

AGENDA

BOARD OF MAYOR AND ALDERMEN

May 17, 2011
Mayor and all Aldermen

7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.

CONSENT AGENDA (ITEMS 3-22)

3. Mayor Gatsas 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.

Accept BMA Minutes

4. Minutes of meetings held February 8, 2011 (one meeting), March 15, 2011 (one meeting), April 5, 2011 (one meeting), April 6, 2011 (one meeting) and April 19, 2011 (one meeting).

Approve under supervision of the Department of Highways

5. Pole Petition:
11-1299 (2) Mammoth Road
11-1300 (5) Hanover Street

Information to be Received and Filed

6. Approved minutes from the MTA Commission meeting held March 29, 2011, March 2011 Financial Report, and March 2011 Ridership Report submitted by Michael Whitten, Executive Director MTA.

REFERRALS TO COMMITTEE

COMMITTEE ON FINANCE

7. Resolutions:

“Amending the FY 2009 and FY 2011 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Dollars (\$13,000) for the FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements.”

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

8. Recommending that the request from the MTA Executive Director for \$75,000 in FY 2011 MER funds for three low floor cutaway vehicles be approved.
(Unanimous vote)
9. Recommending that the communication from the Fire Chief regarding changes to the Assistance to Firefighters Grant be accepted.
(Unanimous vote)
10. Recommending that the Director of Planning & Community Development be authorized to apply for new sources of funding for various development projects throughout the City.
(Unanimous vote)

- 11.** Recommending that the \$10,000 balance of a NH DOT reimbursement for the Crystal Lake Wetlands Mitigation Program and \$3,000 in CDBG funds be used for new Senior Center parking lot.
(Unanimous vote)

- 12.** Recommending that Annual Action Plan for HUD Entitlement Funds be forwarded directly to the Board of Mayor and Aldermen due to timing constraints.
(Unanimous vote)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- 13.** Recommending that the proposed reorganization of the City Clerk's Office be approved.
(Unanimous vote with the exception of Alderman Ludwig who voted in opposition)

- 14.** Recommending that the City contract with BMI Audit Services to conduct a medical claims audit and a pharmacy claims audit.
(Unanimous vote)

- 15.** Advising that the communication from the Human Resources Director regarding costs for state mandates not included in the City's health insurance has been received and filed.
(Unanimous vote)

- 16.** Recommending that the PDSS, Teamsters Local 633, collective bargaining agreement, Article I, Recognition, be modified to include the job classifications of Accreditation Manager and Crime Analyst.
(Unanimous vote)

COMMITTEE ON PUBLIC SAFETY, HEALTH & TRAFFIC

17. Recommending that the following regulations governing standing, stopping, parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

1 HOUR HANDICAP PARKING – 8 AM – 6 PM – EMERGENCY ORDINANCE:

On Silver Street, north side, from a point 210 feet west of Beech Street to a point 22 feet west
Alderman Shea

1 HOUR PARKING – 8 AM – 6 PM – EMERGENCY ORDINANCE:

On Silver Street, north side, from a point 232 feet west of Beech Street to a point 48 feet west
Alderman Shea

RESCIND ONE WAY STREET – EMERGENCY ORDINANCE:

Monadnock Lane, from Union Street to Pine Street – westbound
Alderman Long

NO PARKING ANYTIME:

On Ramsey Street, north side, from Calef Road to a point 65 feet east
Alderman Shaw
(Unanimous vote)

18. Recommending that the request from Child Health Services for the use of the Pearl Street Lot on Sunday, May 22, 2011, for their annual bike clinic be approved.

(Unanimous vote)

19. Advising that the request from Ray Clement for directional signs to be placed on South Main Street and Second Street for St. Raphael Church has been received and filed.

(Unanimous vote)

20. Advising that the proposed site improvements for traffic flow at Parker Varney Elementary School have been received and filed.

(Unanimous vote)

21. Advising that it has approved Ordinance:

“Amending Section 70.55 (D)(2) Residential Parking Permit Zone #2 by adding a new subsection (c) expanding the zone to include the Gaslight District.”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

22. Recommending that the request from the Carpenter Center for the use of Franklin Street spaces between Merrimack and Middle Streets as well as spaces in the Lake Avenue Lot free of charge, for the week of May 9, 2011, be approved.

(Unanimous vote with the exception of Alderman Long who voted in opposition)

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

REGULAR BUSINESS

23. Nomination(s) to be presented by Mayor Gatsas, if available.

24. Confirmation to be presented by Mayor Gatsas:

Manchester Development Corporation

James Dunphy to succeed Cathleen Schmidt as a member, term to expire March 1, 2012.

Ladies and Gentlemen, what is your pleasure?

25. A Majority Report of the Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that the proposal for the Manchester Fire Department submitted by Alderman Roy has been received and filed.

(Unanimous vote with the exception of Alderman Shea who voted in opposition)

A Minority of the Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the proposal for the Manchester Fire Department submitted by Alderman Roy be approved.

(S/Alderman Shea)

Ladies and Gentlemen, what is your pleasure?

26. Communication from Matthew Normand, City Clerk, regarding the proposed State Senate Bill 129 requiring voters to present valid photo identification at the polls.

Ladies and Gentlemen, what is your pleasure?

27. Communication from Kevin Sheppard, Public Works Director, requesting that the Mayor be authorized to enter into an agreement with the State of New Hampshire for \$88,815 to replace vehicles under the American Recovery and Reinvestment Act – Diesel Emission Reduction Act (ARRA-DEIRA) program.

Ladies and Gentlemen, what is your pleasure?

28. Communication from the Highway Department requesting authorization to accept funds from the State for the Household Hazardous Waste Collection Project; to enter into a contract with the NH DES, Waste Management Division for the program; and to execute any necessary documents related to the contract.

Ladies and Gentlemen, what is your pleasure?

29. FY2011 budget projections submitted by William Sanders, Finance Officer, if available.

Ladies and Gentlemen, what is your pleasure?

30. A motion is in order to recess the meeting to allow the Committee on Finance to meet.

31. Mayor Gatsas calls the meeting back to order.
32. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
33. Resolution: **(A motion is in order to read by title only.)**

“Amending the FY 2009 and FY 2011 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Dollars (\$13,000) for the FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements.”

A motion is in order that the Resolution ought to pass and be Enrolled.

34. Report(s) of the Committee on Accounts, Enrollment and Revenue Administration, if available.
Ladies and Gentlemen, what is your pleasure?
35. Report(s) of the Committee on Administration/Information Systems, if available.
Ladies and Gentlemen, what is your pleasure?
36. **A motion is in order to recess the meeting to discuss strategy or negotiations with respect to collective bargaining pursuant to the provisions of RSA 91-A:2 I(b), if necessary.**

NEW BUSINESS

37. A. Communications
B. Aldermen

TABLED ITEMS

A motion is in order to remove any item from the table.

- 38.** Petition for discontinuance of a portion of Hayward Street.
(Note: Tabled 10/5/10; pending project completion)

39. Report of the Committee on Finance

Recommending that Resolutions:

“Continuation of the Central Business Service District.”

“Authorizing the Finance Officer to apply a credit of \$208,899 from the City’s Fiscal Year 2011 City Retirement System contribution against the City’s Fiscal Year 2012 City pension costs.”

“Authorizing the Finance Officer to transfer \$130,877 from the Special Revenue Reserve Account to the Parking Division in Fiscal Year 2012 to reimburse the Parking Division for Fiscal Year 2012 debt service associated with the Hampshire Plaza parking garage.”

ought to pass and be enrolled.

(Unanimous vote with the exception of Alderman Greazzo who voted in opposition)
(Note: Tabled 4/5/11)

- 40.** Appropriating Resolution: **(A motion is in order to read by title only.)**

“Appropriating to the Parking Fund the sum of \$4,929,771 from parking revenues for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

41. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating the sum of \$13,779,048 from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

42. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating the sum of \$2,257,354 from Recreation User Charges to the Recreation Division for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

43. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating to the Manchester Transit Authority the sum of \$982,825 for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

44. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating to the Manchester School District the sum of \$150,200,000 for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Retabled 5/3/2011; originally tabled 4/19/11)

45. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in the Fiscal Year 2012 and held in the Civic Center Fund, for the payment of the City’s Obligations in Said Fiscal Year under the Financing Agreement.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

46. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating to the Manchester Airport Authority the sum of \$46,309,448 from Special Airport Revenue Funds for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

47. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,796,000 from School Food and Nutrition Services Revenues for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

48. Appropriating Resolution: (A motion is in order to read by title only.)

“Raising Monies and Making Appropriations of \$133,615,233 for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

49. Appropriating Resolution: (A motion is in order to read by title only.)

“Appropriating to the Central Business Service District the sum of \$258,000 from Central Business Service District Funds for the Fiscal Year 2012.”

A motion is in order that the Appropriating Resolution ought to pass and be enrolled.

(Note: Tabled 4/19/11)

ADJOURNMENT

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

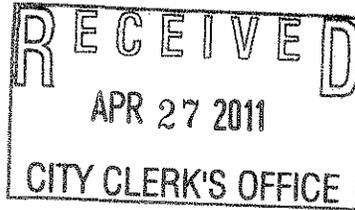


**Public Service
of New Hampshire**

PSNH Energy Park
780 North Commercial Street, Manchester, NH 03101

Public Service Company of New Hampshire
P.O. Box 330
Manchester, NH 03105-0330
(603) 669-4000
www.psnh.com

The Northeast Utilities System



April 26, 2011

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace poles located in the City of Manchester. Enclosed for your review is pole license petition 11-1299 for pole(s) located in the City of Manchester.

Upon approval, please have the license section signed by the proper authority. The copy labeled "**Manchester**" should be retained for your records.

Please return the remaining copies along with any invoices for payment to my attention at the address below.

If the petition is rejected, please return all copies of the license petitions with an explanation of rejection.

If you have any additional questions or require more information, please contact me at 603-634-3234 .

Respectfully,

Leah Loranger

Leah Loranger
Representative-A Records
Public Service of New Hampshire
60 West Pennacook Street PO Box 330
Manchester, NH 03105-9989

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

April 18, 2011

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License two (2) pole(s), 88/152Y, 88/152 located on MAMMOTH ROAD in the City of Manchester.

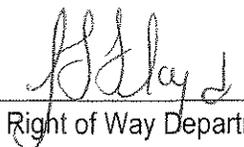
Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE".

Plan No. 11-1299
Dated: 1/24/2011

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Leah Loranger, Licensing Specialist

**Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

BY: 
Right of Way Department

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, l(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____ It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 18th day of April, 2011.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE" No. 11-1299, dated 1/24/2011 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License two (2) pole(s), 88/152Y, 88/152 located on MAMMOTH ROAD in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____
_____, Surveyor

ATTEST _____
Matthew Normand, City Clerk

Received _____ at **Manchester** and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New
Hampshire and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

ATTEST _____
Matthew Normand, City Clerk

POLE LOCATION PLAN

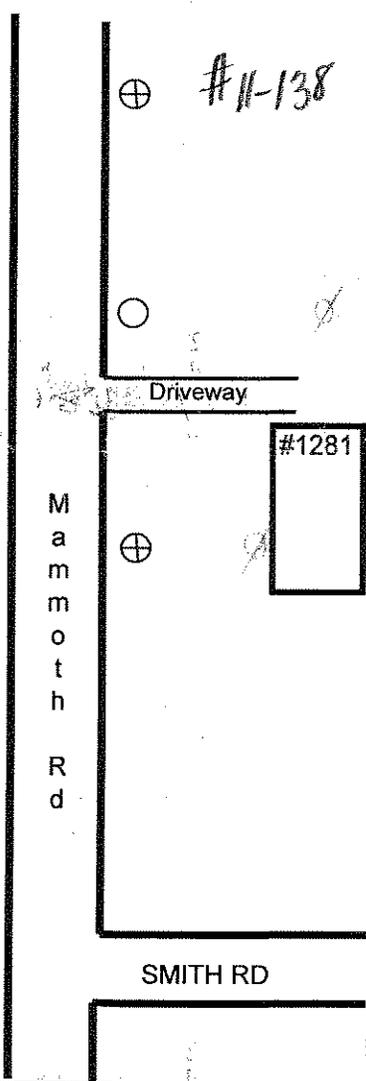
PUBLIC SERVICE OF NEW HAMPSHIRE and

Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

DATE	<u>01/24/2011</u>	LICENSE NO.	<u>11-1299</u>
MUNICIPALITY:	<u>Manchester</u>	STATE HWY. DIV. NO.	<u>5</u>
STREET / ROAD:	<u>MAMMOTH ROAD</u>	STATE LICENSE NO.	
PSNH OFFICE:	<u>Hooksett</u>	WORK REQUEST#	<u>1627596</u>
PSNH ENGINEER:	<u>Scott Syrene</u>	WORK FINANCIAL #	<u>9Y120030</u>
TELCO ENGINEER:	<u>Kevin Mackenzie</u>	TELCO PROJECT #	

INDICATE NORTH WITH AN ARROW

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL POI F PB	REMOVE	REF	100% LTS	J/O	100 % TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL												
<u>88/153</u>	<u>614/20</u>	45-2	Y							126'	20'	Existing Reference Pole	
<u>88/152Y</u>	<u>614/19Y</u>	45-2	Y							126'	20'	Install 45ft. Joint Pole	
<u>88/152</u>	<u>614/19</u>	45-2	Y							0'	20'	Existing Reference Pole	





**Public Service
of New Hampshire**

60 W. Pennacook Street, Manchester, NH 03101

RECEIVED
MAY 04 2011
CITY CLERK'S OFFICE

Public Service Company of New Hampshire
P.O. Box 330
Manchester, NH 03105-0330
(603) 669-4000
The Northeast Utilities System

May 2, 2011

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace poles located in the City of Manchester. Enclosed for your review is pole license petition 11-1300 for pole(s) located in the City of Manchester.

Upon approval, please have the license section signed by the proper authority. The copy labeled "**Manchester**" should be retained for your records.

Please return the remaining copies along with any invoices for payment to my attention at the address below.

If the petition is rejected, please return all copies of the license petitions with an explanation of rejection.

If you have any additional questions or require more information, please contact me at 603-634-3234 .

Respectfully,

Leah Loranger

Leah Loranger
Representative-A Records
Public Service of New Hampshire
60 West Pennacook Street PO Box 330
Manchester, NH 03105-9989

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

April 22, 2011

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License five (5) pole(s), 46/31, 7/67A, 21/70PB, 46/37 & 46/35 located on HANOVER ST in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE".

Plan No. 11-1300
Dated: 8/16/2010

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Leah Loranger, Licensing Specialist

**Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

BY: 
Right of Way Department

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, l(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____ It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 22nd day of April, 2011.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE" No. 11-1300, dated 8/16/2010 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License five (5) pole(s), 46/31, 7/67A, 21/70PB, 46/37 & 46/35 located on HANOVER ST in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____
_____, Surveyor

ATTEST _____
Matthew Normand, City Clerk

Received 5/4/11 at Manchester and recorded in Records of Pole Location Licenses.
Vol., U, Page 6, filed and an attested copy delivered to the said Public Service of New
Hampshire and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

ATTEST _____
Matthew Normand, City Clerk

POLE LOCATION PLAN

PUBLIC SERVICE OF NEW HAMPSHIRE and

Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

DATE 08/16/2010

LICENSE NO. 11-1300

MUNICIPALITY: Manchester

STATE HWY. DIV. NO. 5

STREET / ROAD: HANOVER ST

STATE LICENSE NO. _____

PSNH OFFICE: Hooksett

WORK REQUEST# 1512717

PSNH ENGINEER: Bill Couture

WORK FINANCIAL # 9Y020553

TELCO ENGINEER: Mike Cleary

TELCO PROJECT # _____

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL	REMOVE	REF	100% LTS	J/O	100% TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			POI F	PB								
												see 1512717b	
<u>46</u> <u>34</u>	<u>33</u> <u>30</u>	<u>35</u> <u>45</u>	jt									replace pole sr LIC#5285-1	m
<u>46</u> <u>33</u>	<u>33</u> <u>29</u>	<u>35</u> <u>45</u>	jt									replace pole sr LIC#5284-2	m
										150			
<u>46</u> <u>31</u>		<u>45</u>	jt									install new pole reduce span	m
<u>46</u> <u>30</u>	<u>33</u> <u>28</u>	<u>35</u> <u>45</u>	jt									replace pole sr LIC#5284-2	m
<u>46</u> <u>29</u>	<u>33</u> <u>27</u>	<u>40</u> <u>45</u>	jt									replace pole sr LIC#5285-1	m
<u>46</u> <u>28</u>	<u>37</u> <u>25</u>	<u>35</u> <u>45</u>	jt									replace pole sr LIC#5285-1	m
<u>46</u> <u>27</u>	<u>37</u> <u>24</u>	<u>35</u> <u>45</u>	jt									replace pole sr LIC#5285-1	m
<u>7</u> <u>67A</u>	<u>22</u> <u>82</u>	<u>35</u> <u>35</u>	jt									replace pole install new anchor sr	m
<u>7</u> <u>66</u>	<u>33</u> <u>24S</u>	<u>35</u> <u>45</u>	e5									replace pole use existing anchor sr LIC#5330-3	m

POLE LOCATION PLAN

PUBLIC SERVICE OF NEW HAMPSHIRE and
Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

DATE	<u>08/16/2010</u>	LICENSE NO.	<u>11-1300</u>
MUNICIPALITY:	<u>Manchester</u>	STATE HWY. DIV. NO.	<u>5</u>
STREET / ROAD:	<u>HANOVER ST</u>	STATE LICENSE NO.	
PSNH OFFICE:	<u>Hooksett</u>	WORK REQUEST#	<u>1512717</u>
PSNH ENGINEER:	<u>Bill Couture</u>	WORK FINANCIAL #	<u>9Y020553</u>
TELCO ENGINEER:	<u>Mike Cleary</u>	TELCO PROJECT #	

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL POLE PB	REMOVE	REF	100% LTS	J/O	100% TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL												
46	33											ref pole lic#5285-1	m
45A	36											install new anchor	
362	295	35										replace pole lic#5186	m
3Y	3	40										replace pole lic#5186	m
362	309	35	e5									replace pole install new pushbrace lic#5861	m
2	1	45											
21		40											
70		45											
21		40											
70PB													
46		35										replace pole install new anchor lic#5284-2	m
40		45											
46	33	35										remove pole	
39	33.5												
46		35										replace pole lic#5284-2	m
38		45											
46		35										relocate pole 50ft west install new sw anchor lic#5284-2	m
37		45											
46		35										remove pole	
36													
46	33	35										replace pole 33ft east install new sw anchor lic#5285-1	m
35	31	45											

see 1512717a

**MANCHESTER
TRANSIT AUTHORITY**

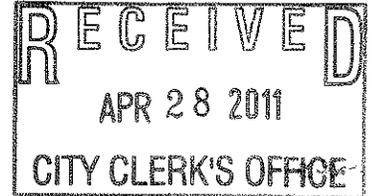
110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
CAROL WILLIAMS
DANIEL H. BERGERON
EDWARD W. STEWART, JR.

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

April 28, 2011



Mr. Matthew Normand, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, April 27, 2011. Enclosed are the approved Minutes of the March 29, 2011 Commission Meeting, March 2011 Financial Report, and March 2011 Ridership Report.

The next scheduled regular Commission Meeting will be Tuesday, May 31, 2011 at 5:00 PM.

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

Very truly yours,

A handwritten signature in black ink, appearing to read 'Michael Whitten'.

Michael Whitten
Executive Director

Enclosures

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
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JOHN H. TRISCIANI, CHAIR
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DANIEL BERGERON
EDWARD W. STEWART, JR.

JOSEPH DESELLE
BOARD ADVISOR

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

Manchester Transit Authority

March 29, 2011 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Vice Chairman Peter Escalera
Commissioner Daniel Bergeron
Commissioner Edward W. Stewart, Jr.
Joseph Deselle, Board Advisor

PERSONNEL PRESENT:

Michael Whitten, Executive Director
Jaimee Bellissimo, Asst. Executive Director
William J. Cantwell, Supt. of Administration
Karen Holden, Operations Planning Manager
Paul Beauregard, Shop Manager

ABSENT:

Commissioner Carol Williams

OTHERS PRESENT:

Matt Caron, SNHPC
Richard Longden, ATU Local 717

1. a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
- b. TRISCIANI suspended the regular order of business to allow Richard Longden, ATU Local 717 Vice President/Secretary/Treasurer, an opportunity to address the Board. LONGDEN thanked the Board for allowing him to speak and voiced his concerns at the direction the MTA is heading. He stated it is sad to see such a beautiful city have such a downgraded transit system. Union and management negotiated the Union contract in good faith last year to try to bring down the costs and preserve as much as we could without layoffs by trying to trim costs. His grandmother rode the transit system most of her life and if she were here she would be shaking her finger to every one on the Aldermanic Board. He realizes

costs have to be trimmed, but in the past couple of years we have seen the downgrade of our transit system because of the lack of City subsidy. The passengers who ride the transit system are getting the hurt. We need to venture forth and try to sway the Board of Mayor and Aldermen and try to convince them that cutting back is not the way of the future. In order to move forward we have to expand service. Years ago there were 32 transit routes, almost 62 transit drivers, and the buses went throughout the City and they were full of passengers. Now we are down to almost a dozen routes and 28 transit drivers. He would like the MTA Board to get the Board of Mayor and Aldermen to understand what a transit system does. The reason the buses are not full is because the City cuts our funding every year. The deficit is riding on the backs of this community; not the drivers, not the MTA, but on the backs of our passengers. The Mayor and Aldermen look at us like a red-headed stepchild, not an asset to the community. He said if the ATU needs to stand up and fight alongside MTA, they would do so. A grandmother with 5 grandchildren cannot afford to lose that bus route and a single mother raising 2 children cannot get to work because the only transportation she has is the transit system. We need to move this along and get the subsidy that we need. Some of our passengers have been riding with the MTA since the early days. He doesn't know if the Board of Mayor and Aldermen are just blind to the facts, but we need to move this City forward not backwards. Every year it's always backwards. LONGDEN thanked the Board for allowing him the opportunity to speak.

- c. **Minutes of February 22, 2011 Commission Meeting.** STEWART made a motion to accept the February 22, 2011 Minutes as presented. Seconded by ESCALERA. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for February 2011.** ESCALERA made a motion to approve the February 2011 Financial Report. Seconded by BERGERON.

Transit Operation: CANTWELL reported transit revenues were \$11,987 (5.23%) less than budget. Farebox, ticket, and shuttle revenue was \$888 (1.97%) more than budget. The farebox number was ahead of budget due to timing of the vault pull and CANTWELL explained every night fareboxes are emptied into a container (vault) which is then emptied and counted on Wednesdays. He had the vault pulled on Monday this month. All other fare media was close to budget. Transit expenses were \$4,276 (1.16%) less than budget. Driver labor was close to budget. CANTWELL adjusted accrued sick wages which caused the fringe benefit variance and less fueling of City vehicles caused the materials and supplies variance.

School Operation: CANTWELL reported school revenues were \$11,554 (5.39%) more than budget. School charter revenue was \$3,700 ahead for the month and \$26,457 ahead for the year. Expenses were \$14,241 (6.48%) less than budget. The school division continues to generate surplus funds for fleet replacement. STEWART requested an explanation of the accrued sick leave adjustment. CANTWELL explained he accrues sick wages for employees who are age 50 or older with 10 years of service since they will likely make it to retirement age. A staff member meeting the criteria left employment so

CANTWELL took her money out of sick pay and moved it into accrued wages. BERGERON questioned maintenance overtime reflecting \$0 budgeted and it is now at \$1,924. CANTWELL said he doesn't budget for mechanics overtime because it is generated by snow plowing. STEWART asked what happened with the year-to-date overtime; it is \$63,000 and the budget is \$22,000. CANTWELL replied we had several long term absences which caused the excessive overtime this year. WHITTEN explained while we were preparing the FY 2011 budget, we were in the process of contract negotiations and had anticipated success in reduction of overtime through negotiations. Once negotiations were finalized in July, we did realize cost savings but the overtime was not impacted as much as we had hoped. They have since worked on a sidebar agreement that allows management more flexibility with the use of spare operators when full-time operators are out for long durations which will lessen the overtime. STEWART said advertising is down \$15,000 and asked how advertising is budgeted. WHITTEN replied the budget is divided into 12 equal pieces and the peak period for advertising is in the summer so we should start seeing the month-to-month comparison beat the budget. STEWART asked what the school operations' fringe benefit burden is. CANTWELL explained that is the school operations' share of full-time employee's vacations, sick time, and health insurance because part of their salary is paid by the school operation.

The check register and accounts receivables were reviewed. BERGERON asked the payment status of Stop & Shop's shuttle service. WHITTEN stated he received correspondence today from Ahold Financial Services that we should see full payment by the end of this week. BERGERON asked why Central High

School is so far behind on payment. WHITTEN explained some of the high school charters get sponsorships from different businesses and the schools need to contact their sponsors for payment. They have asked the School District if they wanted some of the grossly overdue accounts to be written off and the School District decided not to do that because it is their money to replace their fleet. The School District is now in the process of tracking down these older invoices within the schools.

All Commissioners in favor of approving February 2011 Financial Report.

b. **Operations Reports for February 2011:**

Ridership Statistics. BELLISSIMO reported we transported 33,474 passengers on the fixed route (+1% from February 2010) and 1,060 StepSaver passengers (-1% from February 2010). BELLISSIMO noted there was 1 less weekday in 2011.

Transit Operating Statistics. BELLISSIMO reported there were 3 missed trips, 4 collisions, and 5 customer comments. Nine of the 10 trips sampled ran on time. STEWART questioned Saturday's fixed route totals being the same amount as weekday ridership. BELLISSIMO stated she would correct the report. There were no on-the-job injuries. STEWART asked if vehicle collisions are investigated. WHITTEN explained a supervisor always responds to the scene of the collision and makes the determination if an accident is preventable or non preventable. The driver can appeal the determination before the Accident Review Committee and in the event the appeal is denied by the Committee, the driver can bring it before the Executive Director for a final appeal. Accident determinations are not grievable and cannot be brought to arbitration.

School Operating Report. HOLDEN reported we started the month with 77 operators, 2 voluntarily left, no one was licensed, ending the month with 75 active school bus operators. HOLDEN is optimistic that with the amount of trainees we have we will be in a strong position for the charter season. There were 73,171 passenger boardings, 68 school charters, 11 complaints, 3 collisions (2 preventable), and 3 on the job injuries with 2 days of lost time.

Maintenance Report for February 2011. BEAUREGARD reported there was 1 transit road call. Fifteen transit inspections were scheduled with all being inspected. They did 4 repair work orders on City vehicles. There was 1 school bus road call with the bus being towed, and 22 inspections were scheduled with 17 being completed.

NEW BUSINESS

3. a. **City Year Passes.** WHITTEN explained that this fiscal year (FY 2011) the Board approved donating 50 annual bus passes to City Year volunteers. The Mayors' office has asked for the same donation in FY 2012 because they have another 50 volunteers who have committed to working in the school system for another year. TRISCIANI voiced his concern with the Mayor cutting our budget but wanting free bus passes. WHITTEN explained City Year volunteers receive very little income to support themselves for the year, and anything that we can do to help ease their financial burden while they donate a year of their life to help the kids of Manchester is beneficial. ESCALERA made a motion to donate 50 passes for City Year volunteers to ride the buses free of charge in FY 2012. Seconded by BERGERON. All Commissioners in favor.

- b. **The Elliot at River's Edge.** WHITTEN said the Board has been invited to the VIP Reception/Ribbon Cutting Ceremony for the Elliot at River's Edge on April 14th. Those interested in attending should let the Administrative Assistant know. WHITTEN informed the Board that the Route 12 So. Beech bus will be travelling into their complex. Service will begin when the front construction zone is finished to safely get our transit bus in and out. He will incorporate this extension with the services changes. BERGERON asked if we've approached the Elliot to enter into a public/private partnership for their employees. WHITTEN stated he has approached Elliot in the past. ESCALERA requested this correspondence so he can follow-up with the individual who was contacted.
- c. **Training Reimbursement.** WHITTEN explained MTA trains the majority of our school bus drivers for their CDL-B license, endorsements, and school bus certificate. We pay \$8.00/hour for training. Trainees sign a Memorandum of Understanding that seeks training reimbursement if they leave employment within one year. The cost to train is \$1,500 and if they are employed for 6 months we seek half of the reimbursement (\$750). The problem with collecting the reimbursement is that it is difficult to contact them once they've left and if we pursue payment through the court system it is not worth the cost of the legal fees. HOLDEN said over the past 2 years 6 employees left employment after obtaining their licenses; 1 had their CDL-B license prior to employment. WHITTEN said about 1/3rd of the people who take part in the training never finish the program because they cannot pass the written or road tests. BERGERON asked if the MTA does exit interviews. HOLDEN replied she does and the feedback is they need full-time income and benefits. BERGERON explained the measures PC

Connections does along the first year to help retain employees after the expense of training them. HOLDEN replied our trainees earn \$8.00/hour for training, when they start driving they receive a pay increase and earn \$13.09/hour, after 6 months they earn \$13.82/hour, and after 1 year they earn \$14.55/hour. They get a \$30.00 shoe allowance every year, a winter coat allowance with MTA paying 50%, and flu shot reimbursement. BERGERON asked about driver recognition. HOLDEN replied we do recognize our safe drivers and maintenance personnel through New Hampshire School Transportation Association's (NHSTA) annual awards ceremony. WHITTEN doesn't feel recognition or bonuses will work because some trainees already decide that they are not going to work here, they just want the commercial license and then seek a full-time job. BERGERON asked if anyone has reached out to other carriers for their feedback on how they handle this situation. HOLDEN replied a lot of carriers do not pay for training. WHITTEN said since we are not required to pay them for training because we are offering employment, he would like to break the training into milestone conclusions. The classroom piece is a one week course (15 hours of training). After they finish the class they have to pass 4 written tests with the State before they begin training outside. He recommended not paying them for the training instead pay them for milestone completions. Upon passing the written tests, they would receive 15 hours worth of pay. Another milestone would be upon completion of the road skills test. STEWART said the people coming in for training probably can't pay for their licenses up front and not paying them for training could increase the dropout rate. You can have them sign the Memorandum of Understanding, but he doesn't see a way to enforce it

effectively. BERGERON asked HOLDEN to research the trainees who did not complete the course, breaking it down to when during the course they left, so we can determine how much money was invested in their training then look at the numbers and decide what to do. STEWART said not to phrase it so it is based on hours, but bonuses, no hours involved. BERGERON made a motion to table. Seconded by ESCALERA. All Commissioners in favor.

- d. **Marketing Plan.** WHITTEN presented Ashley McNamara's, First Transit Marketing Manager, marketing plan for the MTA. WHITTEN asked if the Board had any suggestions/comments before the plan is finalized. BERGERON requested more time to review this plan and asked if any other First Transit properties have had success with this. WHITTEN requested the Board review and contact BELLISSIMO.
- e. **Retirement/Maintenance Secretary.** WHITTEN said Ms. Pamela Sweeney, Maintenance Secretary for 39 years, would be retiring June 24th. MTA staff wishes her the best and appreciates her many contributions over the last four decades. WHITTEN said he would be taking advantage of this opportunity to restructure her position into a part-time position to help save some costs without having to do layoffs. We will hire for that position in early June to overlap for training purposes.

OLD BUSINESS

4. a. **Budget Update.** WHITTEN explained the Mayor will be submitting his budget to the Aldermen and is allocating \$982,825 for the MTA; not the \$1,049,000 we were hoping to receive. This means the elimination of Nashua, the Bedford portion of Route 13, all of Saturday service, all of Route 5-SNHU, the transition

of the Health Care Circulator to midday service only, as well as changing several individual trips during the week. We have scheduled two public hearings; Wednesday, April 27th at City Hall from 2 to 4 and 6 to 8 PM and another on Saturday, April 30th at MTA from 10:00 to noon. This will allow people the opportunity to share their thoughts. After the April 30th Public Hearing, we will begin a 30-day public comment period where we will take the comments we received under advisement. BERGERON asked if the Service Planning Committee would be meeting prior to the Public Hearing. WHITTEN replied the next scheduled meeting is in May, but he is planning an April Meeting. They met a couple of weeks ago and were involved in putting together the original plan for the Public Hearing. They had all the ridership information available and looked at who rides when, where, and the patterns. They noticed that Saturday service has half the ridership than weekday and rather than cut weekday service, they felt it would be more productive to cut Saturday service. Saturday service impacts the fewest number of people and has the least impact on jobs. Nashua is no longer grant funded and Bedford is not being funded by the Town. Those would have been eliminated regardless of the budget. WHITTEN explained \$1,049,000 subsidy would have saved River Road, the Health Care Circulator, and preserve all weekday service, but we still would have lost Saturday service. Right now we will put out the best weekday service, keep those 5 days a week as strong as possible, and build from there. This puts us in the best position for future years to bring back Saturday service when revenue rebounds.

BERGERON left the meeting at this time.

- b. **School Bus Engine Replacement.** BEAUREGARD received 3 prices for replacement of a school bus engine. He recommended purchasing through Liberty International because it is the original equipment, comes with updated parts, and if we have warranty issues they are the closest dealer. ESCALERA made a motion to purchase the engine from Liberty International for \$11,300. Seconded by STEWART. All Commissioners in favor.

OTHER BUSINESS

5. a. **State Auction.** WHITTEN requested permission to send StepSaver vehicle 2005 to the State Auction this spring. This is the van we are intending to replace when the 3 low floor vehicles arrive in June. BEAUREGARD and his men have determined that the frame in 2005 has rotted to the point that it is unsafe to drive and is remaining parked in the garage. STEWART made a motion to take StepSaver van 2005 to the Auction. Seconded by ESCALERA. All Commissioners in favor.
- b. **Date for Next Meeting.** Tuesday, April 26, 2011.

With no further business to come before the Board, ESCALERA made a motion to adjourn the meeting at 6:36 PM. Seconded by STEWART. All Commissioners in favor.



Transit

March 2011

Manchester Transit Authority
Income Statement Transit
For the Nine Months Ending March 31, 2011

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Farebox Revenue					
Farebox Revenue	\$26,632.58	\$27,810.00	\$243,123.26	\$235,870.00	\$7,253.26
Adult Fares	7,520.00	5,000.00	60,265.00	45,000.00	15,265.00
Adult Monthly Fares	11,470.00	8,000.00	54,200.00	72,000.00	(17,800.00)
Senior Citizens Fares	1,337.00	1,500.00	12,739.00	13,500.00	(761.00)
Senior Citizen Monthly Fare	1,650.00	1,500.00	16,600.00	13,500.00	3,100.00
Disabled Rider Fare	3,619.57	3,000.00	31,890.37	27,000.00	4,890.37
Student Fares	556.00	500.00	9,049.00	9,500.00	(451.00)
Total Farebox and Tickets	52,785.15	47,310.00	427,866.63	416,370.00	11,496.63
Shuttle and Excursions					
Shopping Shuttle	975.00	900.00	8,625.00	8,100.00	525.00
Excursion Revenue	640.00		4,538.00		4,538.00
Total Shuttle and Excursions	1,615.00	900.00	13,163.00	8,100.00	5,063.00
Other Revenue					
Sale of Fuel to City Departments	40,307.19	38,250.00	304,601.98	344,250.00	(39,648.02)
Sale of Maintenance Service to City	5,187.85	5,900.00	11,991.81	22,300.00	(10,308.19)
Advertising Revenue-Bus	4,124.25	6,000.00	37,639.80	54,000.00	(16,360.20)
Sale of Vehicles and Equipment			5,808.00		5,808.00
Sale of Scrap Materials			1,516.90		1,516.90
Insurance Repair Reimbursement			3,572.89		3,572.89
Interest Income	66.19	75.00	799.14	675.00	124.14
Photo Picture ID Revenue	22.00	10.00	126.00	90.00	36.00
Other Non-Tranp. Revenue	78.00	25.00	97.45	225.00	(127.55)
Total Other Revenue	49,785.48	50,260.00	366,153.97	421,540.00	(55,386.03)
Total Operational Income	104,185.63	98,470.00	807,183.60	846,010.00	(38,826.40)
Operating Assistance					
City of Manchester			897,500.00	886,367.00	11,133.00
State of New Hampshire			10,801.00	10,800.00	1.00
Federal Operating Subsidy	136,985.00	138,009.00	1,359,199.00	1,242,081.00	117,118.00
Total Operating Assistance	136,985.00	138,009.00	2,267,500.00	2,139,248.00	128,252.00
Total Revenue	241,170.63	236,479.00	3,074,683.60	2,985,258.00	89,425.60
Expenses					
Labor					
Transit Operator Wages	58,552.83	62,196.00	535,291.34	520,704.00	14,587.34
Transit Operator Overtime Wages	8,425.56	2,994.00	71,751.12	25,089.00	46,662.12
CMAQ Operator Wages	8,417.33	8,371.00	66,618.83	69,879.00	(3,260.17)
CMAQ Operator Overtime Wage	231.27	256.00	4,863.96	2,139.00	2,724.96
StepSaver Operator Wages	16,604.60	18,465.00	137,809.58	155,329.00	(17,519.42)
StepSaver Operator Overtime Wages	824.78	748.00	13,766.31	6,274.00	7,492.31
Mechanic Wages	9,757.32	13,915.00	102,291.05	116,160.00	(13,868.95)
Mechanic Overtime Wages	2,591.42		8,961.38		8,961.38
Transp. Admin Wages	15,456.57	11,328.00	125,735.75	94,559.00	31,176.75
Transp. Admin Overtime Wages	8.11		1,462.26		1,462.26
Maint. Admin Wages	4,322.08	4,334.00	38,625.22	36,189.00	2,436.22
General Admin Wages	7,958.17	7,542.00	70,795.24	62,955.00	7,840.24
Gen. Admin Overtime Wages		29.00	105.62	261.00	(155.38)

Manchester Transit Authority
Income Statement Transit
For the Nine Months Ending March 31, 2011

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$133,150.04	\$130,178.00	\$1,178,077.66	\$1,089,538.00	\$88,539.66
Fringe Benefits					
Health Insurance Expense	41,291.61	57,016.00	628,548.68	515,544.00	113,004.68
Dental Insurance Expense	1,454.14	1,639.00	13,588.99	14,751.00	(1,162.01)
Life Insurance Expense	2,273.62	843.00	10,242.77	7,587.00	2,655.77
Pension Expense	8,670.00	6,483.00	56,828.56	58,347.00	(1,518.44)
FICA Expense	10,713.46	12,313.00	108,042.70	105,372.00	2,670.70
Worker's Compensation	4,786.00	3,891.00	37,375.80	35,019.00	2,356.80
Unemployment Compensation	2,157.00	770.00	11,057.00	6,930.00	4,127.00
Transit Operator Vacation Wages	8,339.19	5,223.00	45,759.19	47,007.00	(1,247.81)
Transit Operator Holiday Wages	1,888.15	4,860.00	49,741.07	43,740.00	6,001.07
Transit Operator Sick Wages	3,544.57	2,916.00	28,319.41	26,244.00	2,075.41
Mechanic Vacation Wages	1,225.62	1,291.00	9,910.67	11,619.00	(1,708.33)
Mechanic Holiday Wages	350.61	1,523.00	12,315.33	13,707.00	(1,391.67)
Mechanic Sick Wages		305.00	102.04	2,745.00	(2,642.96)
Transp. Admin Vacation Wages	983.15	999.00	8,541.54	8,991.00	(449.46)
Transp. Admin Holiday Wages	403.60	1,038.00	7,134.53	9,342.00	(2,207.47)
Transp. Admin Sick Wages		233.00	2,482.25	2,097.00	385.25
Maint. Admin Vacation Wages	1,000.00	887.00	7,162.00	7,983.00	(821.00)
Maint. Admin Holiday Wages	532.72	497.00	6,325.52	4,473.00	1,852.52
Maint. Admin Sick Wages	255.78	106.00	502.74	954.00	(451.26)
Gen Admin. Vacation Wages	773.02	783.00	7,494.36	7,047.00	447.36
Gen. Admin Holiday Wages	309.00	600.00	5,626.06	5,400.00	226.06
Gen. Admin Sick Wages	295.30	139.00	803.44	1,251.00	(447.56)
Transit Uniform Allowance	289.39	734.00	5,653.27	6,606.00	(952.73)
Maintenance Uniform Allowance	196.72	560.00	2,820.30	5,435.00	(2,614.70)
Tool Allowance		55.00	1,160.04	1,040.00	120.04
License Reimbursement		42.00	114.80	374.00	(259.20)
Burden Adjustment	(14,749.23)	(14,545.00)	(121,158.67)	(130,241.00)	9,082.33
Total Fringe Benefits	76,983.42	91,201.00	946,494.39	819,364.00	127,130.39
Services					
Management Consultant	12,083.33	13,553.00	121,612.59	121,977.00	(364.41)
Commissioner Expense			1,000.00	1,000.00	
Auditing Expense			10,842.01	7,400.00	3,442.01
Legal Expense		667.00	416.06	5,999.00	(5,582.94)
Service Bureau	2,297.74	4,049.00	28,297.11	36,441.00	(8,143.89)
Security Service	75.97	83.00	1,344.89	751.00	593.89
Outside Advertising	40.00	417.00	799.59	3,753.00	(2,953.41)
Driver and Criminal Record			7.50		7.50
Drug & Alcohol Testing		125.00	942.30	1,125.00	(182.70)
Pre-Employment Medical		125.00	1,486.80	1,125.00	361.80
Janitorial Service and Supplies	722.22	667.00	6,900.93	5,999.00	901.93
Bank Service Charges	520.90	583.00	4,930.99	5,251.00	(320.01)
Marketing Expense			41.53		41.53
Total Services	15,740.16	20,269.00	178,622.30	190,821.00	(12,198.70)
Materials and Supplies					
Fuel Operations	33,998.28	24,230.00	230,474.90	205,632.00	24,842.90
Sale of Fuel to City Departments	39,609.37	37,500.00	297,615.37	337,500.00	(39,884.63)
Maintenance Parts	6,826.49	7,824.00	42,831.33	66,396.00	(23,564.67)
Purchase Discounts	(86.43)	(250.00)	(435.26)	(2,250.00)	1,814.74
Tires Expense	750.88	1,326.00	16,373.75	11,251.00	5,122.75

**Manchester Transit Authority
Income Statement Transit
For the Nine Months Ending March 31, 2011**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Oil and Grease	\$703.43	\$593.00	\$5,411.26	\$5,038.00	\$373.26
Maintenance Supplies	723.21	863.00	6,464.01	7,766.00	(1,301.99)
Body Shop Supplies	287.96	467.00	5,080.81	4,199.00	881.81
Hazardous Materials		47.00		419.00	(419.00)
Outside Parts and Labor	50.00	83.00	450.00	751.00	(301.00)
Repairs-Building and Grounds	1,295.02	1,100.00	7,145.23	9,900.00	(2,754.77)
Repairs-Shop Equipment	146.74	210.00	2,942.40	1,890.00	1,052.40
Repairs-Radio Equipment	63.09	146.00	130.77	1,314.00	(1,183.23)
Repairs-Office Equipment	264.62	298.00	3,139.96	2,681.00	458.96
Office Supplies	2,542.16	688.00	8,897.23	6,186.00	2,711.23
Transit Schedules and Tickets		833.00	12,171.69	7,501.00	4,670.69
Total Materials and Supplies	87,174.82	75,958.00	638,693.45	666,174.00	(27,480.55)
Utilities					
Electricity	2,456.61	2,166.00	20,417.16	19,490.00	927.16
Natural Gas	859.02	2,062.00	3,424.77	18,562.00	(15,137.23)
Telephone	1,235.86	1,263.00	10,018.33	11,363.00	(1,344.67)
Water	185.22	193.00	1,488.26	1,731.00	(242.74)
Total Utilities	4,736.71	5,684.00	35,348.52	51,146.00	(15,797.48)
Insurance					
Public Liability Insurance	9,843.00	11,156.00	85,906.82	100,404.00	(14,497.18)
Other Liability	901.00	991.00	8,107.25	8,924.00	(816.75)
Total Insurance	10,744.00	12,147.00	94,014.07	109,328.00	(15,313.93)
Other Expenses					
Dues and Memberships		125.00	1,281.50	1,125.00	156.50
Training and Meetings		250.00	239.04	2,250.00	(2,010.96)
Grievance Expense		75.00	500.00	675.00	(175.00)
Depreciation	68,750.00	55,000.00	618,750.00	495,000.00	123,750.00
Total Other Expenses	68,750.00	55,450.00	620,770.54	499,050.00	121,720.54
Total Expenses	397,279.15	390,887.00	3,692,020.93	3,425,421.00	266,599.93
Net Income (Loss)	(156,108.52)	(154,408.00)	(617,337.33)	(440,163.00)	(177,174.33)



School

March 2011

**Manchester Transit Authority
Income Statement School
For the Nine Months Ending March 31, 2011**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Student Transportation					
Pupil Contract	\$185,487.62	\$180,820.00	\$1,689,871.87	\$1,627,380.00	\$62,491.87
Manchester Skill Center	19,242.00	16,035.00	173,178.00	144,315.00	28,863.00
Total Student Transportation	204,729.62	196,855.00	1,863,049.87	1,771,695.00	91,354.87
School Charter					
Student Athletics	3,151.75	3,000.00	87,089.00	74,500.00	12,589.00
Student Fieldtrips	14,536.75	10,000.00	61,556.12	43,000.00	18,556.12
Total School Charters	17,688.50	13,000.00	148,645.12	117,500.00	31,145.12
Other Revenue					
Insurance Repair Reimbursement			247.00		247.00
Interest Income	1.90	100.00	27.21	900.00	(872.79)
Other Non-Transp. Revenue	260.00		260.00		260.00
Total Other Revenue	261.90	100.00	534.21	900.00	(365.79)
Total Operational Income	222,680.02	209,955.00	2,012,229.20	1,890,095.00	122,134.20
Expenses					
Labor					
School Operator Wages	101,812.34	98,817.00	665,126.37	668,090.00	(2,963.63)
School Operator Overtime Wages	1,288.48	2,287.00	5,056.45	15,498.00	(10,441.55)
Transit Operator Wages	575.82	508.00	2,347.38	3,314.00	(966.62)
Transit Operator Overtime Wages	661.79		2,354.28		2,354.28
Mechanic Wages	16,429.87	11,616.00	111,832.11	96,969.00	14,863.11
Transp. Admin Wages	7,266.24	7,980.00	55,669.83	66,615.00	(10,945.17)
Transp. Admin Overtime Wages			261.79		261.79
Maint. Admin Wages	4,677.33	4,006.00	30,495.29	33,437.00	(2,941.71)
General Admin Wages	4,087.35	3,850.00	31,751.67	32,138.00	(386.33)
Gen. Admin Overtime Wages		9.00	33.21	81.00	(47.79)
Total Labor	136,799.22	129,073.00	904,928.38	916,142.00	(11,213.62)
Fringe Benefits					
Health Insurance Expense	(571.70)		(352.40)		(352.40)
Dental Insurance Expense	(287.80)		(197.07)		(197.07)
FICA Expense	8,439.91	9,107.00	60,971.92	65,895.00	(4,923.08)
Worker's Compensation	3,223.00	3,748.00	25,000.20	26,491.00	(1,490.80)
School Operator Vacation Wages			11,180.80	10,800.00	380.80
School Operator Holiday Wages	1,030.22	1,080.00	21,704.97	28,078.00	(6,373.03)
School Uniform Allowance	30.00	250.00	780.22	2,250.00	(1,469.78)
Maintenance Uniform Allowance			73.50		73.50
Tool Allowance			751.03		751.03
License Reimbursement	400.00	208.00	508.30	1,872.00	(1,363.70)
Burden Adjustment	14,749.23	14,545.00	121,158.67	130,241.00	(9,082.33)
Total Fringe Benefits	27,012.86	28,938.00	241,580.14	265,627.00	(24,046.86)
Services					
Management Consultant	12,083.34	13,553.00	116,194.34	121,977.00	(5,782.66)
Commissioner Expense			1,000.00	1,000.00	
Auditing Expense			7,227.99	11,100.00	(3,872.01)

**Manchester Transit Authority
Income Statement School
For the Nine Months Ending March 31, 2011**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Legal Expense		\$667.00	\$1,282.37	\$5,999.00	(\$4,716.63)
Service Bureau	1,279.16	793.00	10,087.91	7,134.00	2,953.91
Security Service	50.66	125.00	946.97	1,125.00	(178.03)
Outside Advertising		167.00	4,155.56	1,499.00	2,656.56
Driver and Criminal Record	718.25		2,347.75		2,347.75
Drug & Alcohol Testing		500.00	3,543.25	4,500.00	(956.75)
Pre-Employment Medical		416.00	2,240.10	3,752.00	(1,511.90)
Janitorial Service and Supplies	722.23	667.00	4,862.26	6,003.00	(1,140.74)
Bank Service Charges		8.00		72.00	(72.00)
Total Services	14,853.64	16,896.00	153,888.50	164,161.00	(10,272.50)
Materials and Supplies					
Fuel Operations	34,997.27	23,950.00	175,362.57	164,307.00	11,055.57
Maintenance Parts	7,359.21	8,550.00	60,071.92	58,659.00	1,412.92
Tires Expense	1,653.25	1,710.00	12,783.80	11,733.00	1,050.80
Oil and Grease	341.48	570.00	4,257.45	3,915.00	342.45
Maintenance Supplies	5,621.20	720.00	10,987.63	6,480.00	4,507.63
Body Shop Supplies	260.66	367.00	2,887.27	3,303.00	(415.73)
Hazardous Materials		37.00		333.00	(333.00)
Outside Parts and Labor		83.00		747.00	(747.00)
Repairs-Building and Grounds	1,112.98	900.00	5,636.15	8,100.00	(2,463.85)
Repairs-Shop Equipment	378.56	165.00	2,458.26	1,485.00	973.26
Repairs-Radio Equipment		292.00	919.60	2,628.00	(1,708.40)
Repairs-Office Equipment	176.42	244.00	2,135.38	2,196.00	(60.62)
Office Supplies	85.43	563.00	5,186.61	5,067.00	119.61
School Schedules and Tickets		167.00	3,746.80	1,503.00	2,243.80
Total Materials and Supplies	51,986.46	38,318.00	286,433.44	270,456.00	15,977.44
Utilities					
Electricity	1,637.75	1,772.00	14,331.04	15,948.00	(1,616.96)
Natural Gas	572.69	1,688.00	2,315.05	15,192.00	(12,876.95)
Telephone	823.91	488.00	6,438.85	4,392.00	2,046.85
Water	123.48	158.00	1,064.04	1,422.00	(357.96)
Total Utilities	3,157.83	4,106.00	24,148.98	36,954.00	(12,805.02)
Insurance					
Public Liability Insurance	11,617.00	11,891.00	101,872.82	107,022.00	(5,149.18)
Other Liability	716.00	847.00	6,441.05	7,623.00	(1,181.95)
Total Insurance	12,333.00	12,738.00	108,313.87	114,645.00	(6,331.13)
Other Expenses					
Dues and Memberships		167.00	866.00	1,503.00	(637.00)
Tolls and Parking			39.50		39.50
Training and Meetings		250.00	340.01	2,250.00	(1,909.99)
Grievance Expense		75.00		675.00	(675.00)
Depreciation	17,000.00	17,500.00	153,000.00	157,500.00	(4,500.00)
Total Other Expenses	17,000.00	17,992.00	154,245.51	161,928.00	(7,682.49)
Total Expenses	263,143.01	248,061.00	1,873,538.82	1,929,913.00	(56,374.18)
Net Income (Loss)	(40,462.99)	(38,106.00)	138,690.38	(39,818.00)	178,508.38

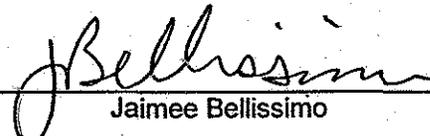
Commissioners Memorandum

To: Commissioners
 From: Jaimee Bellissimo, Assistant Executive Director
 Date: April 21, 2011
 Re: Transit Ridership Report – March 2011



Routes	March		% Change	FYTD		% Change
	FY 2010	FY 2011		FY 2010	FY 2011	
	Weekdays	23	23	192	192	
	Saturdays	4	4	38	37	
Healthcare Shuttle Route #1		2,464	2,839	23,754	21,002	-12%
Bridge St - VA Hospital #1S			133		358*	
Hanover-E Industrial Park Route #2		3,245	5,137	26,688	34,176	28%
Hanover St - East Side Plaza #2S			297		757*	
Brown Ave-Airport Route #3		1,908	2,415	15,274	17,270	13%
Elliot-Industrial Park Route #4		2,372		20,169	10,350	
SNHU-Northside Plaza #5		2,330	2,332	21,341	21,646	1%
Bremer-Mast Rd Route #6		4,856	5,024	40,022	38,673	-3%
Downtown Circulator #7			1,798		21,727	
So. Willow Route #8		5,049	5,530	44,949	43,628	-3%
Nashua Express Route #9			741		2,593	
Valley-Weston Rd. Route #10		4,441	4,822	39,736	41,172	4%
Front St. Route #11		1,651	2,075	16,344	16,261	-1%
So. Beech Route #12		4,205	4,231	38,774	33,826	-13%
Bedford Highlands Route #13		5,172	5,012	43,021	40,309	-6%
UPass Riders - MCC		839	1,203	7,563	9,458	25%
Hannaford Shuttle		382	411	3,668	3,633	-1%
Stop & Shop Shuttle		118	150	1,066	1,092	2%
Weekday Fixed Route Totals		34,782	38,630	301,609	310,763	3%
Saturday Fixed Route Totals		3,411	3,887	33,197	34,002	2%
Fixed Route Weekday Average		1,512	1,680	1,571	1,619	3%
Fixed Route Saturday Average		853	972	874	919	5%
Total Transit Passengers Served		38,193	42,517	334,806	346,047	3%
Total StepSaver Passengers Served		1,346	1,300	9,787	11,022	13%

* January through March only


 Jaimee Bellissimo

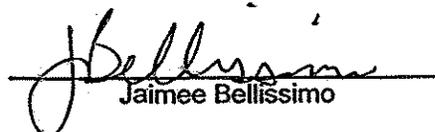
Commissioners Memorandum

To: Commissioners
 From: Jaimee Bellissimo, Assistant Executive Director
 Date: April 20, 2011
 Re: Transit Ridership Report – February 2011



Routes	Weekdays Saturdays	February		% Change	FYTD		
		FY 2010	FY 2011		FY 2010	FY 2011	% Change
		20	19		169	169	
		4	4		34	33	
Healthcare Shuttle Route #1		2,040	2,177	7%	21,290	18,163	-15%
Bridge St - VA Hospital #1S			137			225*	
Hanover-E Industrial Park Route #2		2,703	3,818	41%	23,443	29,039	24%
Hanover St - East Side Plaza #2S			262			460*	
Brown Ave-Airport Route #3		1,360	1,667	23%	13,366	14,855	11%
Elliot-Industrial Park Route #4		1,933			17,797	10,350	
SNHU-Northside Plaza #5		2,164	1,849	-15%	19,011	18,573	-2%
Bremer-Mast Rd Route #6		3,745	4,068	9%	35,166	33,649	-4%
Downtown Circulator #7			1,533			19,929	
So. Willow Route #8		4,680	4,431	-5%	39,900	38,098	-5%
Nashua Express Route #9			451			1,852	
Valley-Weston Rd. Route #10		4,195	4,122	-2%	35,295	36,350	3%
Front St. Route #11		1,576	1,764	12%	14,693	14,186	-3%
So. Beech Route #12		3,878	3,364	-13%	34,569	29,595	-14%
Bedford Highlands Route #13		4,402	3,792	-14%	37,849	35,297	-7%
UPass Riders - MCC		705	1,088	54%	6,724	8,255	23%
Hannaford Shuttle		389	322	-17%	3,286	3,222	-2%
Stop & Shop Shuttle		98	116	18%	948	942	-1%
Weekday Fixed Route Totals		29,641	30,014	1%	266,827	272,133	2%
Saturday Fixed Route Totals		3,522	3,460	-2%	29,786	30,115	1%
Fixed Route Weekday Average		1,482	1,580	7%	1,579	1,610	2%
Fixed Route Saturday Average		881	862	-2%	876	913	4%
Total Transit Passengers Served		33,163	33,474	1%	296,613	303,530	2%
Total StepSaver Passengers Served		1,069	1,060	-1%	8,441	9,722	15%

* January and February only


 Jaimee Bellissimo

City of Manchester New Hampshire

In the year Two Thousand and ^{Eleven}

A RESOLUTION

“Amending the FY 2009 and FY 2011 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Dollars (\$13,000) for the FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2009 and 2011 CIP's as contained in the 2009 and 2011 CIP budgets; and

WHEREAS, the 2009 and 2011 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to identify funding in the amount of \$13,000 for the completion of a parking lot on Douglas St. to primarily benefit the Cashin Senior Center; and

WHEREAS, project balances in at least that amount have been identified;

NOW, THEREFORE, be it resolved that the 2009 and 2011 CIP's be amended as follows:

1) By adding:

FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements-\$10,000 Other and \$3,000 CDBG

2) By decreasing:

FY 2009 CIP 610409 Dilapidated/Blighted Building Remediation Program-\$3,000 CDBG
(From \$40,000 CDBG to \$27,000 CDBG)

NHDOT I-93 Widening Reimbursement-\$10,000 Other

Resolved, that this Resolution shall take effect upon its passage.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the MTA Executive Director for \$75,000 in FY 2011 MER funds for three low floor cutaway vehicles be approved.

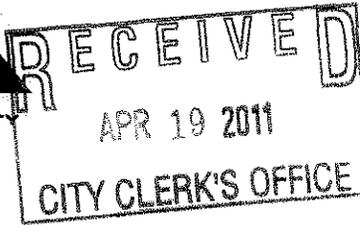
(Unanimous vote)

Respectfully submitted,


Clerk of Committee

**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
CAROL WILLIAMS
DANIEL BERGERON
EDWARD STEWART JR

MIKE WHITTEN
EXECUTIVE DIRECTOR

April 18, 2011

Mr. Dan O'Neil, Chairman
City of Manchester – CIP Committee
One City Hall Plaza
Manchester, NH 03101

Dear Mr. Chairman:

I have recently received communication from the Highway Department that indicates that the \$75,000 in local match requirement for MTA's low floor cutaway vehicle purchase may be available in this fiscal year rather than waiting until FY12.

As the Committee will remember, MTA was approved for a grant last year that funded 80% of the cost for three low floor cutaway vehicles. These vehicles will replace full size transit buses that are larger than our fixed route system currently needs. MTA submitted an amendment to our CIP budget last year that removed the purchase of one ADA van and a ticket vending machine for Veterans Park in order to provide the local match requirement for this project. There was then some confusion as to whether the funding would be coming from CDBG funds or MER funds and MTA was asked to delay delivery of these vehicles until the summer of 2011 so that funds could be drawn from FY12 MER funds.

I have recently spoken with Kevin Sheppard who believes the funds are available in FY11 MER funding. This would allow MTA to accept delivery of the vehicles sooner and begin realizing the operating savings sooner. The vehicles have been built and are awaiting delivery to MTA.

I am requesting approval for \$75,000 in FY11 MER funds for three low floor cutaway vehicles to be used in MTA revenue service.

Please let me know if there is any other information that I may provide and I thank you and the Committee in advance for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Whitten'.

Mike Whitten
Executive Director

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the communication from the Fire Chief regarding changes to the Assistance to Firefighters Grant be accepted.

(Unanimous vote)

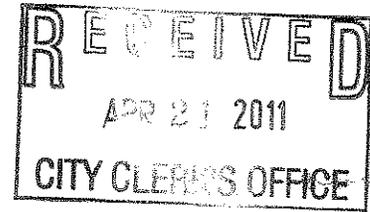
Respectfully submitted,


Clerk of Committee

James Burkush
Chief of Department



CITY OF MANCHESTER
Fire Department



April 19, 2011

Community Improvement Committee
Chairman Dan O'Neil
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chairman O'Neil:

On March 12, 2010, the department was awarded an *Assistance to Firefighters Grant* by the United States Fire Administration and accepted by the city. This grant request was for funding to assist the department in replacing self-contained breathing apparatus. After the completion of the project, according to the grant conditions, there remains an excess reimbursement allowance of \$124,175.

Federal Fiscal Year 2009, Assistance to Firefighters Grant guidance allows for the usage of excess grants towards approved fire/injury prevention, training, or wellness/fitness projects. The department has requested a project code under its FY2010 Homeland Security CIP placeholder (Account # 410010) in order to utilize these federal reimbursement funds. The grant funds will provide for 80% federal match dollars for any costs associated with approved projects. It is the fire department's intention to utilize its existing budget line to meet the federal 20 % matching requirements. Please accept this letter as a notification to your committee of this change.

Respectfully,

James A. Burkush
Chief of Department

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Director of Planning & Community Development be authorized to apply for new sources of funding for various development projects throughout the City.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Matthew Howard". The signature is written in dark ink and is positioned above the printed name.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

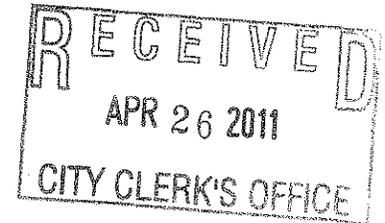
Matthew M. Sink
Deputy Director - Building Regulations

To: Daniel P. O'Neil, Chair &
CIP Aldermanic Committee

From: Leon Lafreniere, AICP, Director, 

Date: April 21, 2011

Subject: Authorization to Apply for Funding



CIP Staff have identified several potential resources that may be used to complete the Odd Fellows Building as well as assist in the development of the NSP acquired property at 401 Spruce Street (the former Oven Poppers property), as well as other economic development projects that may be initiated on a city wide basis. Staff is seeking to apply for loan capacity from HUD of up to \$4.0 million of Section 108 Loan Funds, up to \$2.0 million of Federal Home Loan Bank Funds and \$500,000 of CDBG funds from the New Hampshire Community Development Finance Authority. We are not looking for approval to encumber or expend any of these funds at this time, only to apply for and obtain a new source of funding. Access to these funds would provide the City with the resources to complete the above noted projects and could serve as a potential source of funding for the Facade Program and Revolving Loan Program, which have historically been funded with CDBG funds.

In order to move forward with these applications a vote of the full Board authorizing Staff to apply will be necessary. As such, a recommendation from this Committee to the full Board for authorization to apply is respectfully requested.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the \$10,000 balance of a NH DOT reimbursement for the Crystal Lake Wetlands Mitigation Program and \$3,000 in CDBG funds be used for new Senior Center parking lot.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

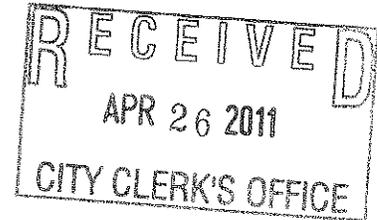
Matthew M. Sink
Deputy Director - Building Regulations

To: Daniel P. O'Neil, Chair &
CIP Aldermanic Committee

From: Leon Lafreniere, AICP, Director, 

Date: April 25, 2011

Subject: Senior Center Parking Lot Funding



Staff has been requested to identify \$13,000 to cover the cost of the Highway Department developing the recently acquired Douglas Street lot adjacent to the Senior Center into a parking area. The new lot would service the Center and the neighborhood when the Center was not in operation. In response, Staff suggests two potential sources that the requested funding could come from as follows:

- 1) Use of the majority balance of CIP 610409- Dilapidated/Blighted Building Remediation Program which currently contains \$15,084.90 of CDBG Funds;
- 2) Utilization of a \$10,000 balance of a NH DOT reimbursement for the Crystal Lake Wetlands Mitigation Program, pre-financed by the City for the Rte I-93 widening,(funds came from a Riverwalk Project bond authorization). The remaining \$3000 required could be taken from the Dilapidated Building account.

In regards to the Dilapidated/Blighted Building Remediation Program, Staff is hopeful that the pending NSP III application will be looked upon favorably which would provide the City with an alternative source of funding for building demolition should there be a need.

The Committee's recommendation for approval of one of these alternatives to the full Board is respectfully requested. Staff will prepare the appropriate amending resolution and budget authorization for presentation to the full Board based upon the decision made.

Attachment:

HIGHWAY DEPARTMENT ESTIMATE

Senior Center Parking Lot
DAA January 19, 2011

PROJECT DESCRIPTION: Construct an addition to the Senior Center Parking Lot.

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
ROADWAY MATERIALS				
32	TON	3/8" Base Course	\$58.00	\$1,854.67
64	TON	1/2" Base Course	\$58.00	\$3,709.33
463	TON	Recycled Asphalt Base	\$2.50	\$1,157.06
0	LF	Straight Granite Curb	\$11.25	\$0.00

SUBTOTAL \$6,721.06

SIDEWALK MATERIALS				
3	TON	3/8" Base Course	\$58.00	\$154.28
5	TON	1/2" Base Course	\$58.00	\$308.56
13	TON	Recycled Asphalt Base	\$2.50	\$32.08

SUBTOTAL \$494.92

SUBCONTRACTED ITEMS:				
260	SF	Concrete block retaining wall	\$5.00	\$1,300.00
88	LF	Wood Guardrail	\$35.00	\$3,080.00

SUBTOTAL: \$4,380.00

ROADWAY MATERIALS:	\$6,721.06
SIDEWALK MATERIALS	\$494.92
SEWER AND DRAINAGE STRUCTURES	\$0.00
SEWER PIPE	\$0.00
DRAINAGE PIPE	\$0.00
MISCELLANEOUS MATERIALS	\$0.00

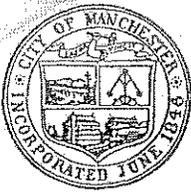
SUBTOTAL (MATERIALS): \$7,215.98

ADD 15% (OF VALUE OF MATL.): \$1,082.40

SUBTOTAL (SUBCONTRACTED ITEMS): \$4,380.00

TOTAL (MATERIALS AND SUBCONTRACTS): \$12,678.38

USE: \$13,000

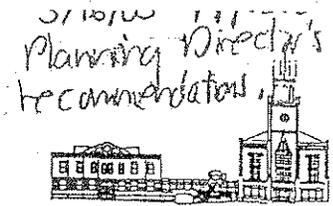


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Milliard Design Review Committee

Memo

To: Committee on Community Improvement Program
From: Robert S. MacKenzie *RS*
Date: May 3, 2005

Subject: Reimbursement of NH DOT Funds for I-93

The State of NH, in preparing for the I-93 widening, earmarked land at Crystal Lake for preservation under a wetlands mitigation program. Prior to this funding being available, the land became available for a short period of time (with the assistance of the Crystal Lake Preservation Association). The City therefore acted to utilize funds from the Riverwalk program to match other funds to acquire the property in advance of the State DOT acquisition.

It is my understanding that the \$400,000 has or will be shortly reimbursed to the City from the NH DOT. As a reimbursement, there are certain strings attached based upon the original source of funding. As such, I would recommend the following:

1. \$250,000 is proposed to fund the final portion of the cost of Revaluation. This amount is in the proposed FY 06 CIP and will be acted upon in the next couple of months.
2. \$100,000 was originally from the SEPP program and as such should be used for watershed conservation/preservation in accordance with the established goals. We are recommending the establishment of a CIP account for such purposes.
3. \$40,000 was originally from a developer contribution for conservation in and around Crystal Lake. We are recommending the establishment of a CIP account for such purposes.
4. \$10,000 was a bond balance for the Riverwalk program and may either be returned to the Riverwalk or utilized for projects with a comparable bond life.

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

C: Mayor Robert Baines
Kevin Clougherty

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

City of Manchester New Hampshire

In the year Two Thousand and ^{Eleven}

A RESOLUTION

“Amending the FY 2009 and FY 2011 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Dollars (\$13,000) for the FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2009 and 2011 CIP's as contained in the 2009 and 2011 CIP budgets; and

WHEREAS, the 2009 and 2011 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to identify funding in the amount of \$13,000 for the completion of a parking lot on Douglas St. to primarily benefit the Cashin Senior Center; and

WHEREAS, project balances in at least that amount have been identified;

NOW, THEREFORE, be it resolved that the 2009 and 2011 CIP's be amended as follows:

1) By adding:

FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements-\$10,000 Other and \$3,000 CDBG

2) By decreasing:

FY 2009 CIP 610409 Dilapidated/Blighted Building Remediation Program-\$3,000 CDBG
(From \$40,000 CDBG to \$27,000 CDBG)

NHDOT I-93 Widening Reimbursement-\$10,000 Other

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP #: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Program Initiation	7/1/2008
2	Program Completion	6/30/2011
3		
4		
5		

Expected Completion Date:

Line Item Budget

	CDBG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$37,000.00	\$0.00	\$0.00	\$37,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$37,000.00	\$0.00	\$0.00	\$37,000.00

Revisions

COMMENTS:

CIP BUDGET AUTHORIZATION

CIP #: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Program Initiation	<input type="text" value="05/17/11"/>
2	Program Completion	<input type="text" value="9/30/2011"/>
3		
4		
5		

Expected Completion Date:

Line Item Budget

	CDBG			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$13,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$13,000.00"/>
TOTAL	<input type="text" value="\$13,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$13,000.00"/>

Revisions:

COMMENTS:

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that Annual Action Plan for HUD Entitlement Funds be forwarded directly to the Board of Mayor and Aldermen due to timing constraints.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

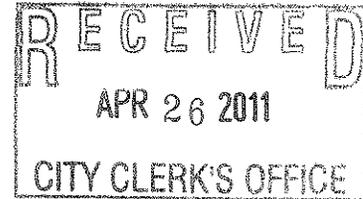
Matthew M. Sink
Deputy Director - Building Regulations

To: Daniel P. O'Neil, Chair &
CIP Aldermanic Committee

From: Sam Maranto, CIP Manager

Date: April 25, 2011

Subject: Submission of Action Plan



As a condition for the receipt of HUD Entitlement Funds, the City is required to develop and submit to HUD an Annual Action Plan which is essentially the HUD Funded portion of the City's 2012 CIP. Prior to submission, the Action Plan must be made available for public review and comment for a minimum period of thirty days and then be approved by the full Board for submission to HUD. By law, HUD then has a 45 day window to review and approve the Action Plan and provide the City with a new entitlement agreement. In order to have this process completed close to the beginning of the next fiscal year we strive to have the Action Plan submitted by mid-May.

Consistent with these requirements we have prepared a draft Action Plan and have posted it on the City's website for public review. Inasmuch as the 2012 CIP has not yet been approved the draft plan will need to be revised to reflect the ultimate decisions of the Board when that has occurred. Ideally, we would like to get the Action Plan before the full Board at their second meeting in May but recognize that the CIP may or may not yet be adopted by then. Considering the timing requirements we would ask that this Committee allow us to submit a completed Action Plan for approval directly to the full Board if the CIP is approved by the second meeting in May or at the time that they have a special meeting to approve the CIP.

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 proposed reorganization of the City Clerk's Office be approved.

(Unanimous vote with the exception of Alderman Ludwig who voted in opposition)

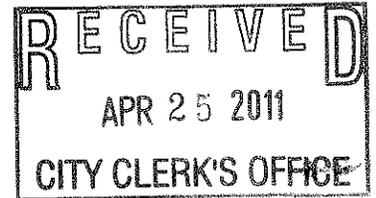
Respectfully submitted,


Clerk of Committee

Jane Gile
Human Resources Director



CITY OF MANCHESTER
Human Resources Department



April 22, 2011

Alderman William Shea, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03104

Dear Chair Shea:

Matthew Norman, City Clerk, is proposing a reorganization of the City Clerk's Office. Included in the reorganization is the elimination of 3 positions, effective July 1, 2011: Deputy City Clerk, Grade 23; Vital and Legislative Records Supervisor, Grade 16 and one (1) part-time Security Guard, Grade 12. The Courier, Grade 10, will be reduced to part-time, effective 7/1/11. One (1) Customer Service Representative III is unfunded as of 12/1/11. The incumbent will be laid off and the position left vacant.

The City Clerk proposes a new class specification of Assistant City Clerk, Grade 20. Two (2) Assistant City Clerks are envisioned in the restructure – one to oversee the Vital Records and Administration Division and one to oversee the Municipal Services Division. The department staff members are aligned under each division and have a reporting relationship to the Assistant City Clerks who report ultimately to the City Clerk.

Attached is the class specification of Assistant City Clerk, Grade 20. The class specification has been reviewed by HR, scored and determined to be an exempt position.

Should the reorganization plan be approved, a motion is in order to eliminate the positions of Deputy City Clerk, Vital and Legislative Records Supervisor and one (1) part-time Security Guard from the City Clerk's complement effective July 1, 2011.

Further, a motion is in order to approve the job specification of Assistant City Clerk, grade 20 and to add two (2) Assistant City Clerks to the City Clerk's Office complement.

Respectfully Submitted,

Jane E. Gile, SPHR,
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

Matthew Normand
City Clerk



Kathleen Gardner
Deputy City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Committee on Human Resources/Insurance
Aldermen Shea, Arnold, Craig, Ludwig, Ouellette

FROM: Matthew Normand
City Clerk 

DATE: April 22, 2011

RE: Proposed Reorganization of the City Clerk's Office

The following proposal to reorganize the Office of the City Clerk reflects a determined effort to not only meet the demands of the Mayor's proposed FY12 budget but also continue to meet the demands of those internal and external constituents that we serve each day. As I stated during department budget responses at the Board of Mayor and Aldermen meeting on January 27, 2011, a FY12 level-funded budget proposal is particularly difficult for the department due in large part to the occurrence of a third city-wide election early next year.

As we developed the projections for the coming fiscal year we calculated a total expenditure deficit of \$120,953 in FY12. The department will realize expenditure increases in the salary line items of \$63,390 between cost of living allowances, merit, and longevity increases as well as election salary increases to accommodate the 2012 Presidential Primary election. We face an additional \$47,563 in required increases to the election, motorized equipment, and postage line items. Lastly, the Mayor's budget proposal further reduced our total expenditure line by \$10,000 below level funding. Since the majority of our budget is salary, a reorganization of the department is required to meet these fiscal challenges.

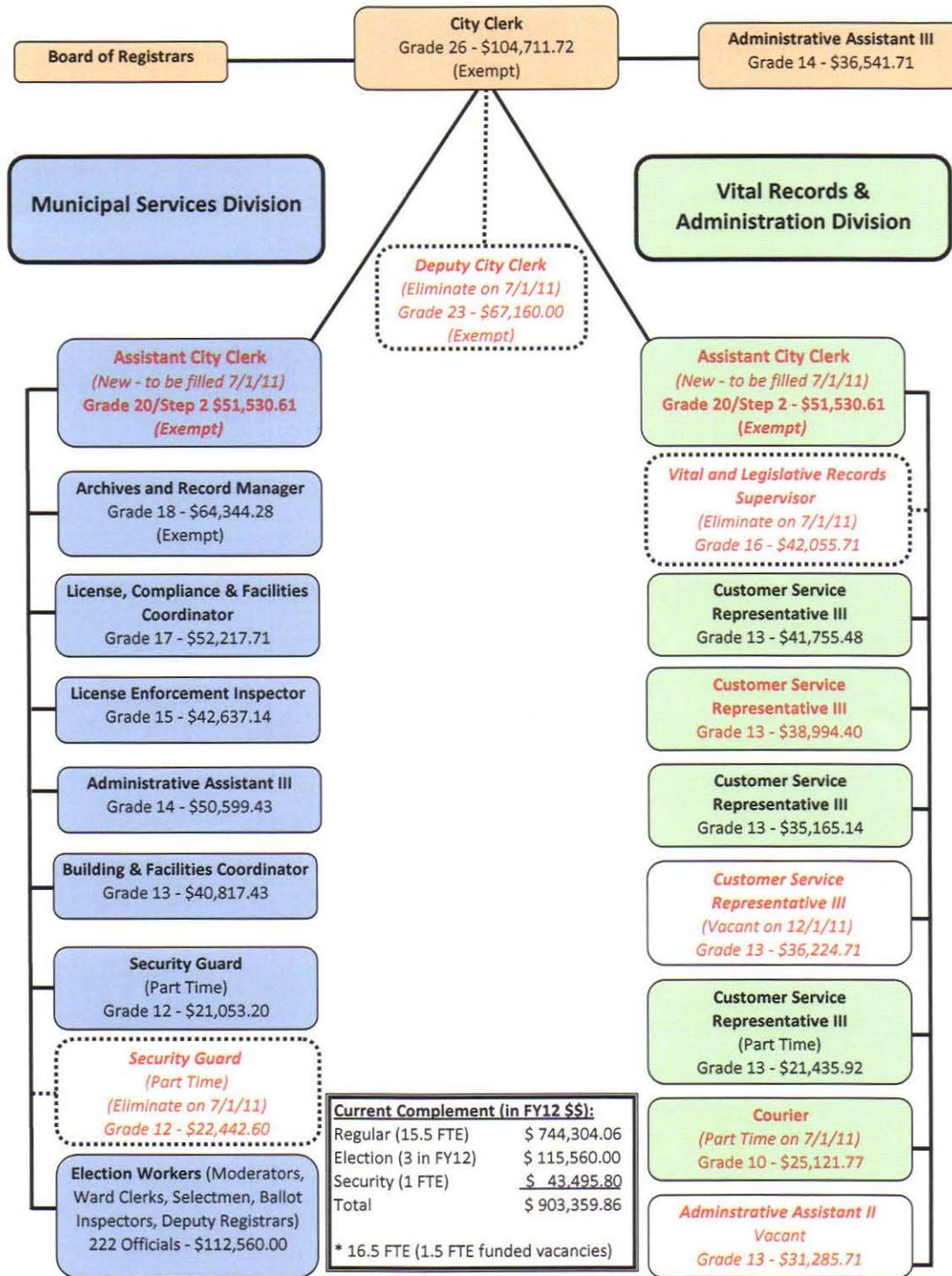
The attached proposal creates two new Assistant City Clerk positions and eliminates the Deputy City Clerk and the Vital and Legislative Records Supervisor positions. The proposal further reduces the current complement from 16.5 FTE positions (includes 1.5 FTE funded vacancies) to 15 FTE positions (includes 2 FTE unfunded vacancies).

I evaluated and vetted all options and all levels of the organization, both internally with my supervisory staff and externally with the City Solicitor, the Human Resources Director, the Finance Officer and colleagues in other cities. This reorganization meets the fiscal challenges to the department by saving \$100,092 in salary and overtime, meets our statutory obligations, and enables us to continue providing our core services to our customers. This reorganization will also provide a more practical succession plan in future years by having multiple candidates trained and ready to take over in the absence of the City Clerk.

As the Committee considers this proposal I want to convey how critical it is that I am able to begin the posting process of the two Assistant City Clerk positions, interview candidates, and prepare to fill those positions on July 1 in advance of the municipal filing period and start of the election season. I expect that there will be one or more internal candidates for these two positions and this will ensure a seamless transition as we move into FY12.

Please call me at 624-6455 if you have any questions or concerns with this proposal. I will also be available at the meeting on May 3, 2011. Thank you for your consideration.

Office of the City Clerk
Proposed FY11-FY12 Reorganization (Mayor's Budget)



Proposed Complement in FY12:	
Eliminate Deputy City Clerk position - Gr. 23	(\$67,160.00)
Eliminate Vital Records Supervisor position - Gr. 16	(\$42,055.71)
Create and fill two (2) Assistant City Clerks positions - Gr. 20/2	\$103,061.22
(Gr.20/Step 2 salaries assume first step increase (6 mos.) per Ord. 33.048)	
Reduce CSR III staffing by one (1) on 12/1/11 and hold position vacant and unfunded - Gr. 13	(\$22,090.64)
Transfer AAI to CSR III position - Lateral move - Gr. 13 (No salary change)	
Eliminate one (1) Security position and move to Temporary status	(\$21,053.20)
Reduce Courier position to part time - Gr. 10	(\$13,418.80)
Hold AAI vacant and unfunded - Gr. 13	(\$31,285.71)
Efficiencies in Election administration and overtime management	(\$5,000)
Reduction in MER expenses	(\$1,089.34)
Total Projected Savings:	\$100,092.18

Proposed Complement in FY12:	
Regular (14.5 FTE)	\$ 671,310.87
Election (3 in FY12)	\$ 112,560.00
Security (.5 FTE)	\$ 22,442.60
Total	\$ 806,313.47
* 15 FTE (2 FTE unfunded vacancies)	



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	Assistant City Clerk
Class Code Number	1201 – Grade 20

General Statement of Duties

Provides technical, legal and administrative support to the City Clerk; administers and supervises the daily operations of the Office of the City Clerk; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to assist the City Clerk in the oversight of the day-to-day operations of the offices of City Clerk. The work is performed under the supervision and direction of the City Clerk but considerable leeway is delegated/granted for the exercise of independent judgement and initiative, within the scope of commitment authority of the position. Primary responsibility for either the Municipal Services Division or Vital Records & Administration Division, with supervision exercised over the work of employees within that Division. In the absence of the City Clerk, will have designated authority to perform specific and limited duties of the City Clerk such as executing documents/records and attending meetings, as Clerk Pro-Tem. The nature of the work performed requires that an employee in this class establish and maintain highly effective working relationships with City and other governmental officials, other City employees and the public. The principal duties of this class are performed in a general office environment, with occasional duties performed at other locations throughout the City.

Examples of Essential Work (illustrative only)

- Provides technical and administrative support to the City Clerk;
- Coordinates with all City Departments in preparation of Board of Mayor and Alderman meeting agendas;
- Assists the City Clerk in the administration and management of the daily operations of the City Clerk’s office;

- Attends Board of Mayor and Alderman and Committee meetings, oversees and performs official record keeping and serves as a point of procedural reference for the Mayor, Chairperson and Alderman and a spokesperson for the City;
- Composes ordinances and resolutions for review and approval by the City Clerk;
- Assists in the preparation of and monitors the Department budget and authorizes requisitions and purchase orders;
- Prepares and tracks ordinance items for Board of Mayor and Alderman agenda;
- Reviews, edits and finalizes the recording of minutes from the Board of Mayor and Alderman and Aldermanic Committees;
- In the absence of the City Clerk, signs City documents and records as Clerk Pro-Tem;
- Notarizes legal documents, certifies City documents and prescribes oaths to public officials;
- Reviews, edits, composes and records communications, legal documents and records of the legislative Board, committees and commissions;
- Responsible for various aspects of personnel administration of subordinate staff within the office, including performance management, grievance procedures and coordination of employee training, provides input to the City Clerk regarding hiring and termination decisions;
- Performs administrative and technical functions relating to the conduction of federal, state and municipal and special elections;
- Serves on various boards and committees;
- Testifies in court and at legislative hearings on behalf of the City and in representation of the City Clerk's Office;
- Assists with the oversight of payroll within the Department;
- Answers inquiry calls from the public and oversees the receipt of payments;
- Supervises, trains, evaluates and coordinates the work of designated office personnel;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- 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)

- Thorough knowledge of municipal codes;
- Thorough knowledge of the City Charter;

- Thorough knowledge of budgetary principles within a municipality;
- Thorough knowledge of the current principles and practices of public administration;
- Thorough knowledge of the procedures of the Board of Mayor and Alderman and related City operations;
- Thorough knowledge of clerical and administrative office procedures;
- Thorough knowledge of election laws, procedures, and activities;
- Thorough knowledge of Municipal and State codes;
- Thorough knowledge of City personnel administration and effective supervisory practices and responsibilities;
- Thorough knowledge of the operations and activities involved in each City department;
- Ability to read and interpret laws, resolutions, ordinances, codes, license specifications and contracts;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to provide administrative direction within a municipal department;
- Ability to understand and follow verbal 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;
- Demonstrated integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a related field; and
- Considerable related office administration experience; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- NHTCA/NHCTCA Joint Certification; or ability and agreement to successfully complete Joint Certification within 3 years beginning with the first available class following appointment

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 perform routine office duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in a normal office environment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform routine office duties.

Approved by: _____ Date: _____

City of Manchester New Hampshire

In the year Two Thousand and eleven

AN ORDINANCE

“Amending Sections 33.024, 33.025 and 33.026 (City Clerk’s Office Reorganization) of the Code of Ordinance 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:

Eliminate Deputy City Clerk, Class Code 1200
Establish Assistant City Clerk, Class Code 1201
Eliminate Vital & Legislative Records Supervisor, Class Code 1216

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Eliminate Deputy City Clerk, Class Code 1200, Grade 23, exempt
Eliminate Vital & Legislative Records Supervisor, Class Code 1216, Grade 16, non-exempt
Establish Assistant City Clerk, Class Code 1201, Grade 20, exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Adopt new class specification, Class Code 1201, Assistant City Clerk (See attached).

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

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 contract with BMI Audit Services to conduct a medical claims audit and a pharmacy claims audit.

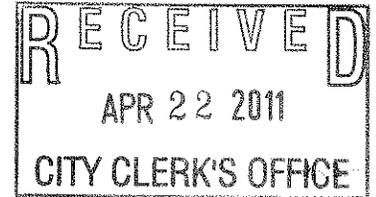
(Unanimous vote)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Matthew Formand". The signature is written in black ink and has a long, sweeping tail that extends to the right.

Clerk of Committee

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

April 25, 2011

To: Human Resources and Insurance Committee
From: Jane E. Gile, Human Resources Director
Re: Medical and Pharmacy Claim Audit

On February 7, 2011, the Human Resources and Insurance Committee instructed the HR Director to conduct a Request for Qualifications of firms/individuals who could assist the City in conducting an audit of our health and pharmacy claims.

The primary purpose of the review is to insure that claim payments are in accordance with the provisions set forth in the city's health and pharmacy plans and that claims are being processed accurately.

It is anticipated that if payment errors, administrative or systematic, are identified that they will be addressed and improvements, if indicated, will be implemented to assure the quality of claims administration that is in the best interests of the City and plan participants. Claim payment recovery is a possible outcome of the audit.

Seventeen responses to the RFQ were received by the February 25th deadline (see attached sheet). A review and selection team, which included Alderman William Shea; Kevin Buckley, City Independent Auditor; Guy Beloin, Assistant Finance Director; Samantha Piatt, Mayor's Chief of Staff and Jane Gile, Human Resources Director, received copies of the proposals and independently reviewed by each. The selection team met and, through a comprehensive review, reduced the list of seventeen applicants to the top four firms, which were selected to interview. A weighted scoring criteria matrix was developed and a list of pertinent questions was agreed upon prior to the interviews. The weighted scoring matrix and question inventory assisted the team in evaluating the finalist candidates.

On April 12, 2011, four finalist interviews were conducted by the selection committee. Alderman Ron Ludwig, a HRIC member, was in attendance for three of the interviews. Each company was given the opportunity to provide a brief presentation of their company and its capacity to perform the audits prior to the actual interview phase. Each company was individually rated by each member of the selection committee. Key criteria used in the evaluation and rating process were: Firm qualifications (demonstrated capacity and ability to perform the audit and the experience of personnel); Related Experience/Similar Projects; Cost; Quality of Proposal/Presentation; Timeliness of Completing Project. Ratings were based on a scale of one to five, with one being the least desirable, and five being the most desirable. As

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

noted above each criterion was weighted as to its importance to the overall project, the best possible score being 500. The results (average of individual scores) are as follows:

FIRM	Average Score	Rank
BMI	486	1
Trilogy	463.2	2
HMS	393	3
MedReview	383	4

While all four firms interviewed can provide the required services, BMI Audit Services was determined to be the best choice for the City of Manchester. BMI has offices in Metropolitan New York, South Bend, Indiana and Seattle, Washington. Although cost was not the chief driver of the selection process, BMI also provided the lowest fee for conducting both the medical and pharmacy claim audits. The proposed cost is \$34,250.00, broken down as follows:

Medical Claims Audit	\$23,000
Prescription Drug Claims Audit	8,750
Travel Expense (capped)	2,500

According to the Anthem’s External Audit Policy and Procedure Manual, the auditor must be mutually acceptable to the City and to Anthem. Anthem will only approve auditors that are independent and objective and will not approve auditors paid on a contingency fee or other similar basis. Both criteria have been met by BMI - BMI proposes a flat fee for the project. Anthem has an evergreen agreement in place with BMI, as the company previously has been approved by Anthem.

References, including the NH School Health Coalition located in Manchester, speak highly of the company, its professionalism, the value it provides and its straight forward approach.

Recommendation: That the City of Manchester contract with BMI Audit Services to conduct a medical claims audit and a pharmacy claims audit.

Pre-qualified vendors – Medical Claims Audit

1. Health Plan Systems Woodbridge, NJ
2. Trilogy Consulting Group Oakbrook, IL
3. Denver Management Advisers, Inc. Greenwood Village, Co
4. Claim Technologies Incorporated DesMoines, Iowa
5. Sagebrush Solutions Addison, TX 75001
6. BMI Audit Services South Bend, IN 46601
7. MedReview Thomasville, GA 31792
8. Buck Consultants Maumee, OH 43537
9. HMS Jeffersonville, IN 47130
10. Chiltonington Consulting Orlando, FL 32803
11. Healthcare Horizons Brentwood, TN 37027
12. Miller, Kaplan, Arase & Co., LLP No. Hollywood, CA 91602
13. Gallagher Benefit Services, Inc. Princeton, NJ 08540
14. The Segal Company Phoenix, AZ 85082
15. Medbill Management East Aurora, NY 14052
16. Maximus Reston, VA 20190
17. MRI (Managed Resources Inc) Long Beach, CA

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 the communication from the Human Resources Director regarding costs for state mandates not included in the City's health insurance has been received and filed.

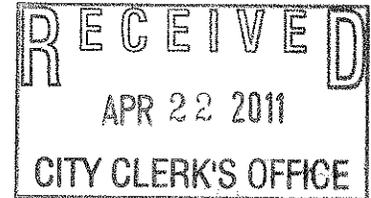
(Unanimous vote)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Matthew Hornum".

Clerk of Committee

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

April 21, 2011

Alderman William Shea, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03104

Dear Chair Shea:

Human Resources has obtained additional cost information from our health plan administrator, Anthem, regarding costs for two state mandates which have not been included yet in the City's health plan. Since we self-fund, the City can decide to either add the benefits or not to our plan. The issue was brought to the Committee in November 2010 and referred for consideration during the budget process.

Hearing aid coverage (\$0.63 PMPM)

Hearing aids that are supplied by a Durable Medical Equipment (DME) provider are covered under the DME Benefit and employee cost share. Hearing aids supplied by a hearing or medical provider will apply to the plan level cost sharing. Bone-anchored (BAHA) hearing aid devices are included in the mandate for hearing aids. There are no age limits for those plans that accepted the mandate. Benefits are available for one hearing aid per member per ear each time a hearing aid prescription changes, including related services necessary to assess, select and fit the hearing aid. No dollar limits will be implemented regarding the mandate. Standard plan referral and authorizations guidelines apply.

Autism (\$2.02 PMPM)

Autism coverage to include professional services and treatment programs, including applied behavioral analysis (ABA), necessary to produce socially significant improvements in human behavior or to prevent loss of attained skill or function provided by a person professionally certified by the national Behavior Analyst Certification Board or performed under the supervision of a person professionally certified by the national Behavior Analyst Certification Board. Coverage also includes services provided by a licensed psychiatrist, licensed advanced practice registered nurse, licensed psychologist or clinical social worker and also by licensed speech therapists, occupational therapists or physical therapists. Coverage for ABA, and similar treatment modalities may be limited to \$36,000 per year for ages 0-12 and \$27,000 per year for ages 13 to 21. Services will be subject to outpatient mental health/substance abuse copay.

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

Based on the above actuarial estimates, the projected costs to the City's claims by adding the additional coverages is approximately \$105,000.

3300 members X \$.63 X 12 = \$ 24,948.00

3300 members X \$2.02 X 12 = \$ 79,992.00

Respectfully submitted,



Jane E. Gile, SPHR
Human Resources Director

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

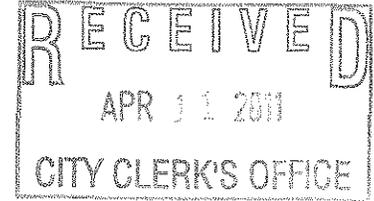
The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the PDSS, Teamsters Local 633, collective bargaining agreement, Article I, Recognition, be modified to include the job classifications of Accreditation Manager and Crime Analyst.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

Jane Gile
Human Resources Director



CITY OF MANCHESTER
Human Resources Department

April 11, 2011

Board of Mayor and Aldermen
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Date: 4/19/11
On motion of Ald. Ouellette
Seconded by Ald. Shea
Voted to refer to the Committee on Human
Resources/Insurance.


City Clerk

Honorable Board of Mayor and Aldermen:

The Police Department Support Staff (PDSS), Teamsters Local 633 of New Hampshire, and representatives from the Manchester Police Department and HR recently met and reached a tentative agreement to modify the collective bargaining agreement, Article I, Recognition.

The union requests that two positions be included in its membership as defined in the clause, i.e., the positions of Accreditation Manager and Crime Analyst. Both positions, through various iterations of the CBA, have had their origin in the unit and have sustained the basis for inclusion.

Accreditation Manager, gr. 16 – This position was reclassified from Program Specialist, gr. 15, in February 2010. The Program Specialist is recognized in the unit, however when the position was reclassified it resulted in a different job title, which more clearly describes its duties.

Crime Analyst, gr. 15 – The Crime Analyst position was eliminated from the Police Department's complement in March 2004, and replaced with Program Specialist. As a result, Crime Analyst was deleted from the bargaining unit recognition clause. Subsequently, the position was authorized and added to the police complement in July 2010. The PDSS is requesting it again be included in its membership as it has been in the past.

Should the BMA approve the requests, the PDSS must file a modification petition with the State of NH Public Employee Labor Relations Board (PELRB).

Recommendation: That the PDSS, Teamsters Local 633, collective bargaining agreement, Article I, Recognition, be modified to include the job classifications of Accreditation Manager and Crime Analyst.

Respectfully Submitted,


Jane E. Gile, Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065
E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

1 HOUR HANDICAP PARKING – 8 AM – 6 PM – EMERGENCY ORDINANCE:

On Silver Street, north side, from a point 210 feet west of Beech Street to a point 22 feet west
Alderman Shea

1 HOUR PARKING – 8 AM – 6 PM – EMERGENCY ORDINANCE:

On Silver Street, north side, from a point 232 feet west of Beech Street to a point 48 feet west
Alderman Shea

RESCIND ONE WAY STREET – EMERGENCY ORDINANCE:

Monadnock Lane, from Union Street to Pine Street – westbound
Alderman Long

NO PARKING ANYTIME:

On Ramsey Street, north side, from Calef Road to a point 65 feet east
Alderman Shaw

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Child Health Services for the use of the Pearl Street Lot on Sunday, May 22, 2011, for their annual bike clinic be approved.

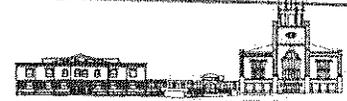
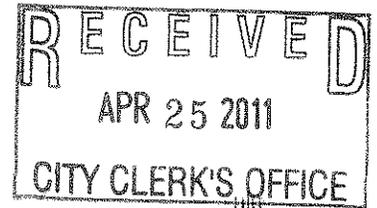
(Unanimous vote)

Respectfully submitted,


Clerk of Committee



CITY OF MANCHESTER
PARKING DIVISION



Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

April 25, 2011

Chairman Jim Roy
Committee on Public Safety & Traffic
1 City Hall Plaza
Manchester, NH 03101

Re: Request for the use of the Pearl Street Lot

Dear Chairman Roy:

Attached please find a request from Child Health Services for the use of the Pearl Street Lot on Sunday, May 22nd for their annual bike clinic. This event has been held on the lot for the past several years and the Parking Division respectfully requests approval.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Brandy Stanley
Parking Manager
City of Manchester

CC: William Sanders



March 30, 2011

Brandy Stanley
Parking Division
25 Vine Street
Manchester, NH 03101

Dear Brandy,

I am requesting use of the Pearl St. parking lot behind Child Health Services for our annual bike clinic. It will be held on Sunday, May 22nd 2011. We will be using part of the lot from 7:00am to about 3:00pm. Usually, we mark off the section behind CHS that we use with traffic cones that the highway department provides. The section blocked off includes parking spaces directly behind CHS and parking spaces beyond the alley and the parallel road for use as a "bike rodeo". An officer from Manchester Police Department Community Policing Unit will be there to register bicycles.

Child Health Services is a non-profit, pediatric health clinic dedicated to improving the health and well-being of children from low-income families in the greater Manchester, NH area. Our Special Medical Programs serve special-needs children throughout southern New Hampshire. We provide a fully-integrated system of health care, nutrition services, and social services designed to help children and their families function to their full capacity.

Please review this and present to the proper authorities. Please contact me at 668-6629 or souellett@childhealthservices.org with questions or approval. Thank you.

Sincerely,

Susan Ouellett
Volunteer and Development Coordinator

1245 ELM STREET, MANCHESTER, NH 03101
PH: 603-668-6629 FX: 603-622-7680
www.childhealthservices.org

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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the request from Ray Clement for directional signs to be placed on South Main Street and Second Street for St. Raphael Church has been received and filed.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

From: Greazzo,Phil
Sent: Sunday, April 17, 2011 9:45 AM
To: Sheppard, Kevin
Subject: FW: St. Raphael directional signs

Kevin,

Mr. Clement was told I had to make the request on their behalf.

I'm guessing they pay for the signs and the installation and you have a crew put them in?

Thanks,

Phil

From: rpclement@comcast.net [mailto:rpclement@comcast.net]
Sent: Sat 4/16/2011 9:07 AM
To: Greazzo,Phil
Subject: St. Raphael directional signs

Dear Alderman Greazzo, Thank you for taking my call the other day. My request is for directional signs to St. Raphaels Church similar to those showing the location of St. Benedict Academy. The location would be two on South Main and two on Second. These locations would be very helpful to those visiting our Church and are not familiar with the neighborhood. On behalf of the St. Raphael Parish, I want to thank you in advance for taking our request to the Highway department Thank you.

Ray Clement

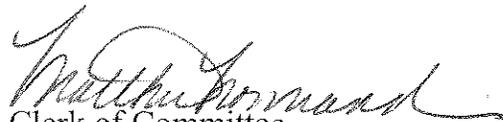
4/19/2011

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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the proposed site improvements for traffic flow at Parker Varney Elementary School have been received and filed.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

Matthew Normand
City Clerk



Kathleen Gardner
Deputy City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Committee on Building & Sites
Committeemen Beaudry, Ambrogi, Avard, Herbert, and Soucy

Thomas Brennan
School Superintendent

Peter Capano
Chief of Parks & Recreation

FROM: Matthew Normand 
City Clerk

DATE: April 5, 2011

RE: Parker Varney School Master Plan

Please be advised that the Committee on Public Safety, Health, and Traffic voted at a meeting held on April 4, 2011 to provide you with notification that they intend to review the Parker Varney Master Plan at their next Committee meeting related to proposed site improvements that alter the flow of vehicular traffic on City streets.

The authorization for these specific site improvements will be forwarded to you upon final action of the Committee.

Thank you.

pc: Committee on Public Safety, Health, and Traffic
Kevin Sheppard, Public Works Director

Information - no action taken



CITY OF MANCHESTER

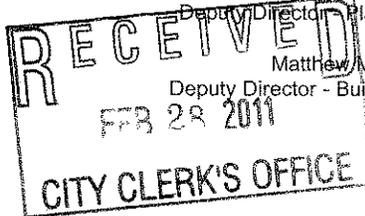
PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations



To: Daniel P. O'Neil, Chair &
CIP Aldermanic Committee

From: Leon Lafreniere, AICP, Director, 

Date: February 28, 2011

Subject: Parker Varney School Master Plan

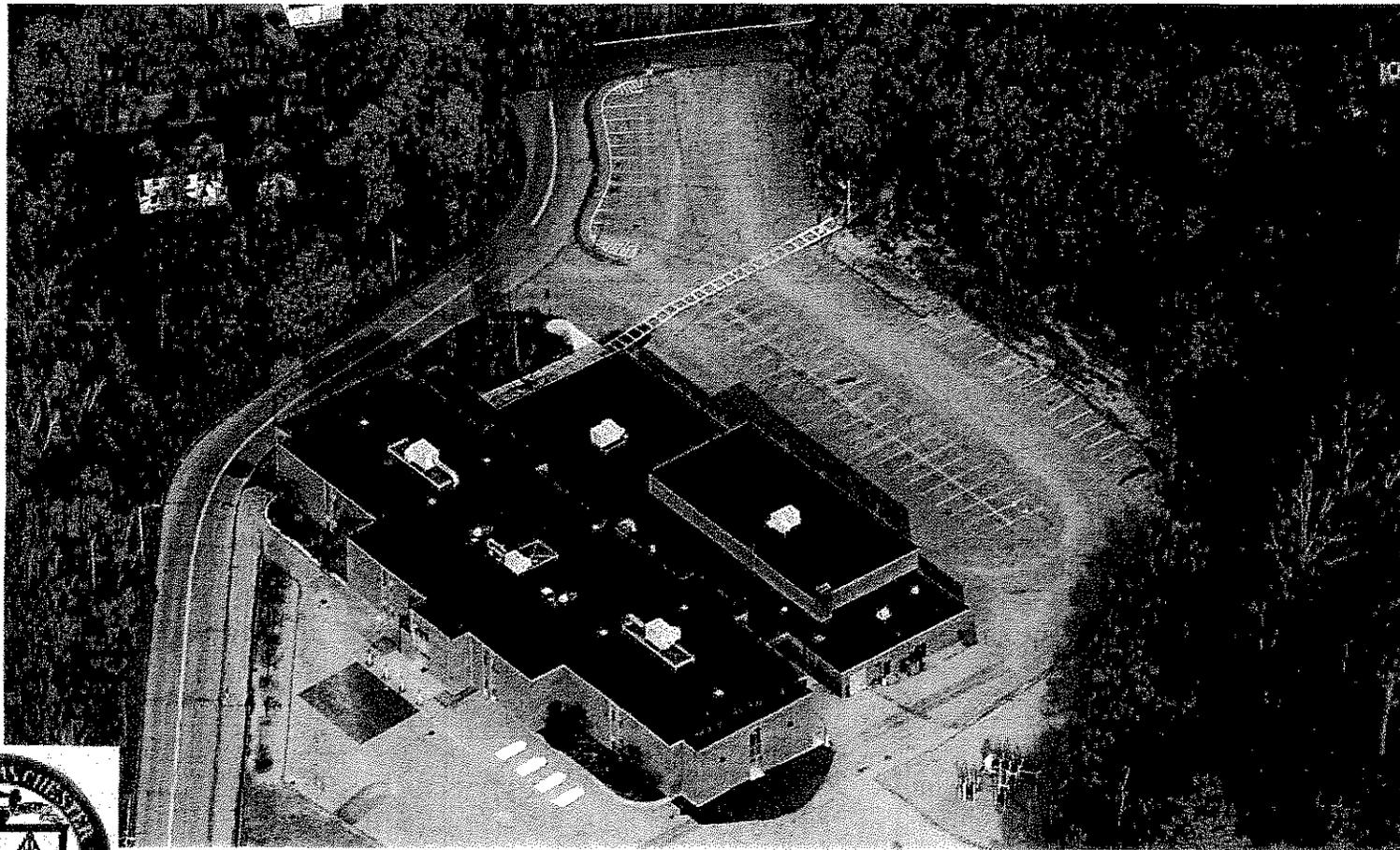
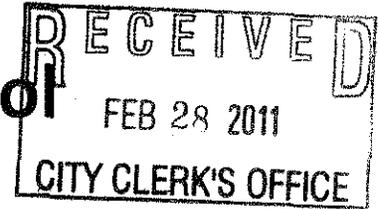
Chief of Parks Peter Capano has asked to be placed on the CIP Agenda in order to make a presentation regarding a recently completed Master Plan for improvements to the school grounds at Parker Varney. This study was conducted by Hoyle Tanner Associates and a representative of that engineering firm will be in attendance to assist Mr. Capano with the presentation. A hard copy of the Master Plan is attached; questions should be directed to Mr. Capano.

Attachments:

Parker-Varney Elementary School

Site Master Plan – Site Concept Review

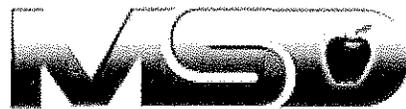
January 27, 2011



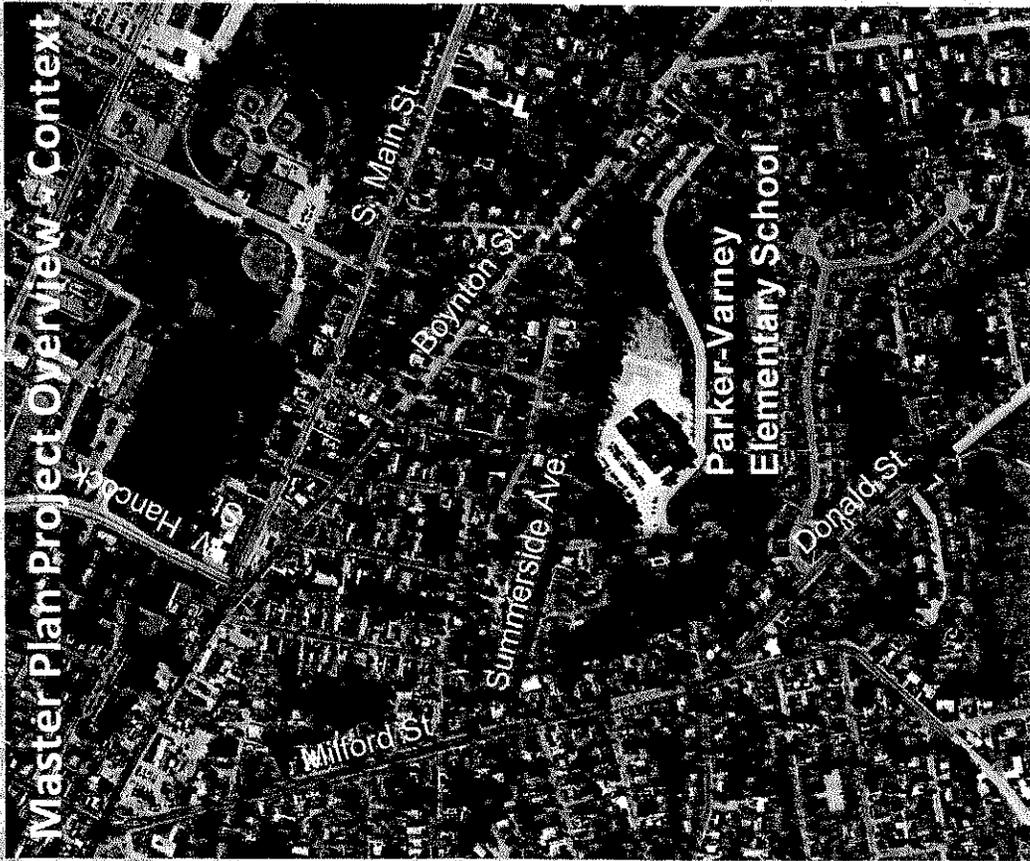
Hoyle, Tanner
& Associates, Inc.

Parker-Varney Elementary School

- Introductions
- Master Plan Project Overview
- Initial Findings – Summary
- Review of Concept Options
- Next Steps



Parker-Varney Elementary School



Hoyle, Tanner
& Associates, Inc.

Parker-Varney Elementary School



Master Plan Project Overview

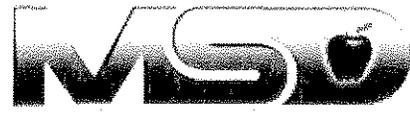
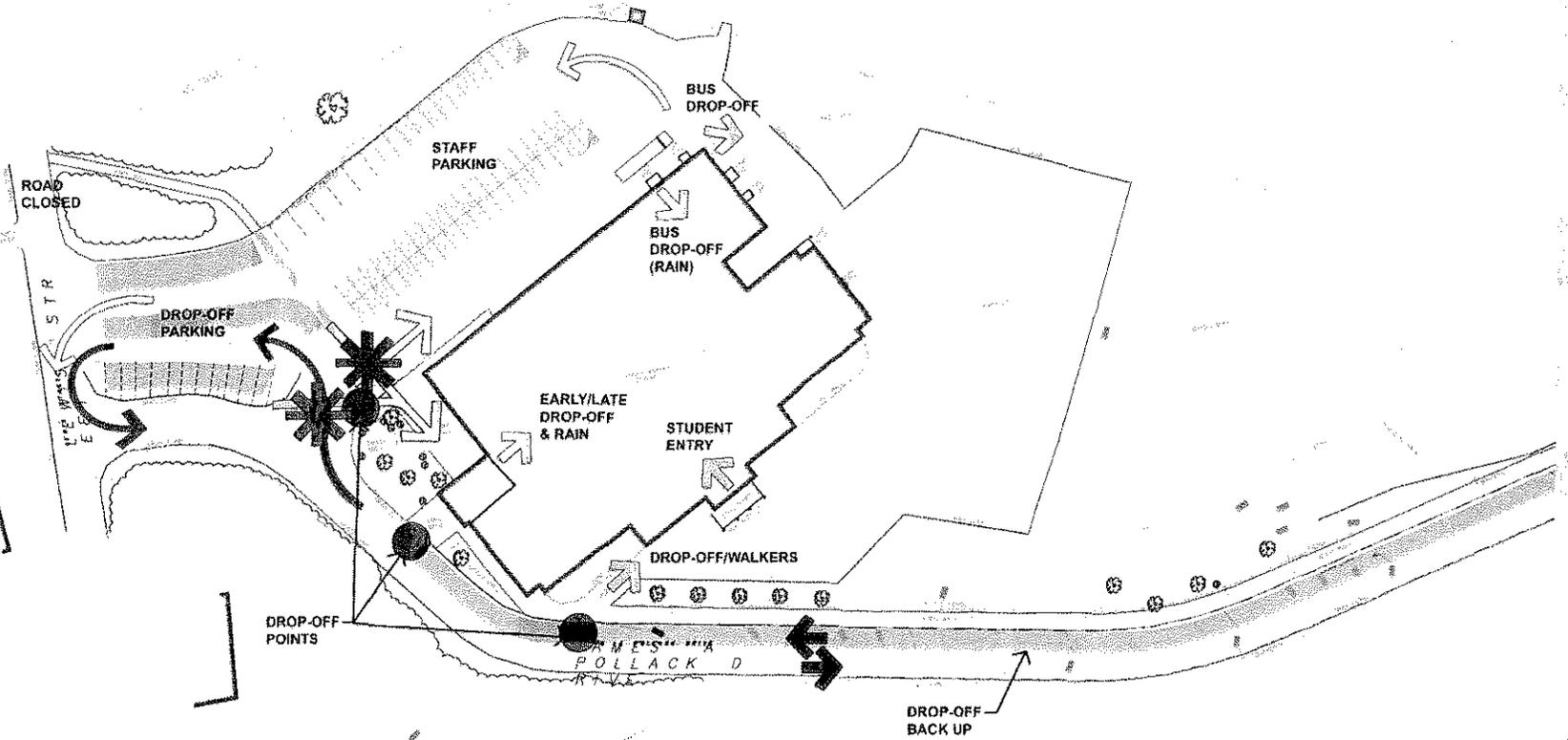


Hoyle, Tanner
& Associates, Inc.



Parker-Varney Elementary School

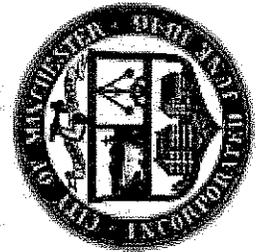
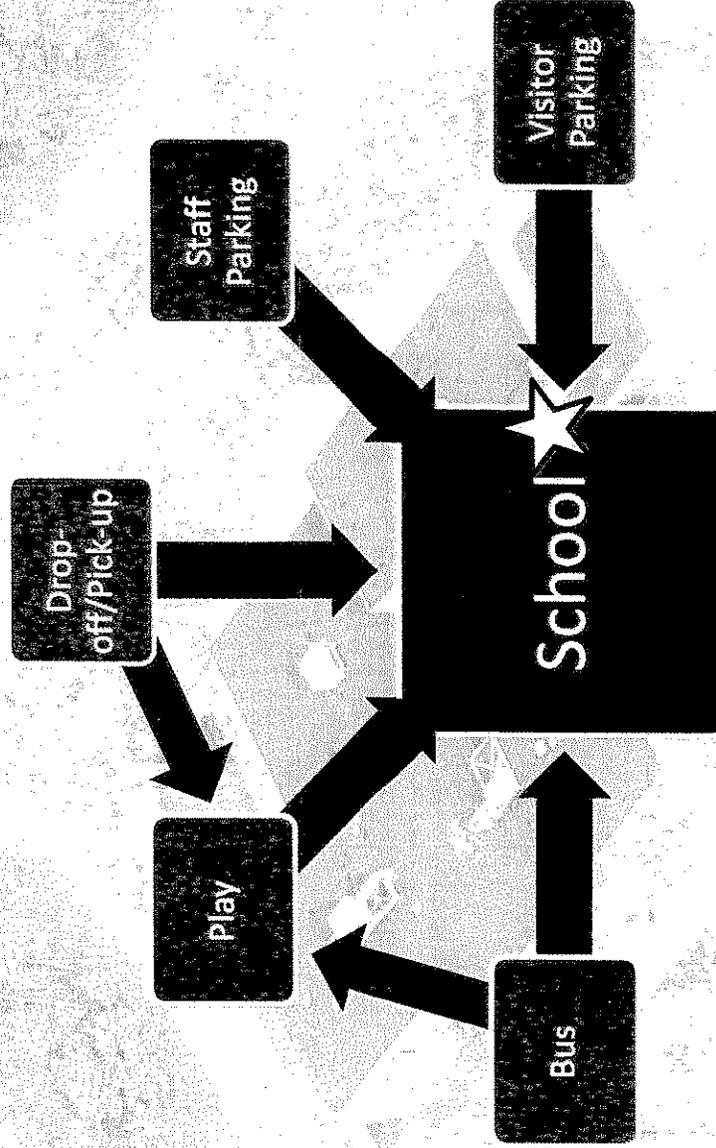
Initial Findings – Morning Drop-off



Hoyle, Tanner
& Associates, Inc.

Parker-Varney Elementary School

Relationship Diagram



Hoyle, Tanner
& Associates, Inc.

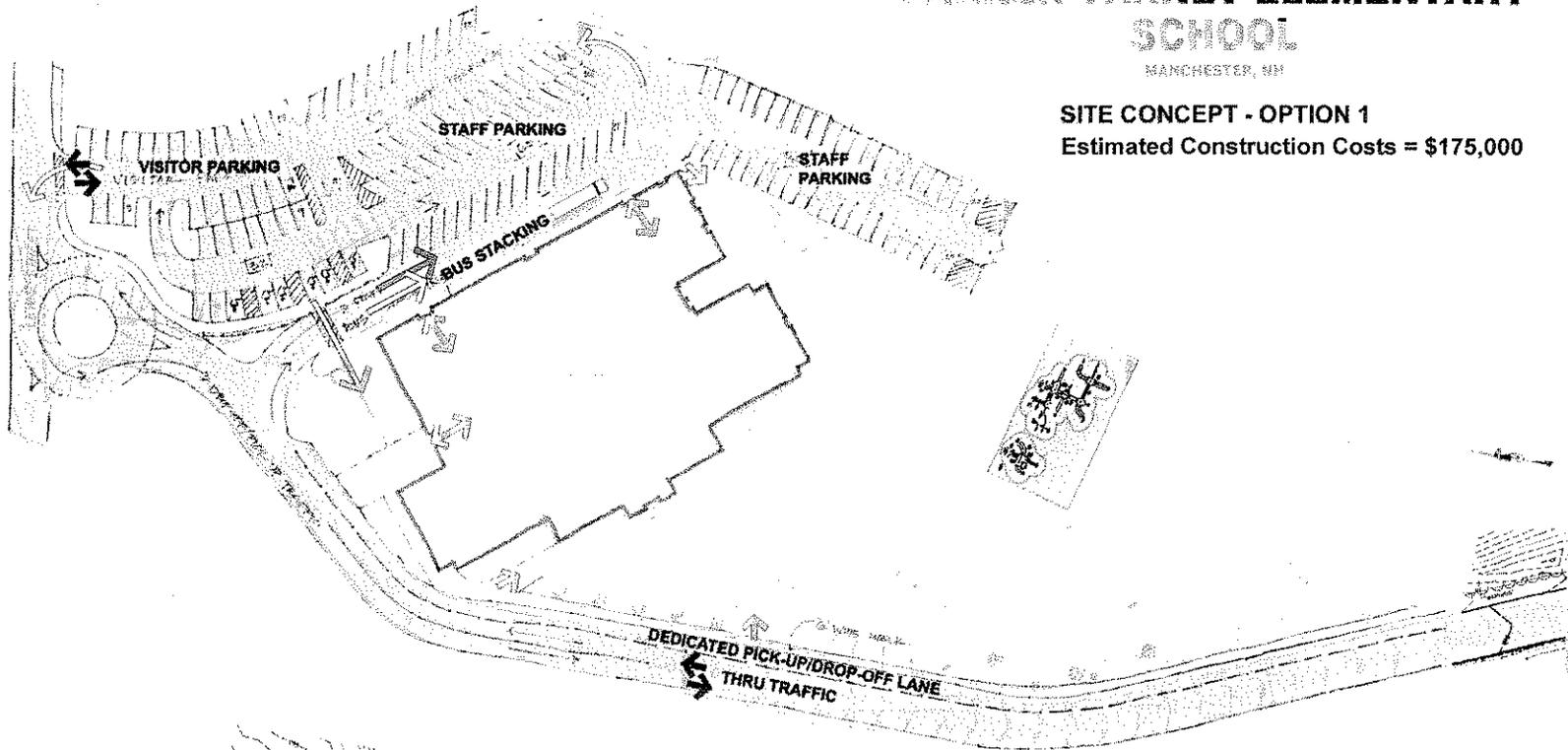
Parker-Varney Elementary School

PARKER-VARNEY ELEMENTARY SCHOOL

MANCHESTER, NH

SITE CONCEPT - OPTION 1

Estimated Construction Costs = \$175,000



GRAPHIC SCALE

1" = 20' (APPROX.)

1/8" = 2' 6"



Hoyle, Tanner & Associates, Inc.

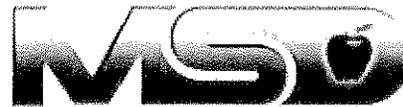
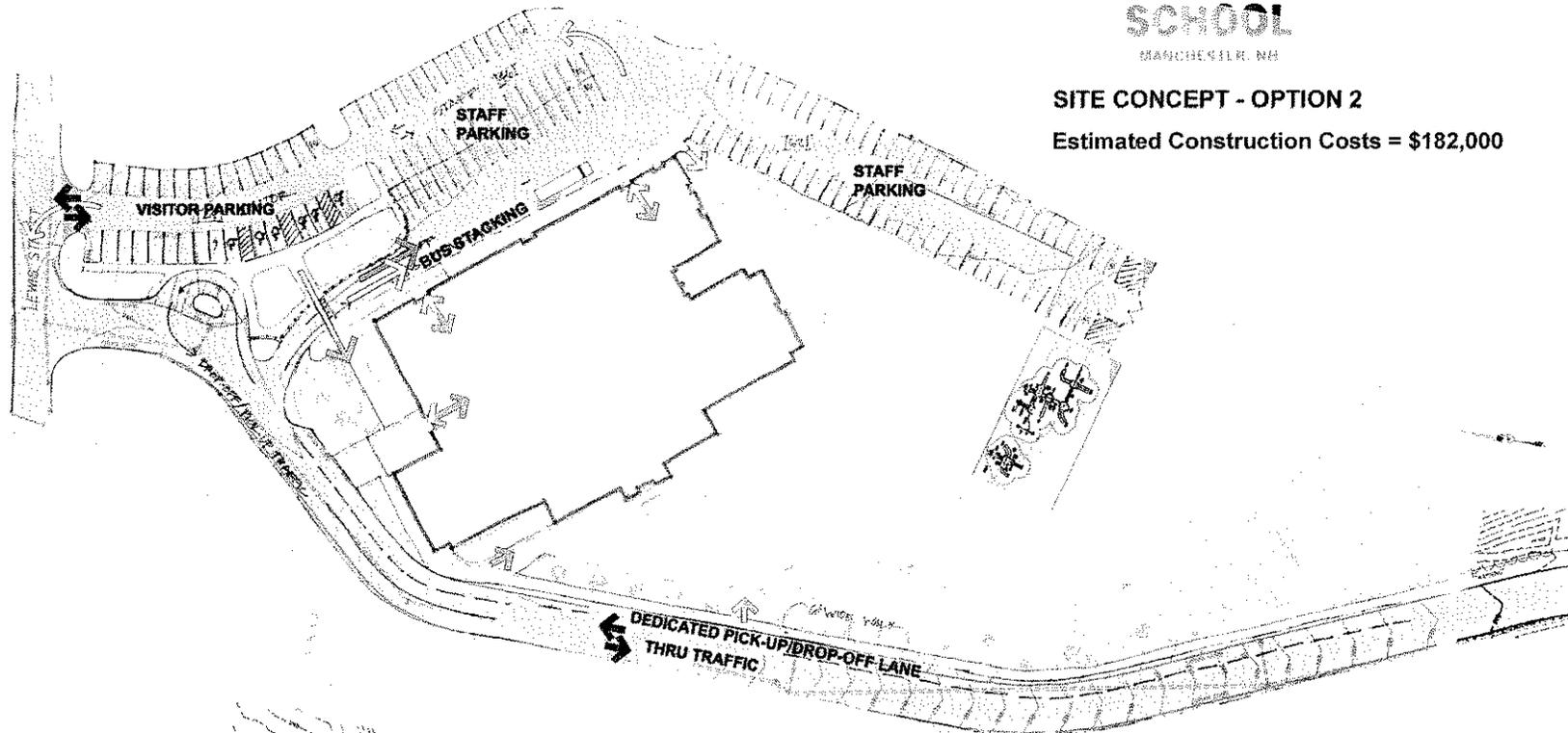
Parker-Varney Elementary School

PARKER-VARNEY ELEMENTARY SCHOOL

MANCHESTER, NH

SITE CONCEPT - OPTION 2

Estimated Construction Costs = \$182,000



Hoyle, Tanner
& Associates, Inc.

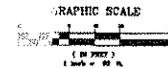
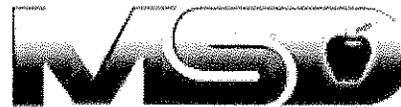
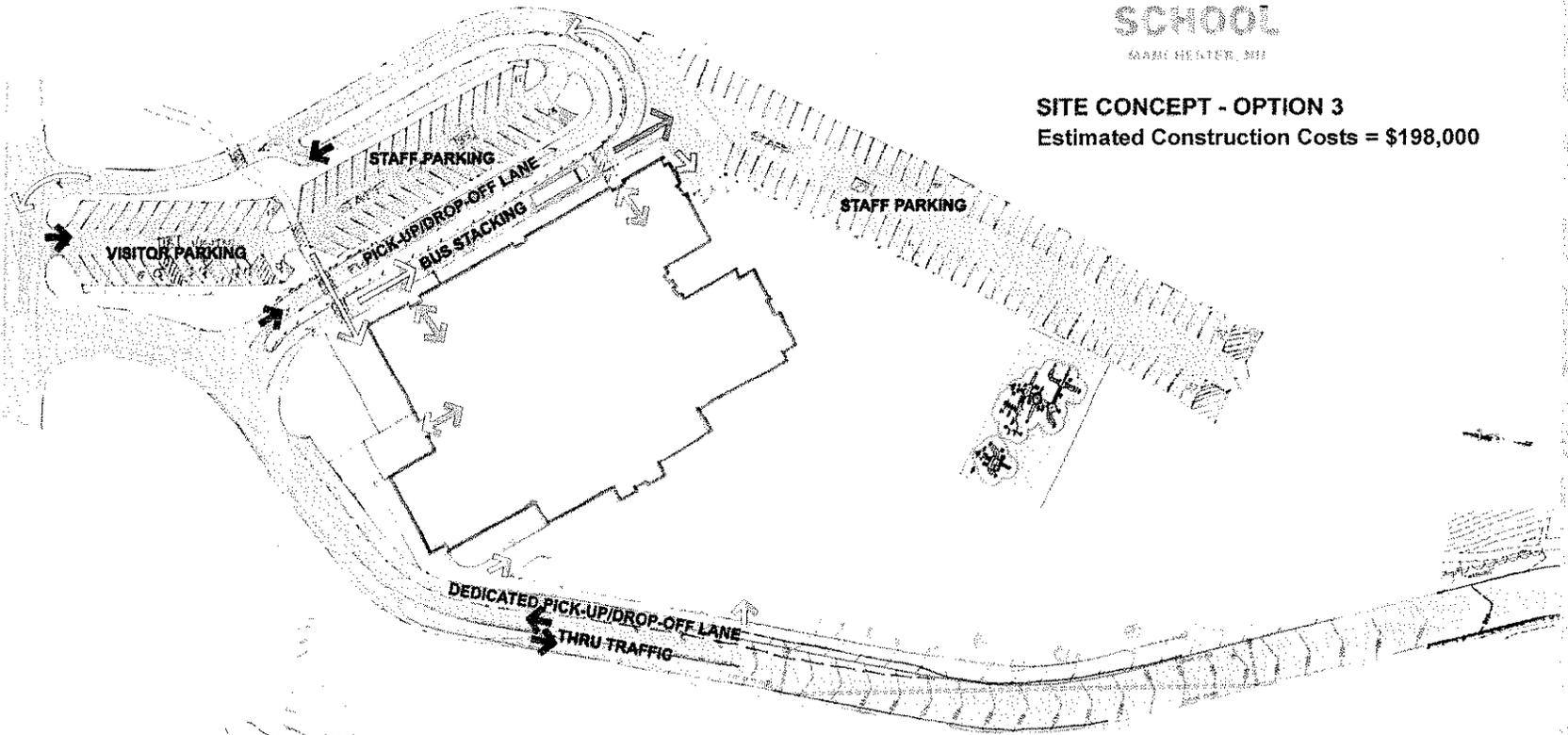
Parker-Varney Elementary School

PARKER-VARNEY ELEMENTARY SCHOOL

GAZBI HESTER, SHS

SITE CONCEPT - OPTION 3

Estimated Construction Costs = \$198,000



Hoyle, Tanner & Associates, Inc.

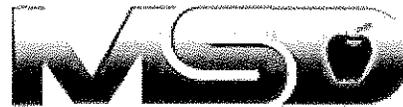
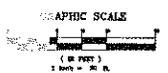
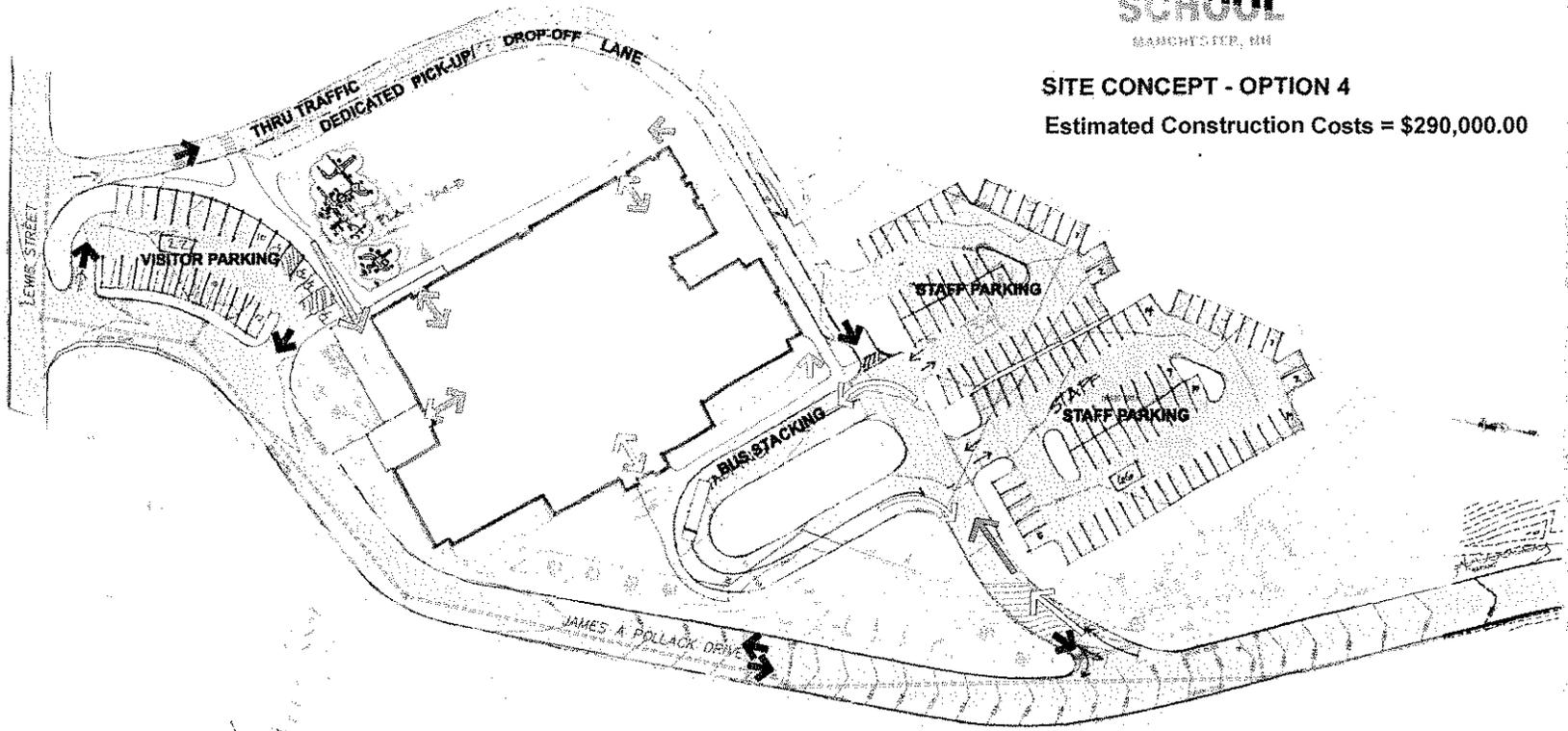
Parker-Varney Elementary School

PARKER-VARNEY ELEMENTARY SCHOOL

SEARCHED & FILED, NM

SITE CONCEPT - OPTION 4

Estimated Construction Costs = \$290,000.00

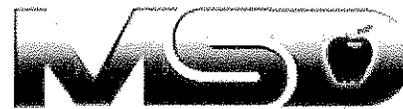


Hoyle, Tanner & Associates, Inc.

Parker-Varney Elementary School

Site Master Plan – Site Concept Review

January 27, 2011



Hoyle, Tanner
& Associates, Inc.

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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved ordinance:

“Amending Section 70.55 (D)(2) Residential Parking Permit Zone #2 by adding a new subsection (c) expanding the zone to include the Gaslight District.”

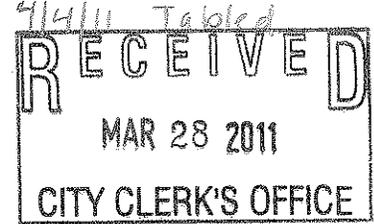
and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

CITY OF MANCHESTER
PARKING DIVISION



Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

March 28, 2011

**Chairman Jim Roy
Committee on Public Safety & Traffic
1 City Hall Plaza
Manchester, NH 03101**

Re: Ordinance amendment expanding residential parking zone 2

Dear Chairman Roy:

Attached please find an amendment to ordinance 70.55: Residential Permit Parking. I was contacted by a representative of the developer working on 555 Elm Street. This building is being developed to include 16 residential units along with some street level retail, and they will begin renting apartments within the next 2 months. This area of downtown is not currently included in the city's residential parking permit program.

The ordinance amendment expands residential permit zone 2 to include the "gaslight district." Please note that the area specifically prohibits parking using residential permits on Elm Street.

Should the committee approve, we respectfully request that the ordinance be reported to the full board as soon as possible in order to move the process along more quickly.

Please do not hesitate to contact me should you have any questions.

Sincerely,

**Brandy Stanley
Parking Manager
City of Manchester**

CC: William Sanders

City of Manchester New Hampshire

In the year Two Thousand and Eleven

AN ORDINANCE

“Amending Section 70.55 (D)(2) Residential Parking Permit Zone #2 by adding a new subsection (c) expanding the zone to include the Gaslight District.”

Page 1 of 2

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

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as **bolded (bold)**. Sections of the following chapters that remain unchanged appear in regular type.

§ 70.55 RESIDENTIAL PERMIT PARKING.

(D) *Residential Parking Permit Zones*

(2) Residential Parking Permit Zone #2.

(a) Area bounded by Merrimack Street on the north, Auburn Street on the south, Union Street on the east, and on the west by Chestnut Street, Lake Avenue, and Pine Street in the manner they form the western boundary of the R-4 Zoning District pursuant to the Zoning Map of the City of Manchester, NH. Union Street shall not be included in the program.

(b) Area bounded by Amherst Street on the south, Blodget Street (from Elm Street to Union Street) on the north, Union Street on the east, Chestnut Street to Orange Street, then westerly on Orange Street to Elm Street and then continuing northerly on Elm Street to Blodget Street on the west. Union Street and Elm Street shall not be included in the program. Residents within permit zone #2 on Amherst Street must park on Concord Street or northerly in the zone.

(c) Area bounded by Elm Street on the east, Canal Street on the west, Granite Street on the north and West Auburn Street on the south. Elm Street shall not be included in the program.

- II. This ordinance shall take effect upon its passage.

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from the Carpenter Center for the use of Franklin Street spaces between Merrimack and Middle Streets as well as spaces in the Lake Avenue Lot free of charge, for the week of May 9, 2011, be approved.

(Unanimous vote with the exception of Alderman Long who voted in opposition)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Matthew Hornum". The signature is written in dark ink and is positioned above the printed name.

Clerk of Committee

CITY OF MANCHESTER

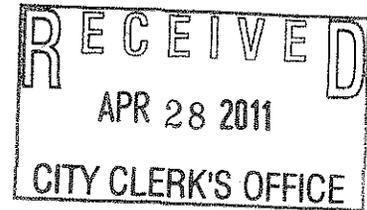
PARKING DIVISION



Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

April 28, 2011

Chairman Jim Roy
Committee on Public Safety & Traffic
1 City Hall Plaza
Manchester, NH 03101



Re: Parking Accommodation for the Carpenter Center

Dear Chairman Roy:

Attached please find a request from the Carpenter Center for the use of Franklin Street spaces between Merrimack and Middle as well as spaces in the Lake Avenue Lot. Their parking lot will be reconstructed the week of May 9th and will not be available. The Center would appreciate having access to these spaces free of charge, and we estimate that the revenue loss to the City would be approximately \$100.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Brandy Stanley
Parking Manager
City of Manchester

CC: William Sanders

Brandy,

Thanks so much for discussing the Carpenter Center parking situation this afternoon.

We are repaving our lot directly across from the building on the Franklin Street side...the lot runs between W. Merrimack St. and Middle St. The lot is being dug out, re-graded and re-surfaced, thus the contractor estimates at least 4 and maybe 5 days (weather providing) to complete the work. This is scheduled for the week of May 9, 2011. Your suggestion of utilizing the spaces on Franklin Street and the E&R Lot is certainly workable.

As you know, our tenant population is low-income seniors and disabled individuals. Any financial accommodation the City of Manchester could provide would be most appreciative.

Please let me know if you need any additional information. I will be away from the office May 2-6, but Laura Provost, our housing manager, is fully aware of this issue and has your name and the details we have discussed.

Thanks again for your assistance. I look forward to hearing from you.

Steve McManis
DBH Management
323 Franklin Street
Manchester, NH 03101
625-5422



CITY OF MANCHESTER

Theodore L. Gatsas

Mayor

May 3, 2011

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

RE: Nominations

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1.) Lyn Gelinas to succeed herself as a member of the Planning Board term to expire May 1, 2014;
- (2.) James Dunphy to succeed Cathleen A. Schmidt (resignation) term to expire March 11, 2012;

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

Regards,

Theodore L. Gatsas
Mayor

cc: Matthew Normand, City Clerk
TLG/swp

James M Dunphy, CPA, CMA, MBA
72 Independence Lane (Ward 6)
Manchester NH 03104
603-264-0852, jdunphy@hampshirefirst.com

MDC to replace
C. Schmidt

Experience:

Hampshire First Bank – President and CEO

2006 – current

- Start up Financial institution
- Capital Raise of \$30MM, asset as of 2011 - \$250MM

Ocean Bank (“OB”) - Senior Vice President Commercial Lending 2003-2006

- Promoted to the position of Senior Commercial Lender/Team Leader for the Bank’s Western Region as a result of the acquisition of the Bank by The Chittenden Corporation.
- Managed the marketing and customer satisfaction of the Western Region commercial lending department, while spearheading an increased level of cross selling and teamwork within the bank and the surrounding community.
- Responsible for the Bank’s largest commercial lending portfolio and local authority to override consumer and mortgage lending decisions.
- Voting member of the Bank’s loan committee.
- Invited to participate in the Bank’s Asset Liability Committee, helping direct product development and pricing. One of three with the authority for individual customer pricing.

Granite Bank (acquired by OB) - Senior Vice President Residential Lending

2006

- Promoted to the position of Senior Vice President to lead the mortgage operations of Granite Bank, having a first full year increase in volume of 70% (Highest volume in the Bank’s history).
- Managed the operations, marketing and customer satisfaction of the mortgage department, while spearheading an increased level of cross selling and teamwork within the bank.
- Participate in the development of new products, review and establishment of interest rates and credit risk policies, acquisition targets and new territories with senior management.
- Fostered a higher level of knowledge and ownership with the mortgage department employees and other departments within the bank for a higher level of teamwork.
- Reported directly to a Board of Director’s committee on operating results.

Granite Bank (acquired by OB)- Administrative Vice President & Controller

1997-

- Oversaw the daily accounting operations and related interactions with other departments throughout the bank, which often required explanation of accounting rules.
- Responsible for financial reporting to the board of directors, FDIC, various state regulatory agencies and the preparation of annual and quarterly financial statements and related SEC filings (10-K, 10-Q, etc.), along with preparation of all ALCO reports and analysis.
- Member of the Y2K committee and implementation team.
- Controlled the integration of the accounting area in a \$400MM merger and the related restatements for financial reporting under the pooling of interests-method.
- Built a new team with the existing two separate accounting departments.

Antioch New England Graduate School & Keene State College

Adjunct faculty

2002-2006

Taught introduction to accounting a prerequisite for the MBA (Antioch) program and Financial Management and Business Planning in the school's MBA and undergraduate programs. (Helped develop the courses content for the Antioch program.)

Grant Thornton LLP Accountants & Management Consultants- Manager (1994) 1989-1997

- Directed multiple teams of 2-15 professionals on manufacturing, financial institution, real estate, utility, not-for-profit, leasing, public and service industry clients.
- Developed and managed due diligence procedures for client acquisitions and related audits and operational reviews and presented respective findings to the company's senior management.
- Educated clients on existing and new accounting pronouncements and interpretations.
- Supervised public offering procedures and related comfort letters as requested by underwriters.
- Member of the team to perform asset valuation & due diligence for the FDIC and RTC.
- Administrative responsibilities: training director, new employee orientation and training, maintaining continuing professional education compliance, assistance with recruiting and staff scheduling.

Professional Certifications and Affiliations:

Certified Public Accountant (Massachusetts), Certified Management Accountant, American Institute of Certified Public Accountants, Licensed Real Estate Salesperson (Massachusetts), Institute of Management Accountants (Served on the local chapter Board of Directors), American Production & Inventory Control Society (APICS), (Two parts CIRM), Graduate Leadership Manchester 2008, Served/Serving on the Board of Directors for The Greater Quincy Child Care Center, Stonewall Farm (ask to serve on the new CEO search committee), CHESCO, Home Healthcare and Hospice (held position of treasurer), Keene Chamber of Commerce, Keene Rotary, Prospect Place and the audit committee and treasurer of the Keene Country Club. Volunteer with various local groups, including PALS, Manchester, Chesterfield and Keene soccer, Little League, basketball, new playground and cub scouts as coach and other positions, Chairman Trustees of Trust Funds City of Manchester New Hampshire, Daniel Webster Boy Scouts of America, Chairman Audit Committee Daniel Webster Boy Scouts of America, Special Olympics of New Hampshire, University of New Hampshire – Manchester Advisory Board. Guest speaker for various classes and groups UNH Manchester, Bridgewater University and New England College.

Education:

Bridgewater State College, Bachelor of Science in
Management Science - concentration in Accounting & Finance
Franklin Pierce College, Masters of Business Administration in Leadership

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 the proposal for the Manchester Fire Department submitted by Alderman Roy has been received and filed.

(Unanimous vote with the exception of Alderman Shea who voted in opposition)

Respectfully submitted,


Clerk of Committee

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

A Minority of the Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the proposal for the Manchester Fire Department submitted by Alderman Roy be approved.

(Note: The vote of the Majority was to receive and file the proposal)

Respectfully submitted,

A handwritten signature in cursive script that reads "William Shea". To the right of the signature is a circular stamp containing the initials "W.S.".

Alderman William Shea

Human Resources/Insurance Committee Chairman



CITY OF MANCHESTER
Board of Aldermen

April 5, 2011

Board of Aldermen
c/o City Clerk
One City Hall Plaza
Manchester, NH 03101

Date: 4/05/11
On motion of Ald. Roy
Seconded by Ald. Greazzo
Voted to refer the proposal to
the Committee on Human Resources.

RE: Proposal for the Manchester Fire Department

Matthew Normand City Clerk

Dear Mayor and Honorable Board of Aldermen,

After 30 years of service I retired from the Manchester Fire Department as a Captain where I commanded operations and personnel at emergency scenes while protecting the citizens of Manchester. Believe me the last thing I want to do is lay off any workers knowing the effect it will have on their lives. However, the economic times ahead of us are, in a word, "challenging." We are looking at a budget that's going to force very difficult decisions. Decisions that will not be easy and decisions that will undoubtedly affect the lives of constituents, friends and neighbors.

I look at the present budget situation and my main concern is safety. Therefore, after much thought and consideration I present the following proposal for the Manchester Fire Department for consideration within the FY2012 budget process.

It is my belief that the proposal before you this evening will help to alleviate the budgetary pressure and provide a long-term, sustainable solution for the Manchester Fire Department moving forward. This proposal averts 15 of the proposed 22 layoffs in the Mayor's budget proposal by generating \$1 million in savings.

Objectives:

Based on the present budgetary outlook I felt that working within the level-funded guideline set forth by the Mayor was reasonable. My number one priority when considering this proposal was safety. To do this addressing the following issues and concerns were, and continue to be, paramount;

1. Maintain and/or restore as many front-line firefighter positions as possible;
2. Increase the minimum staffing level from 44 to 48;
3. Maintain the use of all ladder and pumper trucks for every shift.

-continued-

Plan of Action:

The previous objectives for the Manchester Fire Department can be achieved through this proposal by implementing the following:

1. Eliminate the District Chief level of management. Currently there are 6 positions. *(This change would go into effect for FY2012);*
2. Eliminate a Deputy Fire Chief. Currently there are 2 positions. *(This change would go into effect upon the retirement of one of the current Deputy Chiefs.)*
3. Decrease the complement of Captains. Currently there are 13 Captains. The proposal would provide for 10 Captains. Captains would be moved to the Central Fire Station. *(This change would go into effect for FY2012);*
4. Increase the complement of Lieutenants. Currently there are 43 Lieutenants. This proposal would provide for 46 Lieutenants. There would be one Lieutenant for each of the four shifts to cover firehouses. *(This change would go into effect for FY2012);*

Financial Impact:

Attachment A provides an estimate of Firefighter positions being restored as a result of this proposal. In FY2012 (15) Firefighter positions will be restored. This assumes an average cost per Firefighter of \$70,436.

On-site Chain of Command:

District Chiefs: Presently the 5 District Chiefs (DC) are located at the Central Fire Station. When a call is made the DC is dispatched to the location and assumes control of the situation. If there is a lag time between the first-responders and the arrival of the DC the company officer is in control of the fire.

Captain: Currently the 13 Captains are assigned to and report to a firehouse. Under the proposed structure the Captains will be located at the Central Fire Station.

Lieutenant: Currently there's a minimum of 3 Lieutenants assigned to each firehouse. This proposal would require a minimum of 4 Lieutenants per firehouse – that is 1 Lieutenant per shift.

Firefighters: Under the Mayor's proposed FY2012 budget 22 Firefighters will be laid off. The individuals affected by the layoffs are generally the youngest and most physically able of performing the arduous duties of firefighting. They are the most physically capable of carrying out the duties and functions.

Please note all job descriptions are attached.

-continued-

District Chief vs. Captain:

Attachment B is a side by side comparison of the two positions.

Attachment C is the proposed job description for a Captain.

Outcome:

It is my belief that this proposal is a starting point to restoring the frontline firefighter positions of the Manchester Fire Department. Further if we are successful in negotiating healthcare savings there is real potential to restore all of the proposed frontline layoffs.

In FY2012:

1. Restore 15 Firefighter positions;
2. Increase minimum staffing level from 44 to 48;
3. Ladder and pumper trucks will remain in use during all shifts.

I have brought this proposal forward based on the current financial condition of the city as presented in the Mayor's budget proposal. I believe that the proposal I have laid out has merit and saves front line Firefighter positions which are vital to the safety of the City of Manchester.

Please feel free to contact me if you have any questions regarding this proposal.

Sincerely,



Jim Roy
Alderman, Ward 4

Attachment A

District Chief Proposal
Estimated Financial Impacts

	<u>FY 2012</u>	<u>FY 2013</u>
Base Salaries	\$ 600,635	\$ 615,650
Other Compensation (1)	<u>\$ 91,500</u>	<u>\$ 93,700</u>
Sub-Total	\$ 692,135	\$ 709,350
State Pension Cost (2)	\$ 160,435	\$ 164,430
Health Insurance	\$ 105,617	\$ 116,180
Dental Insurance	<u>\$ 7,452</u>	<u>\$ 7,452</u>
Total Estimated Savings	\$ 965,639	\$ 997,412
One-time costs:		
Sick Days (90 days)	\$ (196,090)	\$ -
Vacation Days	\$ (32,681)	\$ -
Unemployment Comp. (3)	<u>\$ (228,771)</u>	<u>\$ -</u>
Net Savings	\$ 736,868	\$ 997,412

(1) Other compensation includes overtime, holiday pay and vacation buyback.
Amounts are based on calendar 2010 payments adjusted for 2.5% COLA on
7/1/11 and 7/1/12

(2) Based on a pension rate of .2318. Assumes a 25% state subsidy.

(3) It is assumed that District Chiefs elect to retire and take pension rather
than unemployment compensation.

Attachment B

Job Description Comparison: Fire District Chief vs. Fire Captain

The following represent apparent substantial areas of difference within each section of the job description:

Class Specification Section	District Chief	Captain
General Statement Of Duties	Plans, organizes, directs, coordinates and supervises Fire service operations for an assigned number of station houses within the City of Manchester;	Performs supervision of a Fire fighting Company and other emergency scene personnel in performing firefighting, EMS and related emergency services to the City of Manchester and to other mutual aid community; performs directly related work as required.
Distinguishing Features	<p>The principal function of an employee in this class is to serves as a command officer for a multi-station district of the City.</p> <p>The principal duties of this class are performed in an outdoor work environment with potential personal hazards</p>	<p>The principal function of an employee in this class is to protect the community from emergency and disaster situations, including structural fires, medical emergencies, hazardous material responses and natural and manmade disasters and promote an environment of public safety within the City of Manchester.</p> <p>The principal duties of this class are performed in various emergency situations, including exposure to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and related environments in which the employee is subject to potential personal danger.</p>
Essential Work (Planning, Organizing, Directing)	<ul style="list-style-type: none"> • Plans, organizes and directs the staffing, training, EMS operations, fire suppression, Haz-Mat responses, Wet Team operations, high angle rope rescue and related emergency response situations of an assigned district within the Manchester Fire Department; 	<ul style="list-style-type: none"> • Serves within a command structure requiring adherence to officer's orders in life threatening situations; • Organizes and directs the activities and operations of a Fire station during an assigned shift;

<p>Essential Work (Fire Scene Management)</p>	<ul style="list-style-type: none"> • Studies details of a fire or other emergency upon arrival at the incident scene and uses technical knowledge and emergency services experience to calculate the most appropriate course of action, taking into consideration the possibility of persons within a structure, the spread of a fire to other structures, hazardous materials and the safety of all Fire personnel at the scene; • Makes determinations at an emergency scene as to whether or not additional personnel, (including those from another jurisdiction), need to be called to the scene; • Oversees Captains in their direct supervision of a crew of Firefighters and Fire Lieutenants; 	<ul style="list-style-type: none"> • Supervises Firefighters in response to fire and emergency alarms and carries out fire suppression and firefighting techniques to rescue victims and protect private and public property; • Assigns job duties to Firefighters, supervises their training, maintenance and firefighting and other emergency response activities and performs informal and written evaluations as required; • Assigns positions on fire apparatus and gives direct instructions for fire suppression or a related emergency service;
<p>Essential Work (Personnel and Operations Management)</p>	<ul style="list-style-type: none"> • Completes performance appraisals; • Ensures the efficient operation and supervision of all personnel, including the accurate and timely completion of all reports according to prescribed policies and guidelines; • 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; 	<ul style="list-style-type: none"> • Participates in personnel issues within the Department; • Trains and drills Fire personnel in standard operating procedures for emergency response and identifies areas in which training, practice or instructions are necessary to develop and maintain emergency skills;

<p>Essential Work (Firefighting/Firefighter Duties)</p>	<ul style="list-style-type: none"> • No corresponding essential duties 	<ul style="list-style-type: none"> • Supervises and responds to structural fires, including performing search and rescue operations to remove persons from danger within a burning structure, laying and connecting hose, operating fire streams as directed, raising and climbing ladders, ventilating roofs, windows and related, operating fire pumpers and assuming a designated position on an assigned apparatus and follows command structure instructions for all fire suppression activities; • Responds to and delivers emergency medical responses at basic life support and advance life support level involving a wide range of medical needs; • Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans and protecting fire personnel and civilian exposure to chemicals; • Responds to man made and natural disasters, including fires, floods, earthquakes, crash rescue or other catastrophic event, providing medical assistance, removing persons from harmful structures or exposure to fire, smoke, adverse weather conditions or other harmful materials, including providing crowd and traffic control and maintaining order as necessary; • Maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters lives as necessary;
<p>Required Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • Comprehensive knowledge of all components of the job duties of Firefighters, Fire Lieutenants and Fire Captains; 	<ul style="list-style-type: none"> • No corresponding KSA's

Required Knowledge, Skills and Abilities (con't)	<ul style="list-style-type: none"> • Ability to serve as the command officer under the incident command system; 	<ul style="list-style-type: none"> • Ability to work within a command structure requiring strict adherence to the following of orders;
Experience and Training	<ul style="list-style-type: none"> • Graduation from an accredited college or university with an Associate's Degree in Fire Sciences; <u>and</u> • Two years experience as a Manchester Fire Captain; <u>or</u> • Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. 	<ul style="list-style-type: none"> • Graduation from high school or possession of a GED; <u>and</u> • Three years experience in the position of Fire Lieutenant within the Manchester Fire Department; <u>or</u> • Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.



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	Fire Captain
Class Code Number	9060

General Statement of Duties

Organizes, directs, coordinates and supervises one or more Fire fighting Companies and other emergency scene personnel in performing firefighting, EMS and related emergency services to the City of Manchester and to other mutual aid community; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as a command officer for one or more Fire Fighting Companies, therefore protecting the community from emergency and disaster situations, including structural fires, medical emergencies, hazardous material responses and natural and manmade disasters and promote an environment of public safety within the City of Manchester. The work is performed under the supervision and direction of the Deputy Fire Chief or Fire Chief, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Fire Lieutenant, Firefighter and administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, other emergency response providers, the Manchester Police Department, representatives from other law enforcement jurisdictions, homeowners, business and community organizations and the public. The principal duties of this class are performed in various emergency situations, including exposure to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and related environments in which the employee is subject to potential personal danger.

Examples of Essential Work
(illustrative only)

- Organizes and directs the activities and operations of a Fire station during an assigned shift;
- Serves as an incident commander under the Incident Command System, assuming full responsibility for instructions, techniques and strategies for the implementation of fire suppression, firefighting and other related emergency response situations;
- Studies details of a fire or other emergency upon arrival at the incident scene and uses technical knowledge and emergency services experience to calculate the most appropriate course of action, taking into consideration the possibility of persons within a structure, the spread of a fire to other structures, hazardous materials and the safety of all Fire personnel at the scene;
- Makes determinations at an emergency scene as to whether or not additional personnel, (including those from another jurisdiction), need to be called to the scene;
- Trains and drills Fire personnel in standard operating procedures for emergency response and identifies areas in which training, practice or instructions are necessary to develop and maintain emergency skills;
- Assigns job duties to Lieutenants and Firefighters, supervises their training, maintenance and firefighting and other emergency response activities and performs informal and written evaluations as required;
- Assigns positions on fire apparatus and gives direct instructions for fire suppression or a related emergency service;
- Supervises the driving of a truck or other emergency Fire vehicles to the location of the emergency using the fastest route and in the safest manner possible;
- Completes performance appraisals;
- Ensures the efficient operation and supervision of all subordinate personnel, including the accurate and timely completion of all reports according to prescribed policies and guidelines;
- Responds to and delivers emergency medical responses at basic life support and advance life support level involving a wide range of medical needs;
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans and protecting fire personnel and civilian exposure to chemicals;
- Responds to man made and natural disasters, including fires, floods, earthquakes, crash rescue or other catastrophic event, ~~directing medical assistance and the removal of persons from harmful structures or exposure to fire, smoke, adverse weather conditions or other harmful materials, including providing crowd and traffic control and maintaining order as necessary;~~
- Maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters lives as necessary;
- Makes verbal and written analysis of activities involved in any fire emergency situation;
- Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including participation in daily classes developed to increase and maintain skills and field development courses and training;
- Performs physical fitness training to maintain physical abilities necessary for firefighting;
- Studies and memorizes streets and other geographical information within the City of Manchester and surrounding areas;
- Performs other duties of Firefighter as necessary;

Comment [D1]: Recommend to remove. This would be the responsibility of the Lieutenants.

Comment [D2]: Lieutenants?

Comment [D3]: Lieutenants?

Comment [D4]: Recommend to remove. This would be responsibility of Lieutenants.

Deleted: providing

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Deleted: ing

Comment [D5]: Recommend to remove. This would be responsibility of Lieutenants.

- Performs physically demanding duties associated with extended periods of exertion;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- 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.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of all components of the job duties of Firefighters and Fire Lieutenants;
- Thorough knowledge of the Manchester Fire Department rules and regulations;
- Thorough knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- Thorough knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Thorough knowledge of the geography of the City of Manchester and surrounding areas, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Thorough knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
- Thorough knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Thorough working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
- Thorough knowledge of hydraulics as applied to water delivery;
- Thorough knowledge of all safety practices involved in fire suppression and firefighting;
- Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
- Ability to serve as the command officer under the incident command system;
- Ability to supervise, train, evaluate and coordinate the work of others;

- Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- 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 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 Fire Sciences; and
- Three years experience in the position of Fire Lieutenant within the Manchester Fire Department; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- United States citizen;
- 18 years of age;
- Class B CDL with air brake endorsement;
- Attainment of a State of New Hampshire Firefighter II certificate and Emergency Medical Technician certificate and certification as a Hazardous Materials Technician.

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, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time.

Approved by: _____ Date: _____



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	Fire Lieutenant
Class Code Number	9050-20

General Statement of Duties

Performs firefighting, EMS and related emergency services to the City of Manchester and to other mutual aid communities; Supervises a Fire Company and other fire emergency scene personnel as required; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to protect the community from emergency and disaster situations, including structural fires, medical emergencies, hazardous material responses and natural and manmade disasters and promote an environment of public safety within the City of Manchester. The work is performed under the supervision and direction of an assigned Fire Captain, Fire District Chief, Assistant Fire Chief or Fire Chief but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Firefighter and administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, other emergency response providers, the Manchester Police Department, representatives from other law enforcement jurisdictions, homeowners, business and community organizations and the public. The principal duties of this class are performed in various emergency situations, including exposure to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and related environments in which the employee is subject to potential personal danger.

**Examples of Essential Work
(illustrative only)**

- Serves within a command structure requiring adherence to officer's orders in life threatening situations;
- Assigns job duties to Firefighters, supervises their training, maintenance and firefighting and other emergency response activities and performs informal and written evaluations as required;
- Assigns positions on fire apparatus and gives direct instructions for fire suppression or a related emergency service;
- Trains Fire personnel in all areas of emergency response as assigned;
- Supervises the driving of a truck or other emergency Fire vehicles to the location of the emergency using the fastest route and in the safest manner possible;
- Participates in personnel issues within the Department;
- Supervises and responds to structural fires, including performing search and rescue operations to remove persons from danger within a burning structure, laying and connecting hose, operating fire streams as directed, raising and climbing ladders, ventilating roofs, windows and related, operating fire pumpers and assuming a designated position on an assigned apparatus and follows command structure instructions for all fire suppression activities;
- Performs salvage duties at fire scenes;
- Responds to and delivers emergency medical responses at basic life support and advance life support level involving a wide range of medical needs;
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans and protecting fire personnel and civilian exposure to chemicals;
- Responds to man made and natural disasters, including fires, floods, earthquakes, crash rescue or other catastrophic event, providing medical assistance, removing persons from harmful structures or exposure to fire, smoke, adverse weather conditions or other harmful materials, including providing crowd and traffic control and maintaining order as necessary;
- Maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters lives as necessary;
- Participates in Fire drills;
- Makes verbal and written analysis of activities involved in any fire emergency situation;
- Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including participation in daily classes developed to increase and maintain skills and field development courses and training;
- Performs physical fitness training to maintain physical abilities necessary for firefighting;
- Studies and memorizes streets and other geographical information within the City of Manchester and surrounding areas;
- Attends and provides information for pre-fire planning studies and maintains a current knowledge of pre-fire plans;
- Inspects buildings and related facilities to become familiar with layouts and structure features which could be potentially hazardous during a fire;

- Performs daily building and ground maintenance to ensure that Fire facilities maintain a clean and orderly environment;
- Performs high/low angle rope rescue as needed;
- Performs hydrant inspections;
- Performs physically demanding duties associated with extended periods of exertion;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- 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.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of the Manchester Fire Department rules and regulations;
- Thorough knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- Thorough knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Thorough knowledge of the geography of the City of Manchester and surrounding areas,, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Thorough knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
- Thorough knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Thorough working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
- Thorough knowledge of hydraulics as applied to water delivery;
- Thorough knowledge of all safety practices involved in fire suppression and firefighting;

- Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- 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 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 high school or possession of a GED; and
- Five years experience as a Manchester Firefighter; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- United States citizen;
- 18 years of age;
- Class B CDL with air brake endorsement;
- Attainment of a State of New Hampshire Firefighter II certificate and Emergency Medical Technician certificate and certification as a Hazardous Materials Technician.

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, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time.

Approved by: _____

Date: _____



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	Fire Captain
Class Code Number	9060-23

General Statement of Duties

Performs supervision of a Fire fighting Company and other emergency scene personnel in performing firefighting, EMS and related emergency services to the City of Manchester and to other mutual aid community; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to protect the community from emergency and disaster situations, including structural fires, medical emergencies, hazardous material responses and natural and manmade disasters and promote an environment of public safety within the City of Manchester. The work is performed under the supervision and direction of the Fire District Chief, Assistant Fire Chief or Fire Chief but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Fire Lieutenant, Firefighter and administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, other emergency response providers, the Manchester Police Department, representatives from other law enforcement jurisdictions, homeowners, business and community organizations and the public. The principal duties of this class are performed in various emergency situations, including exposure to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and related environments in which the employee is subject to potential personal danger.

Examples of Essential Work
(illustrative only)

- Serves within a command structure requiring adherence to officer's orders in life threatening situations;
- Organizes and directs the activities and operations of a Fire station during an assigned shift;
- Serves as Incident Commander for station activities involving all types of emergency responses, including deciding appropriate responses to neutralize emergency situations;
- Trains and drills Fire personnel in standard operating procedures for emergency response and identifies areas in which training, practice or instructions are necessary to develop and maintain emergency skills;
- Supervises Firefighters in response to fire and emergency alarms and carries out fire suppression and firefighting techniques to rescue victims and protect private and public property;
- Assigns job duties to Firefighters, supervises their training, maintenance and firefighting and other emergency response activities and performs informal and written evaluations as required;
- Assigns positions on fire apparatus and gives direct instructions for fire suppression or a related emergency service;
- Supervises the driving of a truck or other emergency Fire vehicles to the location of the emergency using the fastest route and in the safest manner possible;
- Participates in personnel issues within the Department;
- Supervises and responds to structural fires, including performing search and rescue operations to remove persons from danger within a burning structure, laying and connecting hose, operating fire streams as directed, raising and climbing ladders, ventilating roofs, windows and related, operating fire pumpers and assuming a designated position on an assigned apparatus and follows command structure instructions for all fire suppression activities;
- Responds to and delivers emergency medical responses at basic life support and advance life support level involving a wide range of medical needs;
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans and protecting fire personnel and civilian exposure to chemicals;
- Responds to man made and natural disasters, including fires, floods, earthquakes, crash rescue or other catastrophic event, providing medical assistance, removing persons from harmful structures or exposure to fire, smoke, adverse weather conditions or other harmful materials, including providing crowd and traffic control and maintaining order as necessary;
- Maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters lives as necessary;
- Makes verbal and written analysis of activities involved in any fire emergency situation;
- Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including participation in daily classes developed to increase and maintain skills and field development courses and training;
- Performs physical fitness training to maintain physical abilities necessary for firefighting;
- Studies and memorizes streets and other geographical information within the City of Manchester and surrounding areas;
- Performs other duties of Firefighter as necessary;
- Performs physically demanding duties associated with extended periods of exertion;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;

- 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.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of the Manchester Fire Department rules and regulations;
- Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
- Thorough knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Thorough working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
- Thorough knowledge of hydraulics as applied to water delivery;
- Thorough knowledge of all safety practices involved in fire suppression and firefighting;
- Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- 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 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 high school or possession of a GED; and
- Three years experience in the position of Fire Lieutenant within the Manchester Fire Department;
or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- United States citizen;
- 18 years of age;
- Class B CDL with air brake endorsement;
- Attainment of a State of New Hampshire Firefighter II certificate and Emergency Medical Technician certificate and certification as a Hazardous Materials Technician.

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, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

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Class Title	Fire District Chief
Class Code Number	9110-25

General Statement of Duties

Plans, organizes, directs, coordinates and supervises Fire service operations for an assigned number of station houses within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as a command officer for a multi-station district of the City. The work is performed under the supervision and direction of the Assistant Fire Chief and Fire Chief but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Firefighter, Fire Lieutenant, Fire Captain and administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, law enforcement officials, state and federal officials, business and community groups, hospital officials and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Plans, organizes and directs the staffing, training, EMS operations, fire suppression, Haz-Mat responses, Wet Team operations, high angle rope rescue and related emergency response situations of an assigned district within the Manchester Fire Department;

- Serves as an incident commander under the Incident Command System, assuming full responsibility for instructions, techniques and strategies for the implementation of fire suppression, firefighting and other related emergency response situations;
- Studies details of a fire or other emergency upon arrival at the incident scene and uses technical knowledge and emergency services experience to calculate the most appropriate course of action, taking into consideration the possibility of persons within a structure, the spread of a fire to other structures, hazardous materials and the safety of all Fire personnel at the scene;
- Makes determinations at an emergency scene as to whether or not additional personnel, (including those from another jurisdiction), need to be called to the scene;
- Oversees Captains in their direct supervision of a crew of Firefighters and Fire Lieutenants;
- Uses established procedures to determine if individuals are trapped within a burning facility and takes appropriate actions to secure their rescue;
- Monitors all Firefighters on the scene to ensure safety procedures are being followed and to recognize a situation when a Firefighter may be in need of rescue;
- Makes verbal and written analysis of activities involved in any fire or other emergency situation, and gives Firefighters and Lieutenants constant technical advice and/or on-site and post-fire evaluations on the effectiveness of certain firefighting activities;
- Completes performance appraisals;
- Meets with and provides instructions and technical advice to Captains in the completion of their duties;
- Ensures the efficient operation and supervision of all personnel, including the accurate and timely completion of all reports according to prescribed policies and guidelines;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- 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;
- Provides information and briefings to representatives of the news media regarding emergency situations.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of all components of the job duties of Firefighters, Fire Lieutenants and Fire Captains;
- Comprehensive knowledge of the Manchester Fire Department rules and regulations;

- Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas, (or the ability to learn this information), including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
- Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Comprehensive working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Comprehensive knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
- Comprehensive knowledge of hydraulics as applied to water delivery;
- Comprehensive knowledge of all safety practices involved in fire suppression and firefighting;
- Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to serve as the command officer under the incident command system;
- Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- 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 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 Fire Sciences; and
- Two years experience as a Manchester Fire Captain; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- United States citizen;
- Class B CDL with air brake endorsement;
- Attainment of a State of New Hampshire Firefighter II certificate and Emergency Medical Technician certificate prior to the completion of the 1 year probationary period;

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, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time, lift and drag at least 140 pounds and lift 50 pounds on a regular basis.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

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Class Title	Deputy Fire Chief
Class Code Number	9115-26

General Statement of Duties

Plans, organizes and oversees inspection, training, haz/mat, investigations and related operations for the Manchester Fire Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure proper training and use of professional operations in the areas of investigations, prevention, training and related. The work is performed under the supervision and direction of the Fire Chief but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Fire personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, other emergency personnel, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment, with occasional work time spent as an incident commander at emergency scenes where the employee is exposed to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and an environment in which the employee is subject to potential personal danger. .

**Examples of Essential Work
(illustrative only)**

- Plans, organizes, coordinates and implements short and long term planning operations in all aspects of emergency services delivery within the Manchester Fire Department;
- Schedules training programs to ensure all Fire personnel have access to current resources needed for emergency service delivery;
- Develops policies and standards for scene operations and safety practices in alignment with current standards and principles;
- Serves as the Incident Safety Officer on fire incidents, technical rescues, hazardous materials incidents and related;
- Determines training levels and abilities among all ranks within the Fire Department and implements training directed at improving skills in core areas;
- Develops specifications for apparatus, protective equipment and clothing specifications and related;
- Conducts research and development for fire, rescue, HAZ MAT, EMS and related emergency services programs to ensure Manchester Fire personnel have access to all current resources relating to training and operational issues;
- Supervises testing of equipment to monitor standards needed for operations;
- Trains Firefighters and Fire Officers in fire suppression operations, extrication techniques, hazardous materials mitigation, incident scene management and related;
- Evaluates and trains other Fire personnel involved in training activities;
- Develops course curriculum and acts as safety officer at emergency incidents;
- Supervises and instructs Fire Department Rookie Schools;
- Instructs technical rescue courses, including water rescue, heights rescue, confined space rescue, ice rescue, structural collapse, natural disasters and related;
- Instructs Firefighting classes involving all types of emergency response situations;
- Serves as a member of the Departmental Safety Committee;
- Trains members of the Manchester Police Department in job components relating to emergency rescue situations;
- Organizes, initiates and implements large scale training exercises involving mock emergency rescue situations;
- Develops Divisional budget, manages various financial accounts and related;
- Negotiates collective bargaining agreements;
- Evaluates and counsels personnel;
- Serves as an incident commander under the Incident Command System, assuming full responsibility for instructions, techniques and strategies for the implementation of fire suppression, firefighting and other related emergency response situations;
- Ensures discipline within the command structure through the development, implementation and monitoring of policies directed at the quasi-military structure of the Fire Department;
- Conducts staff meetings with District Chiefs to review daily work schedules and discuss shift activities;
- Ensures sufficient Fire personnel are on shift and arranges for replacements as necessary;
- Performs inspections on vehicles, equipment, alarms, uniforms and other emergency components of the Fire Department;

- Oversees District Chiefs and Shift Commanders in the completion of their responsibilities;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides analysis of Fire Department operations using complex statistical methodologies to determine the efficiency and effectiveness of emergency services as they relate to response time, staffing needs, service delivery, Fire personnel injuries, newly implemented operations, equipment implementation, grant administration and related;
- Coordinates integration of the Fire Department with technology initiatives City-wide;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- 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.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of the Manchester Fire Department rules and regulations;
- Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of training techniques and instructional methods;
- Comprehensive knowledge of personnel management and motivational techniques;
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas,, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
- Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Thorough working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering

- rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
 - Thorough knowledge of hydraulics as applied to water delivery;
 - Thorough knowledge of all safety practices involved in fire suppression and firefighting;
 - Ability to speak clearly and distinctly in conducting training and instructions operations;
 - Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
 - Ability to supervise, train, evaluate and coordinate the work of others;
 - Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
 - Ability to work within a command structure requiring strict adherence to the following of orders;
 - 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 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 Bachelor's Degree in Fire Sciences, Public Administration, Fire Protection, Fire Protection Engineering, Investigation or other fire service related degree, Business Administration, Management, Administration, Medical Services such as a Registered Nurse, Physician Assistant, Paramedic, Engineering or directly related field; and
- Extensive experience in the Fire services to include supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- United States citizen;
- Class B CDL with air brake endorsement;
- Emergency Medical Technician certificate.

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, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time, lift and drag at least 140 pounds and lift 50 pounds on a regular basis.

Approved by: _____ Date: _____

Revised by: BMA Date: 11/07/07

Matthew Normand
City Clerk



Kathleen Gardner
Deputy City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Matthew Normand
City Clerk 

DATE: May 10, 2011

RE: SB129 – Photo Identification Required to Vote

Proposed State Senate Bill 129 would require voters to present valid photo identification at the polls beginning in November 2012. While well-intended, the bill has the potential to create long lines at the polls and significantly increase the cost of running an election. The City Clerk's Office respectfully requests that the Board of Mayor and Aldermen vote to send a letter in opposition to this legislation.

The New Hampshire Municipal Association, New Hampshire City & Town Clerks Association, the League of Women Voters, America Votes and the Secretary of State have already declared their opposition to this bill. The current proposed legislation would require voters without photo identification to cast a provisional ballot and have three (3) days to present valid identification at their city or town clerk's office. This would require ward moderators to file amended election results.

The idea of requesting photo identification has merit, but voters without it could easily sign a qualified voter affidavit rather than following the provisional ballot process. Not only will this proposal be costly and add complexity to an already challenging process, it will interfere with the recount process and endanger the secret ballot system.

SB 129-FN – AS AMENDED BY THE HOUSE

03/30/11 1219s

4May2011... 1712h

2011 SESSION

11-0420

03/04

SENATE BILL *129-FN*

AN ACT relative to presenting photo identification to vote in person and relative to the election fund.

SPONSORS: Sen. Carson, Dist 14; Sen. Barnes, Jr., Dist 17; Rep. Tucker, Rock 17

COMMITTEE: Public and Municipal Affairs

AMENDED ANALYSIS

This bill requires that a voter present a valid photo identification to vote in person. Voters without photo identification may vote by provisional ballot, provided that they subsequently appear in person before the city or town clerk and present a valid photo identification, official documentation of driver's license suspension or revocation, a waiver issued by the secretary of state, or an affidavit of religious exemption. This bill also requires that the secretary of state pay the cost for a nondriver's picture identification card upon presentation of a voucher to the division of motor vehicles.

 - - - - -
 Explanation: Matter added to current law appears in *bold italics*.

Matter removed from current law appears [~~in brackets and struck through.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

03/30/11 1219s

4May2011... 1712h

11-0420

03/04

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Eleven

AN ACT relative to presenting photo identification to vote in person and relative to the election fund.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 Obtaining a Ballot. Amend RSA 659:13 to read as follows:

659:13 Obtaining a Ballot.

*I. A person desiring to vote shall, before being admitted to the enclosed space within the guardrail, announce his or her name to one of the ballot clerks who shall thereupon repeat the name; and, if the name is found on the checklist by the ballot clerk, the ballot clerk shall put a checkmark beside it and again repeat the name. The ballot clerk shall state the address listed on the checklist for the voter, and ask if the address is correct; if the address on the checklist is not correct, the ballot clerk shall correct the address in red on the paper checklist and the supervisors of the checklist shall cause the centralized voter registration database to reflect the correction. **The ballot clerk shall request that the voter present a valid photo identification meeting the requirements of paragraph II. If the voter does not have a valid photo identification, the ballot clerk shall inform the voter that he or she may vote by provisional ballot in accordance with RSA 659:13-b and present a valid photo identification, official documentation of driver's license suspension or revocation, waiver issued by the secretary of state under RSA 659:13-d, or affidavit of religious exemption to the city or town clerk by noon of the third business day after the election. If the photo identification is an out-of-state driver's license, the ballot clerk shall record the state of issuance on the checklist in a color designated for such entries and the supervisors of the checklist shall submit the information to the secretary of state.** The voter, if still qualified to vote in the town or ward **and having presented a valid photo identification verifying the voter's identity**, and unless challenged as provided for in RSA ~~[659:27-33]~~ **659:27 through 659:33**, shall then be allowed to enter the space enclosed by the guardrail. After the voter enters the enclosed space, the ballot clerk shall give the voter one of each ballot to be voted on in that election which shall be folded as it was upon receipt from the secretary of state.*

II. A valid photo identification shall satisfy all the following:

(a) The identification shows the name of the individual to whom the identification was issued, and the name substantially conforms to the name in the individual's voter registration record.

(b) The identification shows a photograph of the individual to whom the identification was issued.

(c) The identification was issued by the United States or the state of New Hampshire, or is a valid state driver's license.

2 New Sections; Provisional Ballot. Amend RSA 659 by inserting after section 13-a the following new sections:

659:13-b Provisional Ballot.

I. If a voter has not presented a valid voter identification under RSA 659:13 and is otherwise qualified to vote, the voter may cast a provisional ballot. The ballot clerk shall indicate on the checklist that the voter has voted by provisional ballot. The provisional ballot shall be the same as the ballot used at the polling place, but shall be sealed in a plain envelope by the voter after he or she has marked the ballot. The voter shall insert the plain envelope into an envelope on which is printed the same information as the affidavit of a challenged voter to be executed by the voter and shall sufficiently identify the voter to allow verification of the ballot once the voter has confirmed his or her identity.

II. The moderator shall prepare a list of all voters who cast provisional ballots and shall retain possession of the provisional ballots in their sealed envelopes until the closing of the polls, at which time the moderator shall cause the provisional ballots and the list to be delivered to the city or town clerk. The clerk shall seal all provisional ballots in a separate box marked "provisional ballots."

III. By noon of the third business day after the election, a voter who has cast a provisional ballot may appear in person before the city or town clerk and present a valid photo identification meeting the requirements of RSA 659:13, II, official documentation of driver's license suspension or revocation, a waiver issued by the secretary of state under RSA 659:13-d, or an affidavit of religious exemption. Upon presentation of a valid photo identification, verification of driver's license suspension or revocation, or receipt of a waiver issued by the secretary of state under RSA 659:13-d or an affidavit of religious exemption, the clerk shall mark the list prepared by the moderator to that effect. The clerk shall require each person presenting a valid photo identification, official documentation of driver's license suspension or revocation, or a waiver issued by the secretary of state under RSA 659:13-d, or executing an affidavit of religious exemption to sign the list next to or beneath his or her name. At noon of the third business day after the election, the clerk shall forward all provisional ballots for which verification of identity has been provided to the moderator. The clerk shall post notice of the time and place of the processing of provisional ballots in accordance with RSA 91-A.

IV. The moderator, upon receipt of the provisional ballots, shall immediately verify that the signatures on the affidavit envelopes match the signatures on the list of provisional voters and shall process the ballots so verified in the same manner as absentee ballots. The clerk shall prepare an amended election return, which shall be prepared and forwarded in the same manner as any other election return. Provisional ballots shall be sealed and preserved in the same manner as other ballots. The duties of the moderator under this section may be fulfilled by another election official designated by the moderator; the official so designated may be an official from another ward in the same city or town and the same official may fulfill the moderator's duties for multiple wards.

659:13-c Affidavit of Religious Exemption. The affidavit of religious exemption shall be in

the following form:

AFFIDAVIT OF RELIGIOUS EXEMPTION

Name: _____

Address: _____

Date of birth: _____

I hereby swear and affirm that I adhere to the beliefs of _____ religion and therefore have a religious objection to having my photograph taken and that I do not possess a valid form of identification showing my photograph.

I hereby swear and affirm, under the penalties for voting fraud set forth below, that I am the identical person whom I represent myself to be and that to the best of my knowledge and belief the information above is true and correct.

(Signature of affiant)

In accordance with RSA 659:34, the penalty for knowingly or purposefully providing false information when voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000.

659:13-d Waiver by Secretary of State. Upon presentation of sworn evidence satisfactory to the secretary of state that a voter does not possess photo identification and also does not possess documentation necessary to obtain a nondriver's picture identification card, the secretary of state may issue a waiver of the photo identification requirement that may be presented to the clerk under RSA 659:13-b. The waiver shall be valid only for the election specified in the waiver.

3 Election Fund Reimbursement. Amend RSA 5:6-d, III to read as follows:

III. The secretary of state is authorized to accept, budget, and, subject to the limitations of this paragraph, expend monies in the election fund received from any party for the purposes of conducting elections, voter and election official education, the purchase or lease of voting equipment which complies with Help America Vote Act of 2002, Public Law 107-252, *reimbursing the department of safety for nondriver's picture identification cards*, election law enforcement, and improvements to related information technology, including acquisition and operation of an automated election management system. The secretary of state shall not expend any monies in the election fund unless the balance in the fund following such expenditures shall be at least 15 times the estimated annual cost of maintaining the programs established to comply with the Help America Vote Act of 2002, Public Law 107-252.

4 Identification Cards; Voucher. Amend RSA 260:21, V to read as follows:

V. The fee for such card shall be \$10 and is not refundable, except that no fee shall be charged to any person who, for reason of health or age, turns in his *or her* driver's license before the expiration date of such license. For purposes of this section, reasons of age shall be deemed to apply only to those persons over age 65. *A person who requires a photo identification card for voter identification purposes may obtain a voucher from his or her town or city clerk or the secretary of state exempting the person from the identification card fee. Upon presentation of the voucher to the division, the actual costs of issuing the card shall be paid by the secretary of state from the election fund established under RSA 5:6-d. An identification card paid for by the secretary of state shall be valid for voter identification purposes only, and the card shall be marked "for voter identification only."*

5 Final Counting; Announcement. Amend RSA 659:70 to read as follows:

659:70 Final Counting; Result. The final count of all votes on all ballots cast at the central and additional polling places, if any, shall be combined and the moderator shall announce the final count for each office *and the number of provisional ballots cast.*

6 Voter Education.

I. The department of state shall prominently display on the department's website information for voters relating to the photo identification requirements established by this act. The department shall also provide explanatory information relating to this act to media outlets for the purpose of educating the public regarding voter identification requirements.

II. Every town and city clerk shall prominently display a notice prepared by the secretary of state explaining the photo identification requirements for voters and directing voters to the department of state's website for additional information. Such notice shall be displayed for at least 14 days prior to each election held after the effective date of this act during 2011 and 2012.

7 Applicability. In accordance with RSA 659:13, as amended by this act, ballot clerks shall request that the voters present a valid photo identification at all elections after the effective date of this act. However, notwithstanding such provisions, no person shall be denied the right to vote for failure to present a valid photo identification or other documentation acceptable under this act prior to November 1, 2012. The ballot clerks shall tally the number of voters that do not present a valid photo identification at each election prior to November 1, 2012, and the town or city clerk shall report the number with the election return.

8 Effective Date. This act shall take effect 60 days after its passage.

LBAO

11-0420

Amended 04/15/11

SB 129 FISCAL NOTE

AN ACT relative to presenting photo identification to vote in person and relative to the election fund.

FISCAL IMPACT:

The Department of State states this bill, **as amended by the Senate (Amendment #2011-1219s)**, will have an indeterminable impact on state expenditures in FY 2012 and each year thereafter. The New Hampshire Municipal Association states this bill will have an indeterminable impact on local expenditures. There will be no impact on state, county or local revenues, or county expenditures.

METHODOLOGY:

The Department of State states this bill adds a requirement for digital photographs of voters to be placed on file. The Department state there is no system currently in place to fulfill this requirement and estimates the cost of implementation to be between \$1,000 and \$3,000 per polling place. The Department states there is approximately 330 polling places in the state and projects the total implementation cost to fall between \$330,000 (\$1,000 X 330) and \$990,000 (\$3,000 X 330). The Department also states annual costs for training could be as much as \$50,000 per year. The Department states the source of funds for digital photography and filing capability would be from the election fund established in RSA 5:6-d.

The New Hampshire Municipal Association states this bill requires all voters to present photo identification to voter and if the voter does not present a valid identification, the requirement may be satisfied by having an election official take a digital photograph of the voter. The Association states this process would increase the workload for the election officials and municipalities may need to respond by either appointing additional election officials or by extending polling hours. The Association states in either case there likely would be an increase in local expenditures by an indeterminable amount.

Matthew Normand
City Clerk



Kathleen Gardner
Deputy City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: The Board of Mayor and Aldermen

From: Heather Freeman 
Vital & Legislative Records Supervisor

Date: May 12, 2011

Re: Acceptance of MER Funds

Please be advised that a phone poll of the Committee on Community Improvement was conducted on Thursday, May 12, 2011, accepting an additional \$14,815 in State Diesel Emission Reduction Act (DERA) funds. This brings the MER total to \$88,815, which includes the previously approved \$74,000 in funding.

CIP Staff recommends that the Board authorize the Mayor to enter into an agreement with the State of New Hampshire for \$88,815 to replace vehicles under the American Recovery and Reinvestment Act – Diesel Emission Reduction Act (ARRA-DERA) program.

An amending Resolution and budget authorization will be submitted to the Committee on Finance and the Board of Mayor and Aldermen at the next meeting.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



RECEIVED

MAY 12 2011

CITY CLERK'S OFFICE

Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER
Highway Department

May 12, 2011

Honorable C.I.P. Committee Members
c/o Mr. Matthew Normand
One City Hall Plaza
Manchester, NH 03101

RE: Revision/Acceptance of State Funds

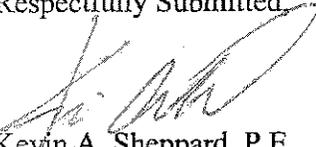
Dear Committee Members:

Per the CIP Committee Chairman please poll the other committee members to accept an additional \$14,815.00 in State Diesel Emission Reduction Act (DERA) Funds. This would bring the total to \$88,815.00 including the \$74,000.00 in funds that were approved in February.

We would also need the Committee to authorize an amending resolution authorizing the CIP staff to revise the existing start-up form accordingly. The existing form marked up with the proposed change is attached.

In order to meet the deadline imposed by the State of New Hampshire to accept these additional funds it will be necessary for the BMA to approve this request at their next meeting scheduled for May 17th.

Respectfully Submitted,


Kevin A. Sheppard, P.E.
Public Works Director

Attachments

Cc: Mayor Theodore L. Gatsas
Timothy Clougherty, Public Works Deputy Director
Mindy Salomone-Abood, Purchasing Agent

CIP BUDGET AUTHORIZATION

CIP #: 710910 Project Year: 2010 CIP Resolution: 5/26/2009
 Title: MER Amending Resolution: 3/16/2010
 Administering Department: Highway Department Revision: 2

Project Description: Acquisition of motor vehicles and appurtenances for various City Departments (primarily Highway and Police).

Federal Grants: Federal Grant: Yes Environmental: Review Required: No
 Grant Executed: Completed:

Critical Events
 In Board of Mayor and Aldermen
 Date: 6/22/10
 On motion of Ald. Roy
 Seconded by Ald. O'Neil
 Voted to approve the budget authorizations subject to the final adoption of related resolutions.
 Expected Completion Date: 5/30/2011
 City Clerk: [Signature]

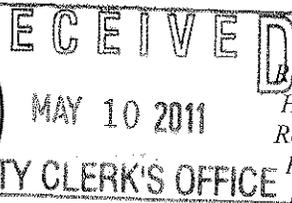
Line Item Budget	FEDERAL	BOND	STATE	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$2,800,000.00	88,815.00	2,888,815.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$200,000.00	\$0.00	\$200,000.00
TOTAL	\$0.00	\$3,000,000.00	88,815.00	3,088,815.00

Revisions
 1. Accept up to \$74,000.00 to replace vehicle(s) under the American Recovery and Reinvestment Act (ARRA) through the diesel emission Reduction Act (DERA) Program.

COMMENTS
 #2 Accept an additional 14,815.00 for a total of 88,815.00 to replace vehicles under the ARRA- DERA program.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER

Highway Department

May 6, 2011
#00-018

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

attn: Matthew Normand, City Clerk

Re: "Household Hazardous Waste Collection Project
Fall 2011 and Spring 2012"

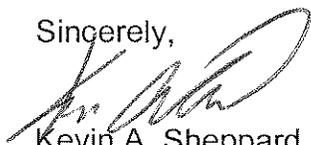
Dear Committee Members:

The Department of Highways is proposing to conduct two "Household Hazardous Waste Collection Projects", one on October 8, 2011 and the other on May 12, 2012. The collection site will be set up at the Drop-Off Facility on Dunbarton Road and household hazardous wastes will be accepted between the hours of 9:00 AM and 2:00 PM.

The City is eligible for up to \$19,162.00 in State hazardous waste clean-up fund monies from the State of New Hampshire, Department of Environmental Services, Waste Management Division for the above referenced program.

We hereby request your authorization to accept the aforementioned funds and to enter into a contract with the NH Department of Environmental Services, Waste Management Division for the same. We further request that the Public Works Director be authorized to execute any documents that may be necessary for this contract. An original, notarized "Certificate of Authority" will be necessary for the State.

Sincerely,



Kevin A. Sheppard, P.E.
Public Works Director

/c

Subject: Household Hazardous Waste Collection Grant **FORM NUMBER P-37 (version 1/09)**

AGREEMENT
The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Dept. of Environmental Services		1.2 State Agency Address 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095	
1.3 Contractor Name City of Manchester		1.4 Contractor Address 227 Maple Street	
1.5 Contractor Phone Number (603) 624-6444	1.6 Account Number 177433-B004	1.7 Completion Date June 30, 2012	1.8 Price Limitation \$19,162.00
1.9 Contracting Officer for State Agency Dean F. Robinson II, Coordinator, HHW Program		1.10 State Agency Telephone Number (603) 271-2047	
1.11 Contractor Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		1.12 Name and Title of Contractor Signatory <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
1.13 Acknowledgement: State of , County of On , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
1.14 State Agency Signature		1.15 Name and Title of State Agency Signatory <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (<i>if applicable</i>) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: _____ On: _____			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

Contractor Initials _____
Date _____

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A
List of Services

1. The Grantee shall conduct the collection portion of its Project for **Manchester** during State Fiscal Year 2012 at the **500 Dunbarton Road, Manchester**, in accordance with the terms and conditions of a contract which incorporates, at a minimum, all of the provisions set forth in Section 3 below between the Grantee and its contracted permitted hazardous waste transporter (the contractor). For purposes of this agreement, the contractor shall mean the primary contractor and the Subcontractor means all additional contractors that the contractor hires for participating in the Project.
2. The Grantee shall spend its grant monies solely for the purpose of paying the Project's contractor and/or for paying the expenses associated with conducting the Project's educational component, as required under the NH Hazardous Waste Rules Env-Wm 1003.07.
3. The Grantee shall enter into a contract with a contractor to perform the household hazardous waste collection project that includes, as a minimum, the following provisions:
 - a. That the contractor shall handle all household hazardous wastes collected at the project site as hazardous wastes, and shall comply with all state and federal laws and regulations governing hazardous waste, including but not limited to, the provisions of RSA 147-A and Chapter Env-Wm 100 through Chapter Env-Wm 1000 involving hazardous waste safety standards, transportation requirements, and requirements for proper generation, treatment, storage, and disposal of hazardous wastes. Said requirements shall include RSA 147-A, Chapter Env-Wm 100 through Chapter Env-Wm 1000, and those of the state(s) through which and to which the waste has been sent;
 - b. That the contractor must act as the generator of the hazardous wastes that it collects at the project site and that the contractor must sign the Project's manifest forms as such generator;
 - c. That the contractor must have all necessary permits and licenses to handle and transport hazardous wastes in New Hampshire and other states associated with the conduct of the project;
 - d. That the contractor may not assign or subcontract any of the duties to be performed under the contract without prior written approval by the Grantee and by the Department. Further, that any additional Subcontractor must also have all necessary permits and licenses to carry out the functions that are the subject of the subcontract;
 - e. That the contractor shall, at its sole expense, obtain and maintain in force, and shall require all Subcontractors to obtain and maintain in force, comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts and terms complying with, at a minimum, all applicable state requirements for hazardous waste transporters, including NH Code of Administrative Rules Env-Wm 603.12. Such policies shall cover the State and the Grantee as additional insured parties and shall comply, in form and substance, with all applicable provisions of the NH Liability Insurance Act, RSA Ch. 412, and the rules thereunder;
 - f. That the contractor shall transport all household hazardous wastes collected at the project site to an authorized treatment, storage, or disposal facility. Said facility shall be in compliance with appropriate state and federal requirements.

EXHIBIT A

Page 2

- g. That the Grantee shall not pay the contractor until after (1) the Department has received copies of all Project manifest forms required under Part Env-Wm 510, including Copy #2 of all Project manifest forms signed by the operator of the permitted hazardous waste facility or facilities to which the Project's collected hazardous wastes were delivered, and (2) the Department has reviewed the Project's collection, handling, transportation, storage, treatment, recycling and disposal of hazardous waste for compliance with applicable state and federal requirements. The Department's payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim, or cause of action related to the performance of this agreement or the enforcement of any applicable State or federal law;
 - h. That the contractor shall adhere to a work plan and a site safety plan, such plans to be reviewed by the Department and to be set forth as exhibits within the hazardous waste collection contract;
 - i. That the Department may exercise its authority to modify, suspend or terminate the Project if it decides that the Project poses a threat to human health or the environment; and
- 4. The Grantee shall conduct public education activities regarding household hazardous waste in accordance with the provisions of RSA 147-B:6, I-a and Section Env-Wm 1003.07. Said activities shall include those set forth in the Grantee's application for Grant Monies, as approved by the Department.
- 5. The Grantee shall keep a count of persons participating in the Project and to conduct a questionnaire of said persons incorporating, at a minimum, the questions set forth on the Participant Exit Survey.
- 6. The Grantee shall conduct the collection portion of its project on or before the completion date shown in Section 1.6 of the contract. Failure to do so may result in termination of this agreement.
- 7. The Grantee shall allow the Department to have access to and conduct any monitoring of the Project deemed necessary by the Department to ensure its compliance with the terms of the contract and with state and federal statutes and regulations.

EXHIBIT B
Method of Payment

1. The State agrees to pay the Grantee the Grant Monies upon the successful completion of the Project. Successful completion shall mean that (1) the Grantee has fulfilled the terms and conditions of this agreement, (2) the Grantee's accounting records, submitted to the Department have been reviewed by the Department, (3) the contractor has fulfilled the terms and conditions of its contract with the Grantee, and (4) the State has received and reviewed all Project manifest forms required in accordance with this contract and all applicable state and federal requirements. No Grant Monies shall be paid to the Grantee until the Department has determined that all the Project's collected hazardous wastes have been delivered to a permitted hazardous waste facility and the Department has reviewed the handling, transportation, and storage, treatment, recycling and/or disposal of the Project's collected hazardous wastes for compliance with applicable state and federal requirements. Said requirements shall include RSA 147-A, Chapter Env-Wm 100 through Chapter Env-Wm 1000, and those of the state(s) through which and to which the waste has been sent. However, the payment of funds to the Grantee shall not be construed as a waiver by the Department of any past, present or future right, claim or cause of action related to the performance of this agreement or the enforcement of all applicable state or federal laws.
2. Upon fulfillment of the terms and conditions of this contract, including all of the conditions of a successful completion of the Project, the Department shall pay to the Grantee Grant Monies in the amount not to exceed **\$19,162.00**. This amount is based on a rate of **\$0.175** per capita and on a population base of **109,497** to be made to the Grantee within 30 days of either the Department's receipt of the Grantee to be served by this Project. However, in no case shall the Department pay more than fifty percent (50%) of the total costs of the Project. Payment shall be made to the Grantee within 30 days of either the Department's receipt of the Grantee's invoice or the Department's determination that the Project has been successfully completed in accordance with this contract, whichever is later.
3. Grantee expenses not directly associated with the Project shall not be reimbursable by the Department. Only costs that otherwise would not have been spent by the Grantee were it not for the Project, and the Grantee's coordination thereof, shall be reimbursed by the Department. Nonreimbursable items shall include, but not be limited to, the following: employee benefits, payroll taxes, insurance, rent, utilities, dues, and depreciation.
4. The Grantee agrees to expend monies on the Project in an amount not less than the Project's Grant Monies, in fulfillment of the matching requirement set forth in RSA 147-B:6, I-a and in Part Env-Wm 1003.
5. The Grantee agrees to pay for all Project costs beyond the amount of Grant Monies.
6. Prior to the Department's awarding of the Grant Monies specified in this agreement, the Grantee agrees to provide the Department with records showing an accounting for all monies spent and/or costs incurred from the Project, including the Project's Grant Monies. Further, the Grantee agrees that no Grant Monies shall be paid by the Department unless and until the Department has reviewed and determined that such costs or expenditures qualify for funding under the terms of this agreement, and all applicable state and federal requirements; provided that the Department's payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim or cause of action related to the performance of this agreement or any applicable state or federal law.
7. The Grantee agrees to submit an invoice to the State for the Grant Monies specified in this agreement. Said invoice shall be submitted to the NH Department of Environmental Services, 29 Hazen Drive, Concord, NH 03301-6509.

EXHIBIT C
Special Provisions

1. The State reserves the right to audit the Grantee's expenditures for the Project and to retract and/or seek reimbursement for Grant Monies paid to the Grantee whenever, subsequent to payment of Grant Monies, it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.
2. Paragraph 15 of the General Provisions is amended in that the parties intend the Grantee to retain a Contractor in accordance with Exhibit A of this agreement.

City of Manchester New Hampshire

In the year Two Thousand and ^{Eleven}

A RESOLUTION

“Amending the FY 2009 and FY 2011 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Dollars (\$13,000) for the FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2009 and 2011 CIP's as contained in the 2009 and 2011 CIP budgets; and

WHEREAS, the 2009 and 2011 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to identify funding in the amount of \$13,000 for the completion of a parking lot on Douglas St. to primarily benefit the Cashin Senior Center; and

WHEREAS, project balances in at least that amount have been identified;

NOW, THEREFORE, be it resolved that the 2009 and 2011 CIP's be amended as follows:

1) By adding:

FY 2011 CIP 612711 Douglas St. Senior Center Parking Lot Improvements-\$10,000 Other and \$3,000 CDBG

2) By decreasing:

FY 2009 CIP 610409 Dilapidated/Blighted Building Remediation Program-\$3,000 CDBG
(From \$40,000 CDBG to \$27,000 CDBG)

NHDOT I-93 Widening Reimbursement-\$10,000 Other

Resolved, that this Resolution shall take effect upon its passage.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Petition for Discontinuance of Hayward Street, submitted by the Public Works Director be referred to a Road Hearing at a date to be determined by the City Clerk.

(Unanimous vote)

Respectfully submitted,

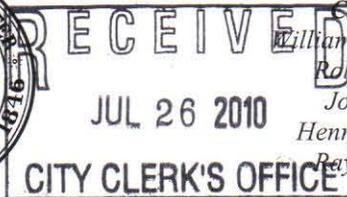

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held September 7, 2010, on a motion of Alderman O'Neil, duly seconded by Alderman Lopez, the report of the Committee was accepted and its recommendations adopted.


City Clerk

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
William F. Houghton Jr.
Robert R. Rivard
Jean S. Flurey
Henry R. Bourgeois
Raymond Hebert

CITY OF MANCHESTER
Highway Department

July 26, 2010
#10-031

The Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

attn: Matthew Normand, City Clerk

re: *Manchester Municipal Complex*
Street Discontinuance

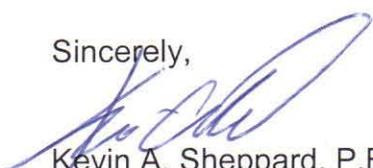
Dear Committee Members:

Attached, please find our request for the discontinuance of sections of Lincoln and Hayward Streets. The discontinuances are a necessary part of the new Municipal Complex.

Lincoln Street will be discontinued from the northerly property line of the Water Works property, southerly to Hayward Street. Hayward Street will be discontinued from Lincoln Street easterly to the westerly edge of the abandoned railroad right-of-way.

I will be available to address any questions or concerns you may have with this matter.

Sincerely,


Kevin A. Sheppard, P.E.
Public Works Director

cc: Mayor Theodore L. Gatsas
Timothy J. Clougherty, Deputy Director
Kevin O'Maley, Facilities Mgr.

Encl.

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

The Undersigned respectfully represent that for the accommodation of the public there is occasion for discontinuing a portion of the highway known as Hayward Street.

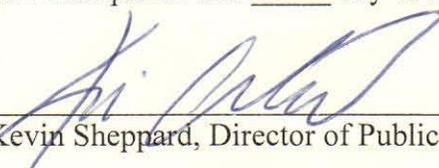
Beginning at a concrete bound inscribed "ED" marking the intersection of the northerly line of Hayward Street and the easterly line of Lincoln Street; thence, N 89° 43' 28" W 389.64' along the said line of Hayward Street to the westerly line of the former Concord-Portsmouth Railroad, now owned by the City of Manchester; thence, by a curve to the left of radius 1964.53', a chord bearing of S 42° 12' 16" W 52.32' and length of 52.32' along the former railroad to a point; thence, S 41° 26' 29" W 15.29' by the former railroad to a point in the southerly line of Hayward Street; thence, S 89°43'28" W 344.33' along the southerly line of Hayward Street to the point of intersection of the said line of Lincoln Street; thence, N 0°03'05" W 50.00' across Hayward Street to the point of beginning.

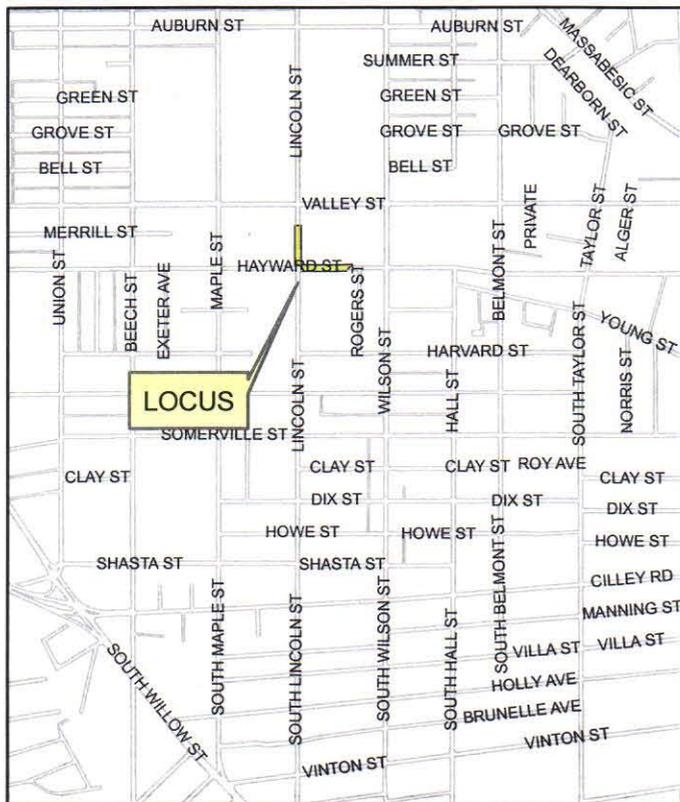
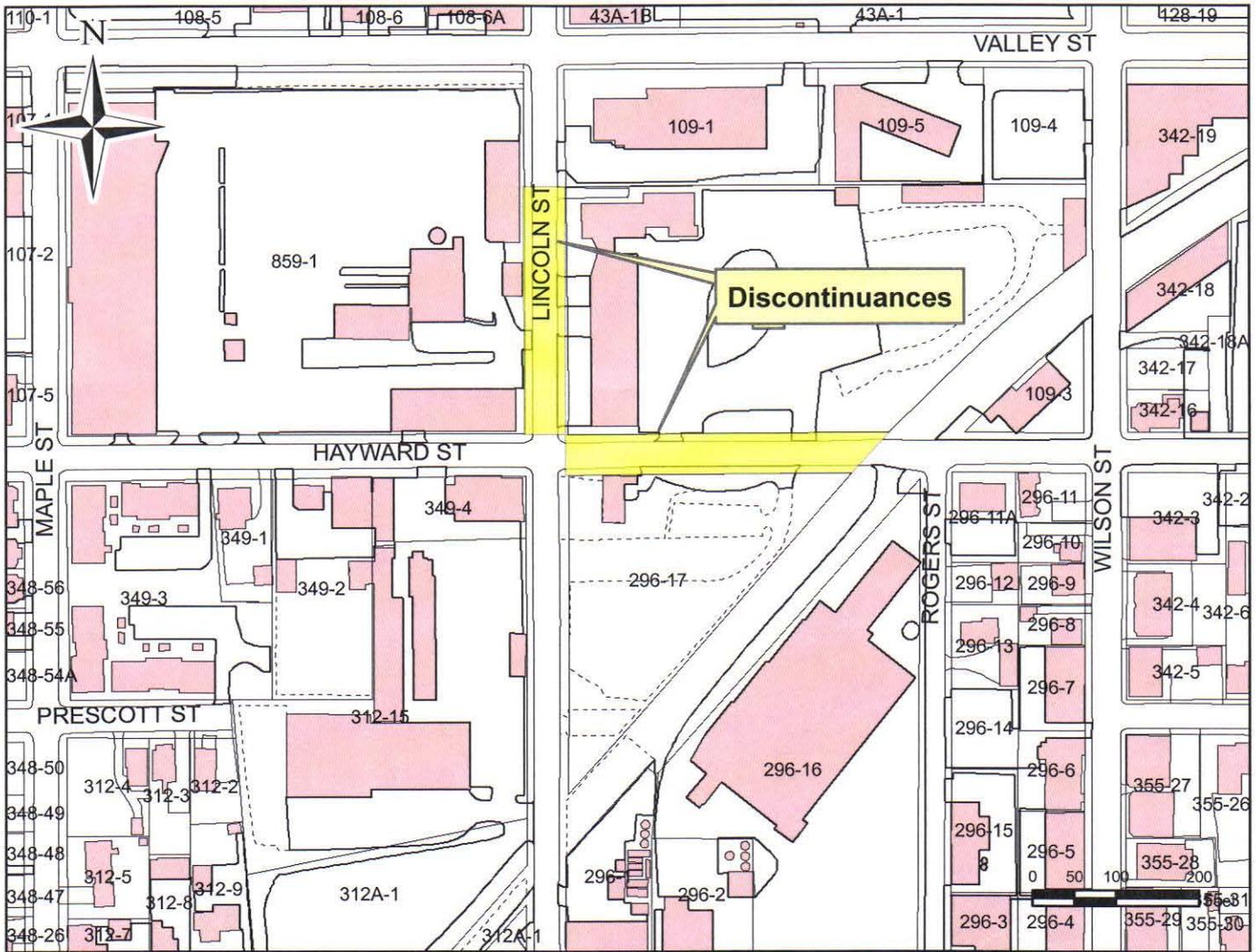
Containing 18,338 square feet to be the same more or less.

Meaning to discontinue a portion of Hayward Street laid out by the Board of Mayor and Aldermen, recorded in the City Clerks records of Highways, Streets and Bridges book 3 page 113 and shown on plan 173 of the Manchester Highway Department.

He, therefore, requests you to discontinue the above-described portion of Hayward Street.

Dated at the City of Manchester, New Hampshire this 26th day of July 2010.

By: 
Kevin Sheppard, Director of Public Works



Proposed Street Discontinuances
Lincoln Street and Hayward Street



Manchester, NH

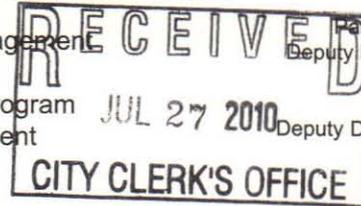
July 23, 2010



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment



Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning
Matthew M. Sink
Deputy Director - Building Regulations

27 July, 2010

Committee on Community Improvement Program
Honorable Board of Mayor and Aldermen
City Hall - One City Hall Plaza
Manchester, N.H. 03101

RE: Manchester Municipal Complex Street Discontinuances (portion of Lincoln & Hayward Streets)

Dear Committee Members:

This letter is being provided to the Committee in reference to the street discontinuance requests by the Director of Public Works.

As part of an overall plan to develop a new Municipal Complex on land currently owned by the City (approximately located between Maple, Hayward, Wilson and Valley Streets) a portion of Lincoln and Hayward Streets is being proposed for discontinuance. More specifically, Lincoln Street would be discontinued between the northerly and southerly boundary lines of the current Water Works property (TM 859, Lot 1), and Hayward Street would be discontinued between the westerly boundary line of the current Highway Department property (TM 109, Lot 2) and the westerly edge of the abandoned Portsmouth Branch rail ROW.

After studying this matter, we conclude that there are no apparent significant issues which need to be mitigated or which would substantially interfere with these proposed discontinuances. For example, any existing municipal underground utilities within the discontinued areas would still be under the control of the City and some vehicular traffic to abutting commercial properties can be reasonably rerouted over other local roadways. Thus, we concur with the Department of Public Works that it would be appropriate to discontinue the streets and forward the matter to hearing.

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

Sincerely,

David Beauchesne

David Beauchesne, Senior Planner

Copy: Leon L. LaFreniere, AICP, Director

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

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

“Continuation of the Central Business Service District.”

“Authorizing the Finance Officer to apply a credit of \$208,899 from the City’s Fiscal Year 2011 City Retirement System contribution against the City’s Fiscal Year 2012 City pension costs.”

“Authorizing the Finance Officer to transfer \$130,877 from the Special Revenue Reserve Account to the Parking Division in Fiscal Year 2012 to reimburse the Parking Division for Fiscal Year 2012 debt service associated with the Hampshire Plaza parking garage.”

ought to pass and be enrolled.

(Unanimous vote with the exception of Alderman Greazzo who voted in opposition)

Respectfully submitted,


Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

"Appropriating to the Parking Fund the sum of \$4,929,771 from parking revenues for the Fiscal Year 2012."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Four Million, Nine Hundred Twenty-Nine Thousand, Seven Hundred Seventy-One Dollars (\$4,929,771) from parking revenues shall be hereby appropriated to the Parking Fund for the Fiscal Year 2012 as follows:

Salaries and Wages	\$754,039
Line Item Expenses	\$3,104,427
Capital Outlay	\$0

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$419,590
Debt Service	\$651,715

TOTAL	\$4,929,771
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RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

"Appropriating the sum of \$13,779,048 from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2012."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Thirteen Million, Seven Hundred Seventy-Nine Thousand, Forty-Eight Dollars (\$13,779,048) from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2012 be hereby appropriated for operation Expenses as follows:

Salaries and Wages	\$2,671,414
Line Item Expenses	\$3,439,772
Capital Outlay	\$776,708

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$1,656,154
Insurance	\$186,000
Debt Service	\$4,931,000
Audit	\$18,000

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency	\$100,000
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TOTAL	\$13,779,048
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RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Appropriating the sum of \$2,257,354 from Recreation User Charges to the Recreation Division for the Fiscal Year 2012.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Two Million, Two Hundred Fifty-Seven Thousand, Three Hundred Fifty-Four Dollars (\$2,257,354) from Recreation User Charges to the Recreation Division for the Fiscal Year 2012 be hereby appropriated for operation Expenses as follows:

Salaries and Wages	\$701,386
Line Item Expenses	\$516,625
Capital Outlay	\$8,000

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$346,669
Insurance	\$30,466
Debt -- Principal and Interest	\$497,708
Audit	\$6,500

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency	\$150,000
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TOTAL	\$2,257,354
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RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Appropriating to the Manchester Transit Authority the sum of \$982,825 for the Fiscal Year 2012.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Nine Hundred Eighty-Two Thousand, Eight Hundred Twenty-Five Dollars (\$982,825) is hereby appropriated to the Manchester Transit Authority for the Fiscal Year 2012 to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Transit Authority.

\$982,825

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Appropriating to the Manchester School District the sum of \$150,200,000 for the Fiscal Year 2012.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Hundred Fifty Million, Two Hundred Thousand Dollars (\$150,200,000) is hereby appropriated to the Manchester School District for the Fiscal Year 2012 to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follow:

RESTRICTED FUNDS: Subject to the approval of the City of Manchester Board of School Committee.

\$150,200,000

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in the Fiscal Year 2012 and held in the Civic Center Fund, for the payment of the City’s Obligations in Said Fiscal Year under the Financing Agreement.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, IN ACCORDANCE WITH THE New Hampshire Revised Statutes Annotated, the Board of Mayor and Aldermen established on the books of the City the Civic Center Fund; and

WHEREAS, Meals and Rooms Tax Revenue, in excess of \$454,927 in each year, paid to the City by the State of New Hampshire in accordance with RSA 78-A shall be held in the Civic Center Fund to pay the City’s share of the costs of constructing the Manchester Civic Center; and

WHEREAS, in accordance with the terms of the Financing Agreement between the City and the Manchester Housing and Redevelopment Authority dated as of March 1, 2000 (the “Financing Agreement”), the City must appropriate funds held in the Civic Center Fund to meet its obligations under the Financing Agreement;

NOW, THEREFORE, be it resolved as follows:

That all Incremental Meals and Rooms Tax Revenue received by the City in the Fiscal Year 2012 and held, in the Civic Center Fund, is hereby appropriated for the payment of the City’s obligations in said fiscal year in accordance with the terms of the Financing Agreement.

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Appropriating to the Manchester Airport Authority the sum of \$46,309,448 from Special Airport Revenue Funds for the Fiscal Year 2012.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Forty-Six Million, Three Hundred Nine Thousand, Four Hundred Forty-Eight Dollars (\$46,309,448) from Special Airport Revenue funds shall be hereby appropriated to the Manchester Airport Authority for the Fiscal Year 2012 as follows:

Salaries and Wages	\$5,457,127
Line Item Expenses	\$19,123,276
Capital Outlay	\$482,500

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$2,865,985
Debt – Principal and Interest	\$17,900,560
Debt – Bond Financing	\$300,000
Audit	\$55,000
Insurance	\$125,000

TOTAL	\$46,309,448
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RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,796,000 from School Food and Nutrition Services Revenues for the Fiscal Year 2012.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Five Million, Seven Hundred Ninety-Six Thousand Dollars (\$5,796,000) from School Food and Nutrition Services revenues shall hereby be appropriated to the Manchester School Food and Nutrition Services program for the Fiscal Year 2012 as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Board of School Committee.

\$5,796,000

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

"Raising Monies and Making Appropriations of \$133,615,233 for the Fiscal Year 2012."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Hundred Thirty-Three Million, Six Hundred Fifteen Thousand, Two Hundred Thirty-Three Dollars (\$133,615,233) plus the County Tax be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it, and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source, shall be appropriated as follows:

General Government - Agencies

Aldermen	\$70,000
Assessors	\$612,320
City Clerk	\$998,800
Economic Development Office	\$205,302
City Solicitor	\$1,108,197
Finance Department	\$913,992
Information Systems	\$1,478,104
Mayor	\$220,548
Youth Services	\$475,955
Human Resources	\$709,981
Planning & Community Development	\$1,881,408
Facilities Division	\$6,060,630
Tax Collector	\$526,867
Fire Department	\$18,486,979
Police Department	\$19,000,102
Health Department - City	\$1,353,318
Health Department - School	\$1,268,505
Highway Department	\$19,269,884
Welfare Department	\$1,028,342
Parks and Recreation Division	\$3,208,922
Library	\$1,795,609
Senior Services	\$240,326
Subtotal Agencies:	\$80,914,091

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City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Raising Monies and Making Appropriations of \$133,615,233 for the Fiscal Year 2012.”

Page 2

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

General Government - Non-Departmental Items

Health Insurance	\$12,794,272
Dental Insurance	\$920,544
Life Insurance	\$76,265
Disability Insurance	\$72,507
Workers Compensation- Medical	\$1,800,000
Workers Compensation – Salary	\$584,000
Casualty & General Liability	\$947,131
Fire Retirement	\$3,813,985
Police Retirement	\$2,802,087
City Retirement	\$4,600,000
FICA	\$2,809,038
Unemployment	\$610,800
Tuition Reimbursement	\$50,000
Severance Pay	\$700,000
Contingency/Salary Adjustment	\$700,000
Civic Contributions and Programs	\$140,571
Southern NH Planning Commission	\$68,434
Manchester Public Television	\$475,000
Community Improvements	\$432,000
Employees Medical Services	\$40,000
Maturing Debt	\$11,434,283
Interest on Maturing Debt	\$6,830,225
Subtotal Non-Departmental	\$52,701,142
GRAND TOTAL (Agencies and Non-Departmental)	\$133,615,233

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and

A RESOLUTION

“Appropriating to the Central Business Service District the sum of \$258,000 from Central Business Service District Funds for the Fiscal Year 2012.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Two Hundred Fifty-Eight Thousand Dollars (\$258,000) from Central Business Service District funds shall be hereby appropriated to the Central Business Service District for the Fiscal Year 2012 as follows:

RESTRICTED FUNDS: Subject to the approval of the Planning Director.

Expenses	\$258,000
 TOTAL	 \$258,000

RESOLVED that this Resolution shall take effect upon its passage.