911,716.16
20	Mar-00	$6,885.71	$ 2,279.29	$ 4,606.41	$ 907,109.74
21	Apr-00	$6,885.71	$ 2,267.77	$ 4,617.93	$ 902,491.81
22	May-00	$6,885.71	$ 2,256.23	$ 4,629.48	$ 897,862.34
23	Jun-00	$6,885.71	$ 2,244.66	$ 4,641.05	$ 893,221.29
24	Jul-00	$6,885.71	$ 2,233.05	$ 4,652.65	$ 888,568.64
25	Aug-00	$6,885.71	$ 2,221.42	$ 4,664.28	$ 883,904.35
26	Sep-00	$6,885.71	$ 2,209.76	$ 4,675.94	$ 879,228.41
27	Oct-00	$6,885.71	$ 2,198.07	$ 4,687.63	$ 874,540.78
28	Nov-00	$6,885.71	$ 2,186.35	$ 4,699.35	$ 869,841.42
29	Dec-00	$6,885.71	$ 2,174.60	$ 4,711.10	$ 865,130.32
30	Jan-01	$6,885.71	$ 2,162.83	$ 4,722.88	$ 860,407.44
31	Feb-01	$6,885.71	$ 2,151.02	$ 4,734.69	$ 855,672.76
32	Mar-01	$6,885.71	$ 2,139.18	$ 4,746.52	$ 850,926.23
33	Apr-01	$6,885.71	$ 2,127.32	$ 4,758.39	$ 846,167.84
34	May-01	$6,885.71	$ 2,115.42	$ 4,770.29	$ 841,397.56
35	Jun-01	$6,885.71	$ 2,103.49	$ 4,782.21	$ 836,615.35
36	Jul-01	$6,885.71	$ 2,091.54	$ 4,794.17	$ 831,821.18
37	Aug-01	$6,885.71	$ 2,079.55	$ 4,806.15	$ 827,015.03
38	Sep-01	$6,885.71	$ 2,067.54	$ 4,818.17	$ 822,196.86
39	Oct-01	$6,885.71	$ 2,055.49	$ 4,830.21	$ 817,366.65
40	Nov-01	$6,885.71	$ 2,043.42	$ 4,842.29	$ 812,524.36
41	Dec-01	$6,885.71	$ 2,031.31	$ 4,854.39	$ 807,669.97
42	Jan-02	$6,885.71	$ 2,019.17	$ 4,866.53	$ 802,803.44
43	Feb-02	$6,885.71	$ 2,007.01	$ 4,878.70	$ 797,924.74
44	Mar-02	$6,885.71	$ 1,994.81	$ 4,890.89	$ 793,033.85

	CDBG PROGRAM INCOME			Principal Amount	$ 997,087.76
	LOWELL TERRACE			Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	$6,885.71

#	Date	Payment	Interest	Principal	Balance
45	Apr-02	$6,885.71	$ 1,982.58	$ 4,903.12	$ 788,130.73
46	May-02	$6,885.71	$ 1,970.33	$ 4,915.38	$ 783,215.35
47	Jun-02	$6,885.71	$ 1,958.04	$ 4,927.67	$ 778,287.68
48	Jul-02	$6,885.71	$ 1,945.72	$ 4,939.99	$ 773,347.69
49	Aug-02	$6,885.71	$ 1,933.37	$ 4,952.34	$ 768,395.36
50	Sep-02	$6,885.71	$ 1,920.99	$ 4,964.72	$ 763,430.64
51	Oct-02	$6,885.71	$ 1,908.58	$ 4,977.13	$ 758,453.51
52	Nov-02	$6,885.71	$ 1,896.13	$ 4,989.57	$ 753,463.94
53	Dec-02	$6,885.71	$ 1,883.66	$ 5,002.05	$ 748,461.90
54	Jan-03	$6,885.71	$ 1,871.15	$ 5,014.55	$ 743,447.35
55	Feb-03	$6,885.71	$ 1,858.62	$ 5,027.09	$ 738,420.26
56	Mar-03	$6,885.71	$ 1,846.05	$ 5,039.65	$ 733,380.61
57	Apr-03	$6,885.71	$ 1,833.45	$ 5,052.25	$ 728,328.35
58	May-03	$6,885.71	$ 1,820.82	$ 5,064.88	$ 723,263.47
59	Jun-03	$6,885.71	$ 1,808.16	$ 5,077.55	$ 718,185.92
60	Jul-03	$6,885.71	$ 1,795.46	$ 5,090.24	$ 713,095.68
61	Aug-03	$6,885.71	$ 1,782.74	$ 5,102.97	$ 707,992.72
62	Sep-03	$6,885.71	$ 1,769.98	$ 5,115.72	$ 702,876.99
63	Oct-03	$6,885.71	$ 1,757.19	$ 5,128.51	$ 697,748.48
64	Nov-03	$6,885.71	$ 1,744.37	$ 5,141.33	$ 692,607.15
65	Dec-03	$6,885.71	$ 1,731.52	$ 5,154.19	$ 687,452.96
66	Jan-04	$6,885.71	$ 1,718.63	$ 5,167.07	$ 682,285.89
67	Feb-04	$6,885.71	$ 1,705.71	$ 5,179.99	$ 677,105.90
68	Mar-04	$6,885.71	$ 1,692.76	$ 5,192.94	$ 671,912.96
69	Apr-04	$6,885.71	$ 1,679.78	$ 5,205.92	$ 666,707.03
70	May-04	$6,885.71	$ 1,666.77	$ 5,218.94	$ 661,488.10
71	Jun-04	$6,885.71	$ 1,653.72	$ 5,231.98	$ 656,256.11
72	Jul-04	$6,885.71	$ 1,640.64	$ 5,245.06	$ 651,011.05
73	Aug-04	$6,885.71	$ 1,627.53	$ 5,258.18	$ 645,752.87
74	Sep-04	$6,885.71	$ 1,614.38	$ 5,271.32	$ 640,481.55
75	Oct-04	$6,885.71	$ 1,601.20	$ 5,284.50	$ 635,197.05
76	Nov-04	$6,885.71	$ 1,587.99	$ 5,297.71	$ 629,899.33
77	Dec-04	$6,885.71	$ 1,574.75	$ 5,310.96	$ 624,588.38
78	Jan-05	$6,885.71	$ 1,561.47	$ 5,324.23	$ 619,264.14
79	Feb-05	$6,885.71	$ 1,548.16	$ 5,337.54	$ 613,926.60
80	Mar-05	$6,885.71	$ 1,534.82	$ 5,350.89	$ 608,575.71
81	Apr-05	$6,885.71	$ 1,521.44	$ 5,364.27	$ 603,211.44
82	May-05	$6,885.71	$ 1,508.03	$ 5,377.68	$ 597,833.77
83	Jun-05	$6,885.71	$ 1,494.58	$ 5,391.12	$ 592,442.65
84	Jul-05	$6,885.71	$ 1,481.11	$ 5,404.60	$ 587,038.05
85	Aug-05	$6,885.71	$ 1,467.60	$ 5,418.11	$ 581,619.94
86	Sep-05	$6,885.71	$ 1,454.05	$ 5,431.66	$ 576,188.28
87	Oct-05	$6,885.71	$ 1,440.47	$ 5,445.23	$ 570,743.05
88	Nov-05	$6,885.71	$ 1,426.86	$ 5,458.85	$ 565,284.20
89	Dec-05	$6,885.71	$ 1,413.21	$ 5,472.49	$ 559,811.71

	CDBG PROGRAM INCOME			Principal Amount	$ 997,087.76
	LOWELL TERRACE			Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	$6,885.71

#	Date	Payment	Interest	Principal	Balance
90	Jan-06	$6,885.71	$ 1,399.53	$ 5,486.18	$ 554,325.53
91	Feb-06	$6,885.71	$ 1,385.81	$ 5,499.89	$ 548,825.64
92	Mar-06	$6,885.71	$ 1,372.06	$ 5,513.64	$ 543,312.00
93	Apr-06	$6,885.71	$ 1,358.28	$ 5,527.43	$ 537,784.57
94	May-06	$6,885.71	$ 1,344.46	$ 5,541.24	$ 532,243.33
95	Jun-06	$6,885.71	$ 1,330.61	$ 5,555.10	$ 526,688.23
96	Jul-06	$6,885.71	$ 1,316.72	$ 5,568.98	$ 521,119.25
97	Aug-06	$6,885.71	$ 1,302.80	$ 5,582.91	$ 515,536.34
98	Sep-06	$6,885.71	$ 1,288.84	$ 5,596.86	$ 509,939.48
99	Oct-06	$6,885.71	$ 1,274.85	$ 5,610.86	$ 504,328.62
100	Nov-06	$6,885.71	$ 1,260.82	$ 5,624.88	$ 498,703.74
101	Dec-06	$6,885.71	$ 1,246.76	$ 5,638.95	$ 493,064.79
102	Jan-07	$6,885.71	$ 1,232.66	$ 5,653.04	$ 487,411.75
103	Feb-07	$6,885.71	$ 1,218.53	$ 5,667.18	$ 481,744.57
104	Mar-07	$6,885.71	$ 1,204.36	$ 5,681.34	$ 476,063.23
105	Apr-07	$6,885.71	$ 1,190.16	$ 5,695.55	$ 470,367.68
106	May-07	$6,885.71	$ 1,175.92	$ 5,709.79	$ 464,657.90
107	Jun-07	$6,885.71	$ 1,161.64	$ 5,724.06	$ 458,933.84
108	Jul-07	$6,885.71	$ 1,147.33	$ 5,738.37	$ 453,195.47
109	Aug-07	$6,885.71	$ 1,132.99	$ 5,752.72	$ 447,442.75
110	Sep-07	$6,885.71	$ 1,118.61	$ 5,767.10	$ 441,675.65
111	Oct-07	$6,885.71	$ 1,104.19	$ 5,781.52	$ 435,894.14
112	Nov-07	$6,885.71	$ 1,089.74	$ 5,795.97	$ 430,098.17
113	Dec-07	$6,885.71	$ 1,075.25	$ 5,810.46	$ 424,287.71
114	Jan-08	$6,885.71	$ 1,060.72	$ 5,824.99	$ 418,462.72
115	Feb-08	$6,885.71	$ 1,046.16	$ 5,839.55	$ 412,623.17
116	Mar-08	$6,885.71	$ 1,031.56	$ 5,854.15	$ 406,769.03
117	Apr-08	$6,885.71	$ 1,016.92	$ 5,868.78	$ 400,900.24
118	May-08	$6,885.71	$ 1,002.25	$ 5,883.45	$ 395,016.79
119	Jun-08	$6,885.71	$ 987.54	$ 5,898.16	$ 389,118.63
120	Jul-08	$6,885.71	$ 972.80	$ 5,912.91	$ 383,205.72
121	Aug-08	$6,885.71	$ 958.01	$ 5,927.69	$ 377,278.03
122	Sep-08	$6,885.71	$ 943.20	$ 5,942.51	$ 371,335.52
123	Oct-08	$6,885.71	$ 928.34	$ 5,957.37	$ 365,378.15
124	Nov-08	$6,885.71	$ 913.45	$ 5,972.26	$ 359,405.89
125	Dec-08	$6,885.71	$ 898.51	$ 5,987.19	$ 353,418.70
126	Jan-09	$6,885.71	$ 883.55	$ 6,002.16	$ 347,416.54
127	Feb-09	$6,885.71	$ 868.54	$ 6,017.16	$ 341,399.38
128	Mar-09	$6,885.71	$ 853.50	$ 6,032.21	$ 335,367.17
129	Apr-09	$6,885.71	$ 838.42	$ 6,047.29	$ 329,319.89
130	May-09	$6,885.71	$ 823.30	$ 6,062.41	$ 323,257.48
131	Jun-09	$6,885.71	$ 808.14	$ 6,077.56	$ 317,179.92
132	Jul-09	$6,885.71	$ 792.95	$ 6,092.76	$ 311,087.16
133	Aug-09	$6,885.71	$ 777.72	$ 6,107.99	$ 304,979.18
134	Sep-09	$6,885.71	$ 762.45	$ 6,123.26	$ 298,855.92

	CDBG PROGRAM INCOME			Principal Amount	$ 997,087.76
	LOWELL TERRACE			Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	$6,885.71

#	Date	Payment	Interest	Principal	Balance
135	Oct-09	$6,885.71	$ 747.14	$ 6,138.57	$ 292,717.35
136	Nov-09	$6,885.71	$ 731.79	$ 6,153.91	$ 286,563.44
137	Dec-09	$6,885.71	$ 716.41	$ 6,169.30	$ 280,394.15
138	Jan-10	$6,885.71	$ 700.99	$ 6,184.72	$ 274,209.43
139	Feb-10	$6,885.71	$ 685.52	$ 6,200.18	$ 268,009.25
140	Mar-10	$6,885.71	$ 670.02	$ 6,215.68	$ 261,793.56
141	Apr-10	$6,885.71	$ 654.48	$ 6,231.22	$ 255,562.34
142	May-10	$6,885.71	$ 638.91	$ 6,246.80	$ 249,315.54
143	Jun-10	$6,885.71	$ 623.29	$ 6,262.42	$ 243,053.13
144	Jul-10	$6,885.71	$ 607.63	$ 6,278.07	$ 236,775.05
145	Aug-10	$6,885.71	$ 591.94	$ 6,293.77	$ 230,481.29
146	Sep-10	$6,885.71	$ 576.20	$ 6,309.50	$ 224,171.79
147	Oct-10	$6,885.71	$ 560.43	$ 6,325.28	$ 217,846.51
148	Nov-10	$6,885.71	$ 544.62	$ 6,341.09	$ 211,505.42
149	Dec-10	$6,885.71	$ 528.76	$ 6,356.94	$ 205,148.48
150	Jan-11	$6,885.71	$ 512.87	$ 6,372.83	$ 198,775.65
151	Feb-11	$6,885.71	$ 496.94	$ 6,388.77	$ 192,386.88
152	Mar-11	$6,885.71	$ 480.97	$ 6,404.74	$ 185,982.14
153	Apr-11	$6,885.71	$ 464.96	$ 6,420.75	$ 179,561.39
154	May-11	$6,885.71	$ 448.90	$ 6,436.80	$ 173,124.59
155	Jun-11	$6,885.71	$ 432.81	$ 6,452.89	$ 166,671.70
156	Jul-11	$6,885.71	$ 416.68	$ 6,469.03	$ 160,202.67
157	Aug-11	$6,885.71	$ 400.51	$ 6,485.20	$ 153,717.47
158	Sep-11	$6,885.71	$ 384.29	$ 6,501.41	$ 147,216.06
159	Oct-11	$6,885.71	$ 368.04	$ 6,517.66	$ 140,698.40
160	Nov-11	$6,885.71	$ 351.75	$ 6,533.96	$ 134,164.44
161	Dec-11	$6,885.71	$ 335.41	$ 6,550.29	$ 127,614.14
162	Jan-12	$6,885.71	$ 319.04	$ 6,566.67	$ 121,047.47
163	Feb-12	$6,885.71	$ 302.62	$ 6,583.09	$ 114,464.39
164	Mar-12	$6,885.71	$ 286.16	$ 6,599.54	$ 107,864.84
165	Apr-12	$6,885.71	$ 269.66	$ 6,616.04	$ 101,248.80
166	May-12	$6,885.71	$ 253.12	$ 6,632.58	$ 94,616.22
167	Jun-12	$6,885.71	$ 236.54	$ 6,649.16	$ 87,967.05
168	Jul-12	$6,885.71	$ 219.92	$ 6,665.79	$ 81,301.27
169	Aug-12	$6,885.71	$ 203.25	$ 6,682.45	$ 74,618.82
170	Sep-12	$6,885.71	$ 186.55	$ 6,699.16	$ 67,919.66
171	Oct-12	$6,885.71	$ 169.80	$ 6,715.91	$ 61,203.75
172	Nov-12	$6,885.71	$ 153.01	$ 6,732.70	$ 54,471.06
173	Dec-12	$6,885.71	$ 136.18	$ 6,749.53	$ 47,721.53
174	Jan-13	$6,885.71	$ 119.30	$ 6,766.40	$ 40,955.13
175	Feb-13	$6,885.71	$ 102.39	$ 6,783.32	$ 34,171.81
176	Mar-13	$6,885.71	$ 85.43	$ 6,800.28	$ 27,371.53
177	Apr-13	$6,885.71	$ 68.43	$ 6,817.28	$ 20,554.26
178	May-13	$6,885.71	$ 51.39	$ 6,834.32	$ 13,719.94
179	Jun-13	$6,885.71	$ 34.30	$ 6,851.41	$ 6,868.53

	CDBG PROGRAM INCOME			Principal Amount	$ 997,087.76
	LOWELL TERRACE			Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	$6,885.71
#	Date	Payment	Interest	Principal	Balance
180	Jul-13	$6,885.71	$ 17.17	$ 6,868.53	$ (0.00)
	Total	$ 1,239,426.90	$ 242,339.14	$ 997,087.76	

Draft

Memo

To: Kevin Clougherty, Tom Clark, Bob McKenzie, Jay Taylor

From: Randy M. Sherman

Date: September 18, 2001

Re: Lowell Terrace

At our meeting of September 6, 2001, I was requested to put together a proposal for consideration relative to the Lowell Terrace project. In this regard, I present the following background, comments and recommendations.

Background

- In 1984 the City, through the MHRA, made a loan totaling $1,500,000 to Lowell Terrace Associates, a New Hampshire General Partnership, for the purposes of rehabilitating a fire damaged building at the northwest corner of Chestnut and Lowell Streets. The loan was comprised of two components: a $1,250,000 low interest portion resembling a note and a $250,000 portion resembling a limited-term equity contribution.

- The $1,250,000 portion was to be amortized at an annual interest rate equal to three (3%) percent over a twenty year period following the completion of the construction. The first three years were interest only, followed by 17 years of monthly payments of $7,826.69. The promissory note required interest payments to begin no later than June 30, 1985, monthly payments of $7,826.69 to begin no later than June 30, 1988.

- The $250,000 portion is to be repaid as a balloon payment 20 years following the completed construction. The payment is to equal one-half of the then current market value. The City was also to receive, for 20 years following construction, as proxy for interest on the $250,000 portion, an annual payment equal to one-half of the net cash flow from the project.

- A project overrun of approximately $120,000 was funded by Amoskeag Bank with collateral provided by Carolyn Morgan.

- In September 1988, two dates in the promissory note were amended. The payment dates relative to the payments on the $1,250,000 portion of the note changed from June 30, 1985 to May 1, 1986 and from June 30, 1988 to May 1, 1989. As part of the same agreement, the parties agreed to establish April 1, 1986 as the date on which construction was completed and the City waived all late charges resulting from construction delays.

- Through December 1993, the City had received scheduled payments leaving the principal balance due on the $1,250,000 portion at $967,582. The project, however, was delinquent on property taxes. At this time, the parties amended the promissory note to allow the partnership fifteen months to get the property taxes current. A new amortization schedule was agreed upon allowing final payment to be July 2007. The agreement extended the term fifteen months. Payments were to resume on May 1, 1995.

- In February 1995, the City was informed that the property taxes were current. A proposal was put forward further delaying principal payments an additional 21 months, establishing a process to fund a capital reserve account and setting a payment priority upon fully funding the reserve. During the delayed payment period, monthly interest payments of $2,500 were due to the City.

- On July 5, 1995, the BMA approved the following changes to the promissory note:

  1. The project property taxes shall remain current.

  2. The project shall pay interest payments of $2,500 until principal payments resume.

  3. A capital reserve account shall be established with both the City and the owners.

  4. The reserve shall be funded with cash flow in excess of $5,000 accumulated on a quarterly basis.

  5. When the capital reserve reached $60,000 or no later than December 31, 1996, principal payments shall resume and any unpaid interest would be added to the principal.

  6. Payments on another note (Carolyn C. Morgan) shall not be made until the reserve is fully funded and the principal payments to the City have resumed.

  7. Any operating surpluses thereafter shall be applied to the principal in order to accelerate payoff of the City loan.

- It is unclear if item #7 conflicts with, or supercedes, the provision for the City to receive one-half of the project cash flow, as a proxy for interest on the $250,000.

- Monthly payments of principal and interest did not resume on January 1, 1997. The project continued to remit interest only payments, without the consent of the City, until July 1, 1998. At that time, the principal balance was recalculated to be $997, 088. The payments were set at $6,885.71 and the amortization schedule was unilaterally extended to July 2013.

- In 1999, the partnership attempted to work a pay-off arrangement with the City. The City calculated the pay-off would be approximately $1,100,000.

- In 2001, the partnership has made a new proposal relative to the amounts owed the City. The partnership is proposing to continue making monthly payments of $6,885.71 on the $1,250,000 loan and begin making monthly payments of $2,684.70 in November 2001 to amortize the $250,000 loan. Both loans would be fully paid in the summer of 2013.

- The partnership has further suggested that if the City insists on one-half of the market value, the outstanding loans should be deducted from the amount owed.

- The partnership is current on both taxes and monthly payments on the $1,250,000 loan.

- The partnership paid cashflow of $35,293 to the City in July 2001. This amount was intended to cover FY96 through FY2000.

- The partnership has not used operating surpluses to reduce the outstanding principal.

- No payments to Carolyn Morgan have been made since 1994. The note has a current balance of $21,275.

- Using the revaluation as a proxy for market value, the current value is $1,359,000.

Financial Statements

- The City has received copies of financial statements for the years 1996-2000.
- The statements are compilations only and presented on a tax basis.
- The statements indicate that on December 31, 1996, the capital reserve was funded at $59,113. At December 31, 2000, the capital reserve had grown to $260,556.
- The statements indicated that on December 31, 1995, the partnership had $75,233 in cash of which $9,573 represented security deposits. The December 31, 2000 balance was $339,060 of which $17,705 represented security deposits.
- At December 31, 2000, the partner's accumulated deficit is $886,845.
- At December 31, 2000, accumulated depreciation equals $1,727,996 or 95% of property book value.

Tax issues

- At the September 7, 2001 meeting, Peter Morgan stated that now that the project is turning a profit, the partners are making tax payments although they are not making any withdrawals from the partnership.
- The financial statements are reflective of the tax status of the partners. The accumulated deficit has been taken as a tax loss. At even a 30% tax bracket, the partners have received tax savings of roughly $266,000. Most of this is related to the depreciation on the assets that were paid for from the City's loan.

Recommendation

- The partnership should remit one-half of the December 31, 2000 cash balance, net of security deposits and $60,000 for a capital reserve fund, to the City representing past due interest on the $250,000 portion of the loan. This payment would be $130,677.
- Alternatively, this cash could be used to reduce principal based on the 1995 amendment.
- In the short term, the partnership should maintain the capital reserve at a $60,000 limit. An independent analysis should be conducted to determine the proper amount going forward.
- One-half of the 2001 cash flow and all subsequent cash flows, net security deposits and deposits or withdrawals to the capital reserve fund, should be remitted to the City.
- The partnership does not have adequate cash to meet the buy-out requirement. The City should allow the partnership the option of amortizing one-half of the market value. The amortization may be over an extended period at a market rate of interest. The partners have recommended twelve years at 7.5%. The partnership may not have sufficient cash flow to meet this type of payment (approximately $7,250 / month based on current value). A longer term with a lower rate most likely would be required

- If the partners wish to escalate the buy-out, the City should allow the partners the option. This would allow the partnership to reduce the interest paid from one-half cash flow to a more predictable amount based on the market value of the property, the interest rate and the amortization period. This also would allow the partnership to lock-in the buildings value and avoid future escalation.

- The buy-out amount should not be adjusted for the outstanding debt. The partners extended the term unilaterally. It is clear that the debt was to be fully paid at the time of the buy-out and, therefore, the outstanding balance should not be considered.

- The Carolyn Morgan note remains subordinate to the City obligations.

LOWELTER

ACORD™ EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YY) 05/31/07

THIS IS EVIDENCE THAT INSURANCE AS IDENTIFIED BELOW HAS BEEN ISSUED, IS IN FORCE, AND CONVEYS ALL THE RIGHTS AND PRIVILEGES AFFORDED UNDER THE POLICY.

PRODUCER PHONE (A/C, No, Ext): 603 625-1100

USI New England
PO Box 6360
Manchester, NH 03108

CODE: SUB CODE:

AGENCY CUSTOMER ID #: 22152

COMPANY

Vermont Mutual
PO Box 188
Montpelier, VT 05602

INSURED

Lowell Terrace Associates
70 Lowell Street
Manchester, NH 03101

LOAN NUMBER

POLICY NUMBER: BP17020511

EFFECTIVE DATE: 05/18/07

EXPIRATION DATE: 05/18/08

☐ CONTINUED UNTIL TERMINATED IF CHECKED

THIS REPLACES PRIOR EVIDENCE DATED:

PROPERTY INFORMATION

LOCATION/DESCRIPTION

70-80 Lowell St.
Manchester, NH 03101

COVERAGE INFORMATION

COVERAGE/PERILS/FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Building #: 1 Sixty Three Unit Apt Coverage: Building Cause: Special (Including Theft)	$3,047,500	$1,000

REMARKS (Including Special Conditions)

CANCELLATION

THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL GIVE THE ADDITIONAL INTEREST IDENTIFIED BELOW 10 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD AFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR AS REQUIRED BY LAW.

ADDITIONAL INTEREST

NAME AND ADDRESS

City of Manchester
1 City Hall Plaza
Manchester, NH 03101

☒ MORTGAGEE ☐ LOSS PAYEE ☐ ADDITIONAL INSURED

LOAN #

AUTHORIZED REPRESENTATIVE

© ACORD CORPORATION 1993

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City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

July 10, 2007

Honorable Board of Mayor and Aldermen
C/o Leo Bernier, City Clerk
One City Hall plaza
Manchester, NH 03101

Dear Honorable Board:

This letter serves to advise that we have not yet received the building level financial information for Lowell Terrace. We have informed Mr. Morgan that this information has been requested by the Aldermen. Mr. Morgan has advised that the information will be forthcoming but we have yet to receive it. Failure to provide this information is a violation of section 9 of the Mortgage & Security Agreement.

Respectfully submitted,

William E. Sanders
Finance Officer

Cc: Thomas R. Clark, City Solicitor

To: Board of Mayor and Alderman

From: Bill Sanders

Date: July 12, 2007

Subject: Lowell Street Operating Statements

As requested, attached are building level operating statements for Lowell Terrace for the years 2004 through 2006 provided by Mr. Peter Morgan.

Cc; Tom Clark

RECEIVED
JUL 12 2007
CITY CLERK'S OFFICE

Lowell Terrace

Building Operating Statements

For the years ended December 31, 2006, 2005 & 2004

	2006	2005	2004
REVENUE			
Rental Income	$ 267,603	$ 274,258	$ 298,067
Other Income	2,231	2,174	2,663
TOTAL REVENUE	$ 269,834	$ 276,432	$ 300,730
OPERATING EXPENSES			
Real Estate Taxes	$ 38,300	$ 35,614	$ 29,346
Gas	34,893	25,623	28,602
Repairs & Maintenance	22,640	13,073	12,396
Management Fees	20,604	18,449	20,866
Interest	15,882	29,852	50,121
Electricity	12,116	10,046	10,497
Insurance	10,038	9,540	9,019
Water & Sewer	9,303	11,758	11,384
Accounting Fees	9,261	3,075	3,255
Janitorial Services	6,351	8,861	7,121
Exterminator	4,305	2,600	1,728
Depreciation	4,068	4,058	12,228
Supplies	3,883	3,171	2,411
Fire Alarm	2,680	2,659	2,832
Waste Disposal	2,160	2,160	2,160
Licenses and Fees	1,315		70
Bank Charges	1,279	1,480	1,754
General Partner Fees	1,200	1,200	1,200
Legal Fees	1,156		4,434
Appliances	898		
Central Business District Tax	828	804	1,656
Rental Equipment	571		
Grounds Maintenance	475	1,620	850
Advertising	461	752	622
Telephone	375	317	374
Entertainment	240	67	325
Rental Incentive Plan Fee	100		
Foreign Tax Expense	38	13	13
Amortization		2,250	2,250
TOTAL OPERATING EXPENSES	$ 205,420	$ 189,042	$ 217,514
Income From Building Operations	$ 64,414	$ 87,390	$ 83,216

To the Board of Mayor and Aldermen of the City of Manchester:

The Majority of the Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.

(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)

IN BOARD OF MAYOR & ALDERMEN

DATE: June 5, 2007

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Forest

VOTED TO table.

CITY CLERK

Respectfully submitted,

Clerk of Committee

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of Parkview Street, said point being on the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, and being approximately 115 ft. easterly of the centerline of South Lincoln Street, prior to this amendment;

Thence, easterly along the centerline of Parkview Street, for a distance of approximately 130 ft. to a point;

Thence, southerly along the property line of TM 381/47, and TM 381/46, extended, for a distance of approximately 162 ft. to a point;

Thence, westerly along the property line of TM 381/47, and TM 381/49 for a distance of approximately 30 ft. to a point;

Thence, northwesterly along the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, prior to this amendment, a distance of approximately 190 ft., to a point, said point being the point of beginning.

Said description to include a portion of TM 381/47 consisting of approximately 10,280 square feet of private land, to be rezoned from R-1B (Residential One Family) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

Craig, Deachman & Cowie, PLLC

ATTORNEYS AT LAW
Since 1929

84 Bay Street
Manchester NH 03104
Phone 603•669•3970
Phone 603•665•9111
Fax 603•296•2289

William H. Craig
James W. Craig
W. John Deachman
Marc van Zanten

April 17, 2007

Leo R. Bernier, Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Frederick H. Nixon, Jr.
466 So. Willow Street, Manchester, New Hampshire

Dear Mr. Bernier:

Enclosed herein please find an original Proposed Zoning Amendment which we are filing on behalf of Mr. Nixon regarding the above-referenced matter. Please also find enclosed our check in the amount of $300.00 to cover filing fees for same.

Thank you for your attention to this matter.

Very truly yours,

James W. Craig, Esquire

JWC/jlb
Enclosure

cc: Frederick H. Nixon, Jr.

May 15, 2007.
In Board of Mayor and Aldermen.

On motion of Alderman Smith, duly seconded by Alderman Thibault, it was voted to refer to the Cmte. on Bills on Second Reading and refer to public hearing on June 4, 2007 at 6:30 PM.

City Clerk

RECEIVED
APR 19 2007
CITY CLERK'S OFFICE

13

BOARD OF ADJUSTMENT

CITY OF MANCHESTER, NH

IN RE: 466 SO. WILLOW STREET, MANCHESTER, NH

PROPOSED ZONING AMENDMENT

OWNER: Frederick H. Nixon, Jr.

1. Property Description

The property at issue is located at 466 So. Willow Street in Manchester, New Hampshire. It is Map 381, Lot 47 on the Manchester Tax Map (TAB A) located at the intersection of So. Lincoln Street at Parkview Street. It is currently leased to Auto-Torium of 1313 Hooksett Road, Hooksett, New Hampshire. The entire lot is used as a car dealership.

2. Statement of Purpose

The Nixon lot has been used for years as an automobile dealership. The front portion of the lot, closest to So. Willow Street, is zoned B-2 (General Business District) which is a permitted use. The rear of the lot (in yellow) (TAB B) is zoned R-1B (Neighborhood) in which the use is not permitted. It is the intention of this proposal to have the City of Manchester extend the B-2 Zone to include all of Tax Map 381, Lot 47. We have also attached a Proposed site Plan for your information. (TAB C).

3. Property Tax Map

The property Tax Map indicates the Nixon Lot (381-47) and demonstrates how the lot is bisected by the current zoning layout.

4. Impact of Proposed Amendment

The Nixon lot has been used as an auto dealership since the 1960's. Since that time South Willow Street has developed into the premier retail/wholesale area in the City. The Nixon lot fronts upon So. Willow Street. Hertz Rental abuts the lot. Directly across So. Willow Street are commercial uses such as Dynatune Batteries Plus, Payday and U-Haul. Directly off of So. Willow Street and behind the Nixon lot are residential neighborhoods on Parkview Street and Doris Street. This is a classic case where commercial uses abut residential neighborhoods but since this has been the case since the 1960's and there will be no change in use, there should be no impact on existing adjacent neighborhoods.

5. Impact on City

Since this is a minor change in the zoning ordinance and since it is being requested to accommodate a long existing use, there should be no impact upon the City's economy, environment, municipal services or facilities.

6. Abutters

See attached list

7. Fee attached

$300.00 Enclosed.

LIST OF ABUTTERS

446 So. Willow Street – Bradford Oil Co., Inc. – Lot 437-3

469 So. Willow Street – Charles Zoulias – Lot 437-1L, 1K

476 So. Willow Street – Theodore Katsarakes – Lot 381-48

428 So. Willow Street – Donald W. York – Lot 381-21

264 So. Lincoln Street – Dora Hitchen – Lot 381-33

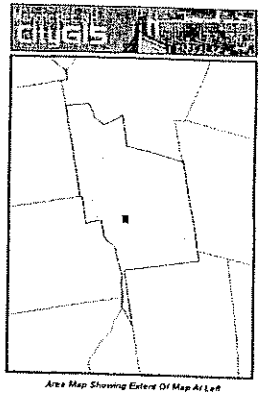
24 Parkview Street – Thomas Stanley, Jr. – Lot 381-34

34 Parkview Street – Phyllis P. Kline – Lot 381-35

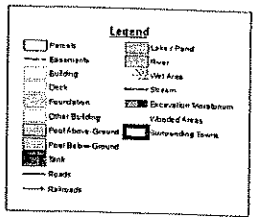
42 Parkview Street – Richard K. Provencher – Lot 381-36

41 Parkview Street - Jennifer L. Jones – Lot 381-46

24 Doris Street – Victoria Engheben – Lot 381-49



Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.

City of Manchester, New Hampshire - CityGIS Map Print

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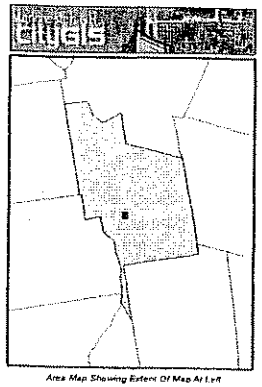
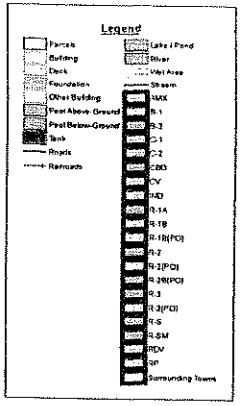


Area Map Showing Extent Of Map At Left



City of Manchester, New Hampshire - CityGIS Map Print

0 25 50 100 Feet

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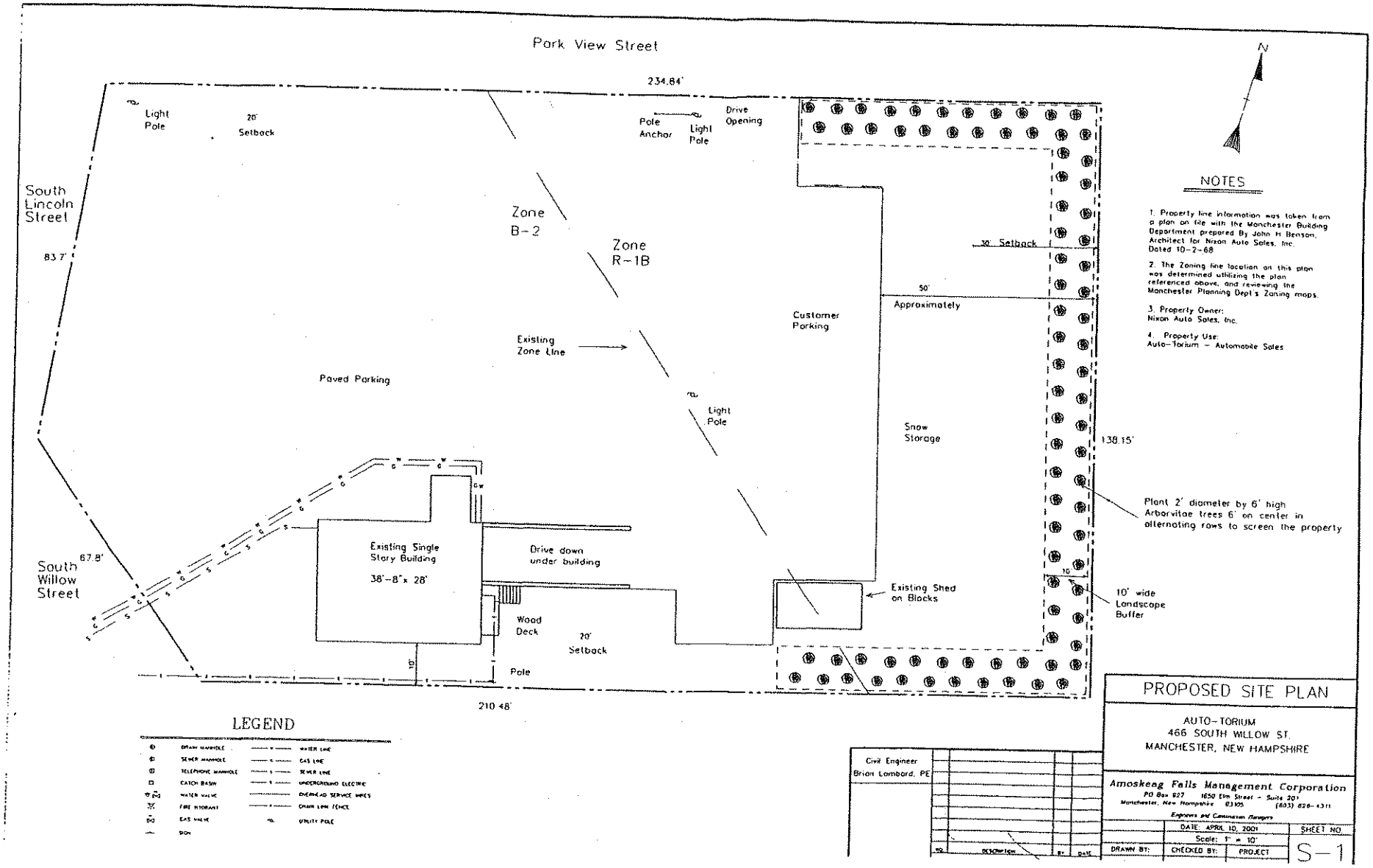
13


Park View Street
234.84'
Light Pole
20' Setback
Pole Anchor
Light Pole
Drive Opening
South Lincoln Street
83.7'
Zone B-2
Zone R-1B
30' Setback
50' Approximately
Customer Parking
Existing Zone Line
Paved Parking
Light Pole
Snow Storage
138.15'
Plant 2' diameter by 6' high Arborvitae trees 6' on center in alternating rows to screen the property
Existing Single Story Building
38'-8" x 28'
Drive down under building
67.8'
South Willow Street
Existing Shed on Blocks
10' wide Landscape Buffer
Wood Deck
20' Setback
10'
Pole
210.48'
N
NOTES
1. Property line information was taken from a plan on file with the Manchester Building Department prepared By John H Benson, Architect for Nixon Auto Sales, Inc. Dated 10-2-68
2. The Zoning line location on this plan was determined utilizing the plan referenced above, and reviewing the Manchester Planning Dept's Zoning maps.
3. Property Owner: Nixon Auto Sales, Inc.
4. Property Use: Auto-Torium - Automobile Sales
LEGEND
DRAIN MANHOLE
SEWER MANHOLE
TELEPHONE MANHOLE
CATCH BASIN
WATER VALVE
FIRE HYDRANT
GAS VALVE
SIGN
WATER LINE
GAS LINE
SEWER LINE
UNDERGROUND ELECTRIC
OVERHEAD SERVICE WIRES
CHAIN LINK FENCE
UTILITY POLE
Civil Engineer
Brian Lombard, PE
NO. DESCRIPTION BY DATE
PROPOSED SITE PLAN
AUTO-TORIUM
466 SOUTH WILLOW ST.
MANCHESTER, NEW HAMPSHIRE
Amoskeag Falls Management Corporation
PO Box 927 1650 Elm Street - Suite 201
Manchester, New Hampshire 03105 (603) 626-4311
Engineers and Construction Managers
DATE: APRIL 10, 2001
Scale: 1" = 10'
SHEET NO.
S-1
DRAWN BY:
CHECKED BY:
PROJECT

19

CITY OF MANCHESTER

Planning and Community Development

Robert S. MacKenzie, AICP
Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commision
Millyard Design Review Committee

May 11, 2007

Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Technical Review for Rezoning Petition – 466 South Willow Street

Dear Mr. Bernier:

In accordance with the policy on rezoning requests, the following information is provided in consideration of a rezoning request filed by the owner's counsel for property at 466 South Willow Street, known as Tax Map 381/Lot 47. The subject parcel is located on the southeasterly corner of South Willow Street and Parkview Street. The front portion of the lot is zoned *General Business (B-2),* while the rear portion is zoned *Residential (R-1B).* The applicant is requesting that the rear portion of the site be rezoned to *B-2,* consistent with the front portion of the site.

The entire parcel is approximately 32,700 SF, with more than half of the parcel in the *B-2* zoning district. The parcel has been used as an auto dealership since the 1960's, although the use of the rear portion of the site has been limited because it is zoned residential, not business. While the front portion of the site is adjacent to, and across from, business and industrial uses, the rear portion of the site proposed for rezoning abuts residences on both Parkview Street and Doris Street.

While the future land use map of the 1993 Master Plan for the City of Manchester indicates residentially zoned parcels on the easterly side of South Willow, southerly towards the area of Jobin Drive, many of these parcels are now developed with commercial uses either through variance action or rezoning. As with all rezoning requests that propose the extension of a commercial zone further into a residential zone, the issue that needs to be addressed is the impact of additional commercial activity on the adjacent residential parcels.

RECEIVED
MAY 14 2007
CITY CLERK'S OFFICE

13

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

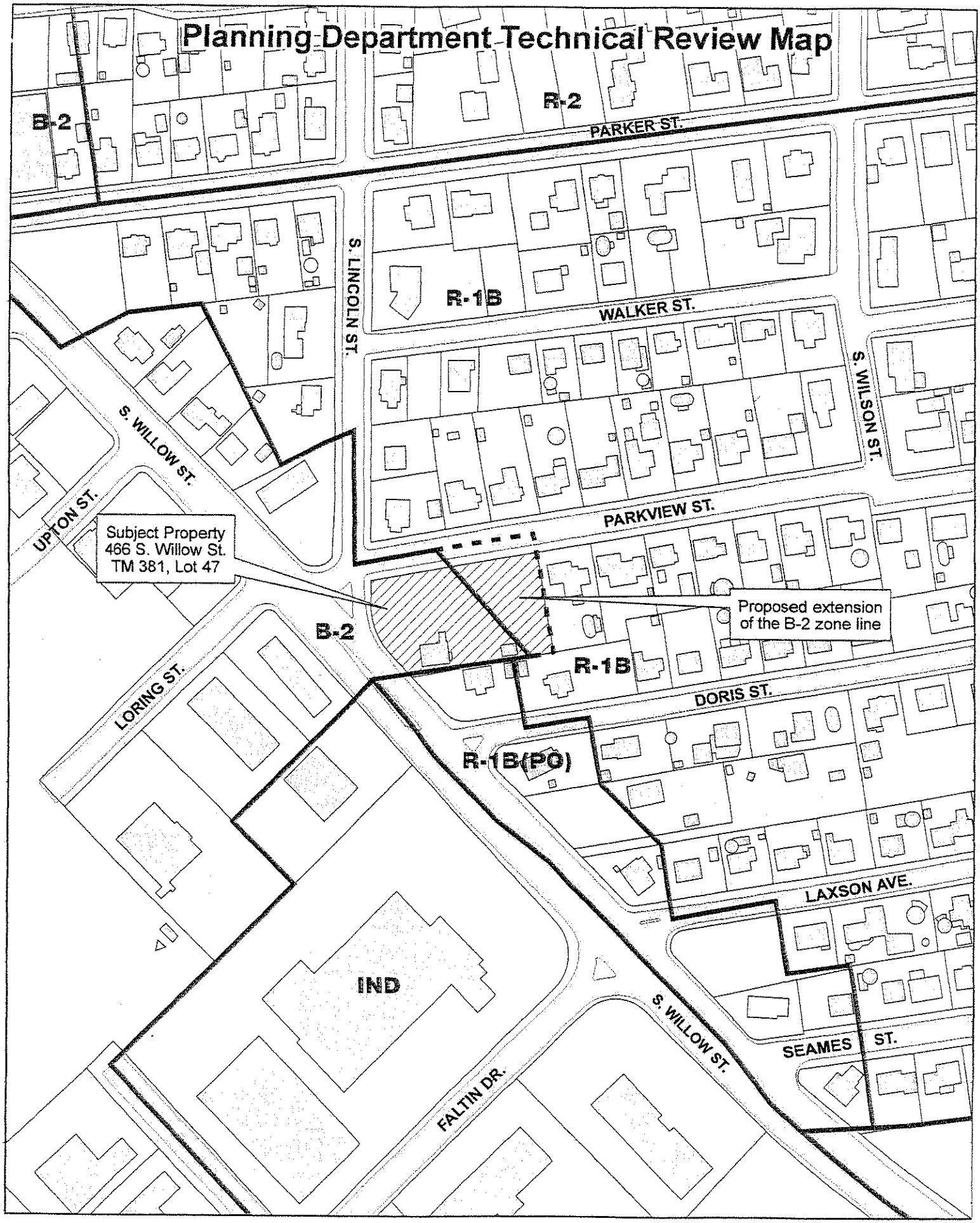
From a technical perspective, the petition to rezone the rear portion of the parcel at 466 South Willow Street may be forwarded to the Board of Mayor and Aldermen for their consideration and for a public hearing. Consistent with the policy for rezoning petitions, I am forwarding a copy of this report and the petition to the Planning Board, the Building Department and the Office of the City Solicitor for their comment.

The Planning Director or I will be available to answer any questions that the Board may have.

Respectfully submitted,

Pamela H. Goucher, AICP
Deputy Planning Director

C: Planning Board
Building Department
Office of the City Solicitor



1. This map was prepared by the City of Manchester Planning & Community Development Department (D. Beauchesne) on May 14, 2007.

0 25 50 100 150 200 Feet

CITY OF MANCHESTER

Planning and Community Development

Robert S. MacKenzie, AICP
Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commision
Millyard Design Review Committee

May 30, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Planning Board Comments on rezoning requests: 116 South Main Street; 316 & 322 South Main Street and 466 South Willow Street

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the Planning Board has reviewed the above three rezoning requests and would like to offer the following comments:

116 South Main Street: The Planning Board, while recognizing that the property is split by the zoning boundary had some concerns about the potential impact of business activities on the backyards of residential properties on Walker Street (and perhaps the adjacent Piscataquog Trail). The Board would suggest that should the Board of Mayor and Aldermen wish to approve this request, that either the proposed Business zoning line be pulled back 25 feet from the residential properties on Walker Street or the BMA require the project to come to the Planning Board for site plan review so that an appropriate buffer and screening be implemented.

316 & 322 South Main Street: The Planning Board believes that these lots may be more appropriately zoned B-1 as requested. They also believed that the Board of Mayor and Aldermen may, at some point, want to consider rezoning the entire section of South Main Street from these properties down to Woodbury Avenue.

466 South Willow Street: The Planning Board again recognizes that the zone line crosses the property and makes a portion of the lot unusable. They did question the possible impact on adjacent residential properties, however. As in 116 South Main Street, the Planning Board suggests that should the Board of Mayor and Aldermen wish to approve this request, the BMA require the project to come to the Planning Board for site plan review so that an appropriate buffer and screening be implemented to protect the adjacent residential properties.

I will be available at your next meeting if you have any questions.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning and Community Development

C: Planning Board Chairman

13

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

CITY OF MANCHESTER

Board of Aldermen

June 5, 2007

The Honorable Jerome Duval, Chairman
Committee on Bills on Second Reading
One City Hall Plaza
Manchester, NH 03101

Re: "Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

Dear Mr. Chairman and Committee Members:

Based on the history and testimony from neighbors in the area at last evening's rezoning public hearing regarding the above petition I wish to note to following for the Committee's consideration.

This particular property has been a source of neighborhood complaints for many, many years. It would be my recommendation that improvements be made to the lot as it should have been many years ago! Once such improvements have been made we will be able to get feedback from the neighborhood residents. But, at this time considering the emotional testimony presented last evening let's not further destroy the quality of life in the neighborhood.

As their Aldermanic representative I, therefore, would strongly **recommend denial** of this petition for rezoning at this current time. Your favorable consideration of my request is greatly appreciated.

Sincerely,

Michael D. Garrity
Alderman – Ward 9

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ManchesterNH.gov

To the Board of Mayor and Aldermen of the City of Manchester:

The undersigned, being in the minority vote of the Committee on Bills on Second Reading respectfully recommend, after due and careful consideration, that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

ought to pass.

The minority advises that the proposed zoning, in its opinion, is consistent with the highest and best use of the property and that neighborhood concerns can be best addressed through the development process at the Planning Board level, therefore, that such rezoning should be considered subject to the Planning Board approving any plans for development of the property.

Respectfully submitted,

Alderman Mike Lopez

IN BOARD OF MAYOR & ALDERMEN

DATE: June 5, 2007

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Forest

VOTED TO table.

CITY CLERK

13

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the City of Manchester self-insure the dental insurance program for employees effective January 1, 2008.

Unanimous vote.

IN BOARD OF MAYOR & ALDERMEN

DATE: November 7, 2007

ON MOTION OF ALD. O'Neil

SECONDED BY ALD. Pinard

VOTED TO table.

CITY CLERK

Respectfully submitted,

Clerk of Committee

CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov

October 4, 2007

RECEIVED
MANCHESTER, N.H.
07 OCT -5 AM 9:42

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposal to Self Insure Dental Insurance

Dear Alderman Gatsas and Members of the Committee:

Last Spring we briefly discussed self insuring the dental insurance. I have now had the opportunity to look over doing so and recommend that we self insure the dental insurance effective January 1, 2008.

According to Delta Dental, we would have a 2.5% reduction in our costs for the dental insurance if we self insure. Assuming an effective date of January 1, 2008, the savings for the balance of this fiscal year would be about $10,745. Although this is not a big number, I would speculate that in the long run, we would enjoy future savings if we self insured. This fiscal year, the insurance was increased 2.5%. The prior year, there was no increase whatsoever. I suspect that we would continue to see minimal increases in our costs as long as we do not increase the level of benefits.

Therefore, I am requesting permission to self insure our dental insurance effective January 1, 2008. This change would simply be how we pay Delta Dental. There will not be any other affects on anything else.

Your favorable approval of this request would be greatly appreciated.

Respectfully requested,

Virginia A Lamberton

Virginia A. Lamberton
Human Resources Director

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that is has approved the reclassification of the Legislative Assistant (Grade 16) position in the Highway Department to Purchasing Assistant (Grade 12) and for such purpose recommends that the related ordinance be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote with the exception of Alderman Garrity who was absent.)

IN BOARD OF MAYOR & ALDERMEN

DATE: November 7, 2007

ON MOTION OF ALD. Garrity

SECONDED BY ALD. O'Neil

VOTED TO table.

CITY CLERK

Respectfully submitted,

Clerk of Committee

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code1121, Grade 12

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Purchasing Assistant, Class Code1121, Grade 12 non-exempt (Class Spec. attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	**Legislative Assistant**
Class Code Number	**1205**

General Statement of Duties

Performs administrative support to the areas of legislative process, documents, policies and procedures and for city clerk operations; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support in the area of technical documents, legislative requirements, policies and procedures in the administration of city clerk functions.. The work is performed under the supervision and direction of the City Clerk or Deputy City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Aldermen, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Oversees special projects for the Department, including grant writing, administration of campaign reporting, and special events such as inaugurations and City Hall functions;
- Prepares legislation and review codification updates;
- Oversees coordination of and/or prepares policies and procedures manuals and related materials for departmental operations;

- Transcribes and prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, presentations, and other related materials, including confidential correspondences and reports;
- Represents City Clerk or Deputy City Clerk in connection with other governmental agencies or associations in areas of work assigned;
- Attends meetings of the Board of Mayor and Aldermen or its committees as directed including note-taking and procedural advising to members when addressed;
- Provides technical support and oversight of election duties as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Keeps immediate supervisor and designated other fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of current principles and practices associated with legislative process;
- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Some knowledge of public administration and municipal government activities relating to departmental operations;
- Ability to train, evaluate and coordinate the work of others;
- Ability to prepare and review legislative documents;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Public Administration, Business Administration or closely related field; and
- Considerable experience in general office operations with utilization of a variety of computer applications; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: BMA Date: 1/2/l01

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	**Purchasing Assistant**
Class Code Number	1121

General Statement of Duties

To assist Purchasing Agent in the procurement of goods and services; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to work under the direct supervision of the Purchasing Agent or other designated personnel to assist in the purchasing processes pursuant to Municipal Code and related guidelines. Some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside vendors and the public. The principle duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Checks purchase requisitions and confers with department employees concerning procurement problems;
- Reviews and approves purchase requisitions for goods and services;
- Generates purchase orders as needed and required;
- Generates credit purchase orders;
- Requests, compiles and prepares correspondence for vendors and bid process;
- Maintains and updates vendor and data files;

- Completes purchase requisition forms and prepares correspondence for vendors and bid process;
- Requisitions supplies and materials for Department as requested, applying City guidelines and policies;
- Obtains telephone and internet quotations for use in purchasing supplies, materials, equipment and services;
- P-Cards – incumbent is required to match up receipts with what is in the system, enters item description, account line item, work order, job number, etc., into HTE;
- Maintains Toter inventory and database;
- Inputs monthly gasoline transactions;
- Schedules vehicle inspections;
- Compiles data, assembles using spreadsheets or related computer applications and publishes reports as requested;
- Answers inquiries/questions from City Departments regarding existing purchasing procedures;
- Writes reports as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Knowledge of current public sector purchasing practices, State laws and City Ordinances;
- Knowledge of business methods, markets and purchasing practices;
- Knowledge of various grades and qualities of a variety of materials, supplies and equipment used by various departments;
- Knowledge of standard office procedures, practices and equipment;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or G.E.D equivalent; and
- Three years of experience associated with purchasing activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by:_____ Date:_____

CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov

September 12, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

Last winter a position was reassigned from the City Clerk's Office to the Highway Department. The position, Legislative Assistant, was assigned to work with the centralized purchasing program in the Highway Department under the direct supervision of the Purchasing Agent.

The duties that are assigned to a Legislative Assistant are significantly different than those that are needed to work with the Purchasing Agent. Therefore, we decided to wait six or seven months to determine what the proper job title and salary grade should be for the Purchasing Assistant function. We have now concluded a position review and have determined that the Legislative Assistant position, salary grade 16, should be reclassified to a new title of Purchasing Assistant, salary grade 12.

I am attaching a proposed class specification for your review and information. The class specification has been reviewed and revised by the Purchasing Agent and her manager at the Highway Department. As you will note, the general statement of duties for the Purchasing Assistant are to assist the Purchasing Agent in the procurement of goods and services. This position works under the direct supervision of the Purchasing Agent or other designated person to assist in the purchasing processes pursuant to Municipal Codes and related guidelines. Some examples of work are to check purchase requisitions, review and approve purchase requisitions for goods and services, generate purchase orders as needed, maintains and updates files, etc. etc. As you can see, the level of the duties are those of a clerical support person. The level of responsibility for these duties is consistent with other class specification that are at a salary grade 12.

RECEIVED
OCT 19 2007
CITY CLERK'S OFFICE

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Pursuant to Ordinance 33.046 (G), Entrance Pay Rates, the incumbent of this position should go from an annual salary of $42,536 to $33,412. Rather than reducing her pay, I would recommend that her salary be frozen until such time as her current salary is equivalent to the Purchasing Assistant salary grade. Therefore, she would not be eligible for any merit or longevity increases until step 9 of salary grade 12 is equal to $42,536.

I would be happy to answer any questions that you might have. I am attaching a copy of the proposed class specification for Purchasing Assistant as well as Legislative Assistant.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,

Virginia A Lamberton

Virginia A. Lamberton
Human Resources Director

Cc: Frank Thomas, P.E., Director