

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**January 15, 2013**  
**Mayor and all Aldermen**

**7:30 p.m.**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by representatives from BerryDunn regarding the Innoprise project.  
*(Note: Executive Summary by BerryDunn to be submitted under separate cover.)*

#### **CONSENT AGENDA (ITEMS 4-22)**

4. 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.

#### **Information to be Received and Filed**

5. Manchester Conservation Commission 2012 Year End Report.

#### **REFERRALS TO COMMITTEES**

##### **COMMITTEE ON FINANCE**

6. Resolutions:  
  
“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Dollars (\$4,000) for the FY 2013 CIP 214013 Medical Reserve Corps. Program.”

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred Ninety Two Dollars (\$5,792) for the FY 2013 CIP 411713 Domestic Violence Prosecutor.”

“Amending the FY 2011 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program.”

“Authorizing the Finance Officer to effect a transfer of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars (\$694,734) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

“Authorizing the Finance Officer to effect a transfer of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents (\$91,833.68) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

“Amending the FY 2009 and 2010 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Eight Hundred Twenty Thousand Five Hundred Twenty One Dollars (\$820,521) for the FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

## **REPORTS OF COMMITTEES**

### **COMMITTEE ON COMMUNITY IMPROVEMENT**

7. Recommending that the update on the Airport’s 5-year CIP has been accepted.  
*(Unanimous vote)*
  
8. Recommending that the request from Jennifer Rounds for the City to sign a Subordination Agreement for property located at 1552 Belmont Street be approved subject to the review and approval of the City Solicitor.  
*(Unanimous vote)*

- 9.** Recommending that the request from Cookson Stephens Corporation for the City to sign a subordination agreement be approved, subject to the review and approval of the City Solicitor.  
*(Unanimous vote)*
- 10.** Recommending that the request from the Fleet Services Director to issue an RFP and for the City to enter into contracts to purchase, before the start of the fiscal year, two vehicles that are scheduled to be replaced in fiscal year 2013/2014 be approved.  
*(Unanimous vote)*
- 11.** Recommending that the request from the Fleet Services Director to purchase a replacement van for the Parking Division be approved.  
*(Unanimous vote)*
- 12.** Recommending that the request from the City Solicitor to accept funds in the amount of \$5,792 from the State of New Hampshire for CIP project #411713 Domestic Violence Prosecutor be approved.  
*(Unanimous vote)*
- 13.** Recommending that the request to change a project name and description for CIP project #710613 – WWTP Odor Control to WWTP Infrastructure Upgrades to more accurately describe the proposed upgrades to be carried out with the remainder of project funding be approved.  
*(Unanimous vote)*
- 14.** Recommending that Amending Resolution and budget authorization providing for acceptance and expenditure of \$4,000 for CIP project #214013 – Medical Reserve Corp. Program be approved.  
*(Unanimous vote)*
- 15.** Recommending that Amending Resolution and budget authorization for the match contribution for CIP project #612611 – 2010 Lead Hazard Reduction Demonstration Grant Program be approved.  
*(Unanimous vote)*

16. Recommending that the request from the Chief Engineer for a transfer of funds from two FY2009 projects completed under budget, to CIP project #710510 – Cohas Brook Phase III Contract #2 Design and Construction be approved.  
*(Unanimous vote)*
  
17. Recommending that the request from the owner of 302 Prospect Street for subordination of a City lien totaling \$8,490 be approved.  
*(Unanimous vote)*
  
18. Advising that the amending resolution and budget authorization providing for acceptance and expenditure of \$10,000 for CIP project #510413 – Gen. John Stark Gravesite Restoration Project has been received and filed.  
*(Unanimous vote)*

#### **COMMITTEE ON PUBLIC SAFETY, HEALTH & TRAFFIC**

19. 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.

#### **RESCIND 10 HOUR METERS 8AM-8PM – EMERGENCY ORDINANCE:**

On Bedford Street, east side, from a point 54 feet north of Pleasant Street to a point 125 feet north (Ord. 9364)

On Bedford Street, east side, from a point 160 feet north of Pleasant Street to a point 557 feet north (Ord. 9366)

Alderman Long

#### **RESCIND NO PARKING ANYTIME – EMERGENCY ORDINANCE:**

On Bedford Street, east side, from a point 771 feet north of Pleasant Street to a point 855 feet north (Ord. 9369)

On Bedford Street, east side, from a point 983 feet north of Pleasant Street to a point 1096 feet north (Ord. 9371)

Alderman Long

**10 HOUR METERS – 8AM - 8PM – MONDAY – FRIDAY –  
EMERGENCY ORDINANCE:**

On Bedford Street, east side, from a point 54 feet north of Pleasant Street to a point 72 feet north

On Bedford Street, east side, from a point 164 feet north of Pleasant Street to a point 384 feet north

On Bedford Street, east side, from a point 548 feet north of Pleasant Street to a point 475 feet north

Alderman Long

**NO PARKING ANYTIME – EMERGENCY ORDINANCE:**

On Bedford Street, east side, from a point 126 feet north of Pleasant Street to a point 38 feet north

On Bedford Street, east side, from a point 1023 feet north of Pleasant Street to a point 70 feet north

Alderman Long

**NO PARKING ANYTIME:**

On Trenton Street, south side, from Chestnut Street to a point 95 feet west  
Alderman Craig

On Putnam Street, north side, from Cumberland Street to a point 80 feet east  
Alderman Gamache

On Merrimack Street, north side, from a point 85 feet east of Maple Street to a point 60 feet east

Alderman Roy

**RESCIND NO PARKING ANYTIME:**

On Knowlton Street, east side, from Hayward Street to a point 150 feet south  
Alderman Shea

**RESCIND ONE HOUR PARKING – 11:00 AM – 10:00 PM:**

On West Street, west side, from a point 20 feet south of Conant Street to a point 66 feet south (Ord.10010)

Alderman Gamache

On Conant Street, south side, from a point 20 feet west of West Street to a point 40 feet west (Ord. 10009)

Alderman Gamache

**NO PARKING LOADING ZONE:**

On West Street, west side, from a point 20 feet south of Conant Street to a point 26 feet south

Alderman Gamache

On Conant Street, south side, from a point 20 feet west of West Street to a point 20 feet west

Alderman Gamache

**PARK 30 MINUTES – 11:00 AM – 10 PM:**

On West Street, west side, from a point 46 feet south of Conant Street to a point 40 feet south

Alderman Gamache

On Conant Street, south side, from a point 40 feet west of West Street to a point 20 feet west

Alderman Gamache

**RESCIND TWO HOUR PARKING:**

On West North Street, north side, from Elm Street to River Road

(Ord.6323)

Alderman Long

*(Unanimous vote)*

20. Recommending that the communication from the Parking Manager requesting a change in enforcement times of parking meters on various streets be approved.  
*(Unanimous vote)*
  
21. Recommending that the communication from the Parking Manager requesting that City Ordinance section 70.55 (D) (2) (c) Residential Parking Permit Zone #2 be amended by not allowing residents to park on Elm Street be approved and forwarded to the Committee on Bills on Second Reading for technical review.  
*(Unanimous vote)*
  
22. Recommending that the communication from Representative Will Infantine requesting a three-way stop at the intersection of Megan Drive and Aaron Drive has been received and filed.  
*(Unanimous vote)*

**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. Confirmations to be presented by Mayor Gatsas:  
**Board of Trustees of Trust Funds**  
Attorney S. William Dahar to fulfill a vacancy as a member, term to expire  
January 1, 2016  
**Office of Youth Services Advisory Board**  
Bonnie St. Jean to succeed herself as a member, term to expire  
January 1, 2016  
Gary Hunter to succeed himself as a member, term to expire  
January 1, 2016  
**Senior Services Commission**  
Pat Schoch to succeed herself as a member, term to expire January 1, 2016  
**Ladies and Gentlemen, what is your pleasure?**
25. Warrant to be committed to the Tax Collector for collection under the Hand  
and Seal of the Board of Mayor and Aldermen for the collection of sewer  
charges for period #3, 2012.  
*(Note: Clerk to present amount at the meeting)*  
**Ladies and Gentlemen, what is your pleasure?**
26. A motion is in order to recess the meeting to allow the Committee on  
Finance to meet.
27. Mayor Gatsas calls the meeting back to order.
28. Report(s) of the Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
29. Report(s) of the Committee on Accounts, Enrollment & Revenue  
Administration, if available.  
**Ladies and Gentlemen, what is your pleasure?**
30. Report(s) of the Committee on Administration/Information Systems, if  
available.  
**Ladies and Gentlemen, what is your pleasure?**

- 31. Report(s) of the Committee on Lands and Buildings, if available.  
Ladies and Gentlemen, what is your pleasure?**

- 32. Resolutions: (A motion is in order to read by titles only.)**

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Dollars (\$4,000) for the FY 2013 CIP 214013 Medical Reserve Corps. Program.”

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred Ninety Two Dollars (\$5,792) for the FY 2013 CIP 411713 Domestic Violence Prosecutor.”

“Amending the FY 2011 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program.”

“Authorizing the Finance Officer to effect a transfer of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars (\$694,734) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

“Authorizing the Finance Officer to effect a transfer of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents (\$91,833.68) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

“Amending the FY 2009 and 2010 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Eight Hundred Twenty Thousand Five Hundred Twenty One Dollars (\$820,521) for the FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

**A motion is in order that the resolutions ought to pass and be enrolled.**

- 33. 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(a).**

**TABLED ITEM**

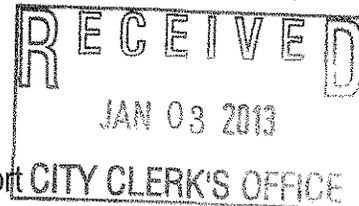
*A motion is in order to remove this item from the table.*

- 34.** Petition to release and discharge a portion of Hayward North Back Street.  
*(Note: Tabled 4/03/2012)*

**ADJOURNMENT**

- 35.** If there is no further business, a motion is in order to adjourn.

December 31, 2012



The Manchester Conservation Commission 2012 Year End Report

Submitted by the Manchester Conservation Commission

The Manchester Conservation Commission continues to work with the Planning Department & local property owners. The Commission welcomes the opportunity to review plans with engineers and developers. The Planning & Zoning Board looks for our comments to assist them with their review of such plans. Our comments and or recommendations may involve pockets of wetlands or prime wetlands such as the Great Cohas Brook and the Massabesic Lake Watershed. We also welcome the opportunity to meet with Parks & Recreation Department, EPD, and the Manchester Waterworks each year.

Much development has occurred in our Industrial Parks, where years previous much of this land was wet. We (MCC) now look at the value of these many manmade wetlands and evaluate their functionality. It is our mission to provide valuable guidelines to help the city grow & prosper in a sustainable way and to help prevent flooding.

We value our relationships city planner Jonathan Golden and look to him for guidance when reviewing proposed plans. We also value our Urban Ponds experts Jennifer Drociak & Jeff Marcoux, both DES employees who have for several years, kept the Urban Ponds Program alive. They conduct water quality sampling in collaboration w/EPD & other city departments, and they spearhead the Urban Pond Clean-Ups scheduled in the Spring & Fall. We have exciting news regarding McQuesten Pond located on the West Side of Second Street. The State DES, Fish & Game partnering w/Trouts Unlimited and other nonprofits are collaborating to help restore this significant wetland which is home to an uncommon native trout. Their efforts will redirect pollutants now entering the pond and will help educate abutting property on snow removal and waste storage.

The 2<sup>nd</sup> Annual Fall Manchester Bike Tour, developed by the MCC, was a success thanks to our sponsors and volunteers who helped execute the tour. Seventy riders enjoyed the route making stops at the Aviation Museum, Massabesic Lake and the Weston Observatory. The MCC netted \$600 which is deposited in our Conservation Fund. The Fund will help us leverage additional funding to be used to map out a long term preservation project including the protection of prime lands such as the Great Cohas Brook wetlands, wildlife habitat and streambank restoration along the banks of the Piscataquog River. We are requesting a city match of \$600 this fiscal year to help us build our capacity and to help us leverage more additional funding through the year to implement projects which were identified years ago within the SEPP Program.

\*\*\* The Commission is also requesting a full slate of Conservation Commission members. We are meeting with four active members. We need an additional three members to have a full slate of members on the Commission. This is the second request we have made within a few months.

The Commission encourages the BMA & the Public Works Department to continue to thinking about Bike Friendly Streets and continue funding the progress on the West Side Bike & Passive Trail.

Protecting our natural resources in Manchester is very important to maintain our quality of life in the city for our residents and visitors and we are happy to serve the city in this capacity.

Jane Beaulieu  
MCC, Chair

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Dollars (\$4,000) for the FY 2013 CIP 214013 Medical Reserve Corps. Program.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$4,000 from the National Association of County and City Health Officials for the implementation of the Medical Reserve Corps. Program;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By adding:**

FY 2013 CIP 214013 Medical Reserve Corps. Program - \$4,000 Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Twelve*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred Ninety Two Dollars (\$5,792) for the FY 2013 CIP 411713 Domestic Violence Prosecutor.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from the State of New Hampshire;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By increasing:**

FY 2013 CIP 411713 Domestic Violence Prosecutor - \$5,792 State

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

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2011 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program.”

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 2011 CIP as contained in the 2011 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept a 10% property owner match from each participant in the Lead Hazard Reduction Demonstration Grant Program;

NOW, THEREFORE, be it resolved that the 2011 CIP be amended as follows:

**By increasing:**

FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program - \$250,000  
Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars (\$694,734) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 712209, Cohas Brook Phase III Contract 1  
Amount Transferred: \$694,734  
Original Resolution Adopted: August 3, 2010  
Original Amount: \$7,000,000.00

To: CIP 710510, Cohas Brook Phase III Contract #2 Design and Construction  
\$694,734.00

Section 2. Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents (\$91,833.68) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents from the balance of bonds authorized as follows:

Section 1.

From:

CIP 712309, Cohas Brook Phase II  
Amount Transferred: \$91,833.68  
Original Resolution Adopted: August 3, 2010  
Original Amount: \$1,000,000.00

To: CIP 710510, Cohas Brook Phase III Contract #2 Design and Construction  
\$91,833.68

Section 2. Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2009 and 2010 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Eight Hundred Twenty Thousand Five Hundred Twenty One Dollars (\$820,521) for the FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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 2010 CIPs as contained in the 2009 and 2010 CIP budgets; and

WHEREAS, the 2009 and 2010 CIPs contain all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of unused Bond funding from two FY09 projects that have been completed; and

NOW, THEREFORE, be it resolved that the 2009 and 2010 CIPs be amended as follows:

**By decreasing:**

FY2009 CIP 712209 Cohas Brook Phase III Contract 1 - \$694,734 Bond  
FY2009 CIP 712309 Construction of Cohas Brook Phase II - \$91,833.68 Bond; \$33,953.32 Ent.

**By increasing:**

FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction - \$786,567.68 Bond and \$33,953.32 Enterprise  
(from \$5,000,000 State, \$2,500,000 EPD Cash to \$5,000,000 State, \$2,500,000 EPD Cash, \$820,521 Enterprise/Bond)

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 update on the Airport's 5-year CIP has been accepted.

*(Unanimous vote)*

Respectfully submitted,

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

Clerk of Committee

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 Jennifer Rounds for the City to sign a Subordination Agreement for property located at 1552 Belmont Street be approved subject to the review and approval of the City Solicitor.

*(Unanimous vote)*

Respectfully submitted,



Mattie Hernandez  
Clerk of Committee



# CITY OF MANCHESTER

## Economic Development Office



### MEMORANDUM

**TO:** Jim Roy, Chairman  
CIP Committee

**FROM:** Chris Wellington  
Economic Development Office

**DATE:** January 2, 2013

Re: Subordination Agreement – Shaggin’ Salon

Shaggin’ Salon, located at 987 Elm St, received a loan through the City’s Revolving Loan Fund for \$30,000 on 12/9/2009. The owner, Jennifer Rounds, is refinancing the mortgage on her home and is requesting the City sign a subordination agreement. I have attached the subordination agreement and provided some information below detailing the revolving loan Shaggin’ Salon received.

The original loan amount was for \$30,000 and the current balance is \$12,900. The loan is scheduled to be paid off on December 2014. The original mortgage amount was \$209,149 in 2006 and the amount of the refinanced mortgage is \$214,000. Shaggin’ Salon is currently up to date on all payments.

The Revolving Loan Committee recommends approving and signing the subordination agreement. I would be happy to provide any additional background information or materials that may be of assistance to your consideration of this matter.

CC: Mayor Ted Gatsas  
Sam Piatt  
Bill Sanders  
Matt Normand  
Tom Clark

**SUBORDINATION AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS,

That City of Manchester holders of a mortgage on property located at 1552 Belmont Street, Manchester, NH recorded in the Hillsborough County Registry of Deeds at Book 8168, Page 0942, does hereby covenant and agree that they will hold said rights subordinate and subject to a mortgage dated \_\_\_\_\_, 201\_\_ with a maximum principal amount of \$215,057.00 from Jerred H. Rounds and Jennifer A. Rounds to Merrimack Mortgage Company, Inc to be recorded in the Hillsborough County Registry of Deeds at Book \_\_\_\_\_, Page \_\_\_\_\_.

IN WITNESS WHEREOF, he/she has hereunto set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City of Manchester  
By: Theodore L. Gatsas  
Its: Mayor

State of New Hampshire  
County of \_\_\_\_\_

Personally appeared Theodore L. Gatsas, Mayor of the City of Manchester and acknowledged the foregoing instrument to be his voluntary act and deed.

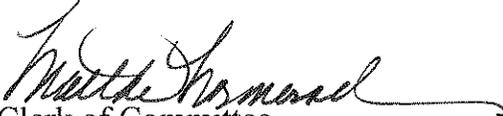
\_\_\_\_\_  
Notary Public/Justice of the Peace

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 Cookson Stephens Corporation for the City to sign a subordination agreement be approved, subject to the review and approval of the City Solicitor.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee



# CITY OF MANCHESTER

## Economic Development Office



### MEMORANDUM

**TO:** Jim Roy, Chairman  
CIP Committee

**FROM:** Chris Wellington  
Economic Development Office

**DATE:** January 2, 2013

Re: Subordination Agreement – Cookson Stephens

Cookson Stephens Corporation received a loan through the City's Revolving Loan Fund for \$45,000 on 11/15/2010. The owner, Matt Cookson, is refinancing the mortgage on his home and is requesting the City sign a subordination agreement. I have attached the subordination agreement and provided some information below detailing the revolving loan Cookson Stephens received.

The original loan amount was for \$45,000 and the current balance is \$18,334. The owner recently made a \$10,000 payment and expects he will pay off the loan in-full within the next twelve months. The original mortgage amount was \$300,000 in 2007 and the amount of the refinanced mortgage is \$268,000. Cookson Stephens is currently up to date on all payments.

The Revolving Loan Committee recommends approving and signing the subordination agreement. I would be happy to provide any additional background information or materials that may be of assistance to your consideration of this matter.

CC: Mayor Ted Gatsas  
Sam Piatt  
Bill Sanders  
Matt Normand  
Tom Clark

SUBORDINATION AGREEMENT

Re: 70 Gage Girls Road, Bedford, New Hampshire

City of Manchester, New Hampshire a body corporate and politic, with an address of One City Hall Plaza, Manchester, County of Hillsborough, New Hampshire 03101, its successors and assigns, holder of a mortgage from **Matthew B. Cookson and Jennifer L. Cookson** in the original principal amount of \$45,000.00 dated November 15<sup>th</sup> 2010 and recorded in the **Hillsborough County Registry of Deeds, Book 8268, Page 1324**, hereby subordinates said mortgage to the mortgage from Matthew B. Cookson and Jennifer L. 268,000.00 dated \_\_\_\_\_, 20 \_\_\_\_, and recorded in the Hillsborough County Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

City of Manchester  
Its Successors and Assigns

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2011, by \_\_\_\_\_, \_\_\_\_\_ duly authorized by the City of Manchester.

\_\_\_\_\_  
Notary Public

My commission expires:

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

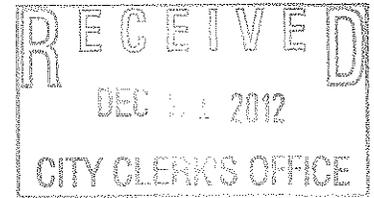
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the Fleet Services Director to issue an RFP and for the City to enter into contracts to purchase, before the start of the fiscal year, two vehicles that are scheduled to be replaced in fiscal year 2013/2014 be approved.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee

Wesley B. Anderson, P.E.  
Central Fleet Services Director



**CITY OF MANCHESTER**  
*Central Fleet Management Department*

Memorandum

To: Community Improvement Committee

From: Wesley B. Anderson, P.E.

Date: December 19, 2012

Subject: Request authority to issue request for proposals (RFP) and enter into contracts before start of a fiscal year

I request permission to issue Request for Proposals (invitation for bids) and for the City to enter into contracts to purchase before the start of the fiscal year two vehicles that are scheduled to be replaced in Fiscal Year 2013/2014.

The two vehicles are:

Department	Truck	Description	Year	Age	Manufacturer	Estimated Cost
Public Works	602	Refuse truck	2003	10	International	\$204,000
Fire	E3	Pumper	1994	19	Spartan	\$582,000

Truck 602 will be kept in the City's inventory and be used as a spare refuse truck replacing current spare truck 588 which is in too poor condition to be used as a refuse truck. Public Works currently has four spare refuse trucks (including truck 588) to ensure it can perform its trash collection mission.

Engine 3 due to its condition has become very maintenance intensive. Both the Fire Chief and I want to replace it as early in the fiscal year as possible to improve the Fire Department's operational rate for its fleet and to reduce maintenance costs.

Both trucks have long production times and will be delivered after the start of the fiscal year. Additionally the contract will specifically state that delivery is to be after the start of the fiscal year.

Subject: Request authority to issue a request for proposals (RFP) and enter into a contract before start of a fiscal year

I have coordinated the request with both the Mayor and the Finance Department. The Mayor informed me that he intends to request \$3 million for the Municipal Equipment Replacement (MER) fund for FY 2013/2014. Finance Department supports the request as long as delivery is after the start of the fiscal year.

CF:

Mayor

Finance Department, Attn: Bill Sanders

Fire Department, Attn: James Burkush

Public Works, Attn: Kevin Sheppard

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

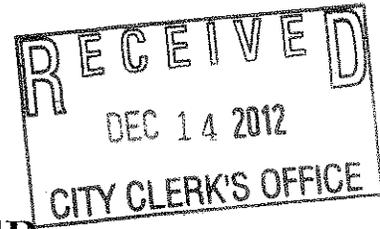
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the Fleet Services Director to purchase a replacement van for the Parking Division be approved.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee

Wesley B. Anderson, P.E.  
Central Fleet Services Director



**CITY OF MANCHESTER**  
*Central Fleet Management Department*

Memorandum

To: Community Improvement Committee

From: Wesley B. Anderson, P.E., Director

Date: December 13, 2012

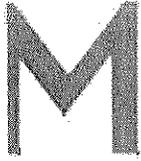
Subject: Request to Purchase a Replacement van for Parking

Parking Division recently brought a van (PE - 0936) to Fleet Management for maintenance. The van, a Chevrolet, was built in 1999 and has approximately 75,000 miles on it. Prior to performing the repairs we inspected the van determined that the van's chassis had decayed (a result of rust) to the point that it was unsafe to operate. Based on the extent of the decay there is insufficient metal remaining on the chassis to repair it. I have removed it from service and provided Parking Division with one of Fleet's vehicles until such time as their van can be replaced.

Parking Division uses the van to collect money from and repair the 801 meters in the City. Parking Division's requirements can be met with a Ford Transit Connect. The vehicle has a four cylinder engine and is rated at 22 miles per gallon in the City. Parking Division as an enterprise fund will purchase the replacement vehicle. The Division has the funds to purchase the van. The Ford Transit Connect is on the State contract. It can be purchased for \$21,327.

I recommend you approve the request to purchase the replacement vehicle for Parking Division.

Attachment



## City of Manchester Parking Division

Denise Boutillier  
Parking Manager  
[dboutillier@manchesternh.gov](mailto:dboutillier@manchesternh.gov)

December 12, 2012

Wesley Anderson, Director  
Central Fleet Management  
City of Manchester, NH  
480 Hayward Street  
Manchester, NH 03103

Dear Wes:

Pursuant to our conversation, please consider this confirmation that there are funds available in our FY13 budget for the purchase of a Ford Transit Connect.

When purchased, this vehicle will replace the 1999 Chevy Van you took out of circulation last month. The Chevy Van is used by the meter technicians in the collection and repair of the 600 single spaced meters and 201 pay and display meters.

Sincerely,

  
Denise Boutillier  
Parking Manager

Cc: William Sanders, Finance Director

25 Vine Street, Manchester, New Hampshire 03101  
Telephone: 603-624-6580 Fax: 603-665-6623  
Web: [www.manchesternh.gov](http://www.manchesternh.gov)

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 City Solicitor to accept funds in the amount of \$5,792 from the State of New Hampshire for CIP project #411713 Domestic Violence Prosecutor be approved.

*(Unanimous vote)*

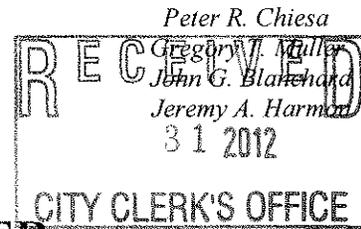
Respectfully submitted,

  
Clerk of Committee

Thomas R. Clark.  
City Solicitor



Thomas I. Arnold, III  
Deputy City Solicitor



**CITY OF MANCHESTER**  
*Office of the City Solicitor*

December 13, 2012

Ald. James Roy, Chairman  
Committee on Community Improvement  
c/o City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Re: **Domestic Violence Prosecutor – Project #411713**

Dear Ald. Roy:

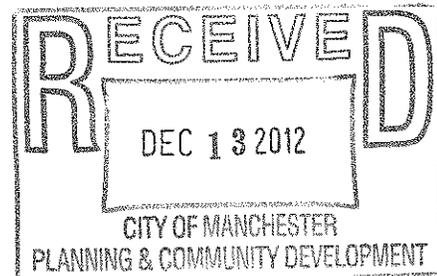
The City has received \$5,792.00 from the State of New Hampshire for this project. These are funds that were left over after the County Attorney finished their portion of this grant project. We are requesting that the funds be accepted and increase the CIP budget authorization for this amount.

If you have any questions, feel free to contact me.

Very truly yours,

  
Thomas R. Clark  
City Solicitor

TRC/hg



**CIP BUDGET AUTHORIZATION**

CIP#: 411713 Project Year: 2013 CIP Resolution: 6/12/2012  
 Title: Domestic Violence Prosecutor Amending Resolution: 1/15/2013  
 Administering Department: City Solicitor's Office Revision: #1

Project Description: Funding to support a Domestic Violence Prosecutor position within the City Solicitor's Office.

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

**Critical Events**

1		8/7/12
2		6/30/12
3		
4		
5		
		6/30/2012

**Line Item Budget**

	OTHER	STATE		TOTAL
Salaries and Wages	\$30,000.00	\$5,792.00	\$0.00	\$35,792.00
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	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>\$5,792.00</b>	<b>\$0.00</b>	<b>\$35,792.00</b>

**Revisions** #1- Increases budget by \$5,792 State.

**Comments:** Other funds received from Mary Gale Foundation.

# City of Manchester New Hampshire

*In the year Two Thousand and Twelve*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred Ninety Two Dollars (\$5,792) for the FY 2013 CIP 411713 Domestic Violence Prosecutor.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from the State of New Hampshire;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By increasing:**

FY 2013 CIP 411713 Domestic Violence Prosecutor - \$5,792 State

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 to change a project name and description for CIP project #710613 – WWTP Odor Control to WWTP Infrastructure Upgrades to more accurately describe the proposed upgrades to be carried out with the remainder of project funding be approved.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

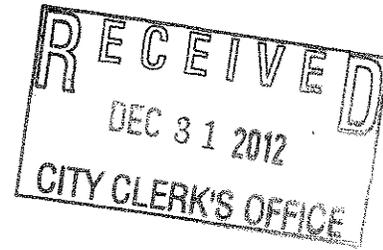
Planning and Land Use Management  
Building Regulations  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

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

Matthew M. Sink  
Deputy Director - Building Regulations

**MEMORANDUM**



To: Alderman Jim Roy,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP  
Director, Planning and Community Development

Date: January 7, 2013

Re: CIP #710613 – WWTP Odor Control

---

Mr. McNeil from the Highway Department's Environmental Protection Division is requesting a project name and description change for a FY2013 CIP project. The original project was CIP #710613 - WWTP Odor Control with an approved budget of \$500,000 Enterprise. The original intent of the project was to implement odor control upgrades. These upgrades have been completed under budget leaving a balance in the project. Mr. McNeil is proposing a project name change to WWTP Infrastructure Upgrades and description revision to more accurately describe the proposed upgrades to be carried out with the remainder of funding.

Respectfully, I request that the Committee recommend the acceptance of this revised Budget Authorization form to the full Board.

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

*Timothy J. Clougherty*  
*Deputy Public Works Director*

*Frederick J. McNeill, P.E.*  
*Chief Engineer*



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

**CITY OF MANCHESTER**  
*Highway Department*  
*Environmental Protection Division*

December 27, 2012

EPD 12-112

Ms. Kerrie L. Xintaras  
City of Manchester  
Planning & Community Development Department  
One City Hall Plaza  
Manchester, NH 03101

Subject: **CIP 710613**  
**Description Change**

Dear Ms Xintaras,

EPD requests a description change to CIP 710613 from *WWTP Odor Control* to *WWTP Infrastructure Upgrade*. Our Odor control upgrades will not utilize the full \$500,000 CIP budget. By broadening this description we can also use this CIP to upgrade other small scale WWTP infrastructure including our heating system and incinerator sludge pumps.

If you have any questions regarding the requested CIP description change, or require any additional information, please feel free to contact us at your convenience.

Sincerely,

Frederick J. McNeill, P.E.  
Chief Engineer

Cc: Kevin A. Sheppard, P.E.  
Timothy J. Clougherty  
June George

**CIP BUDGET AUTHORIZATION**

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

**Project Description:** Study, design, and construction of odor control upgrades at the WWTP to mitigate odor problems in the immediately surrounding areas. Additional infrastructure improvements to include the heating system, incinerator sludge pumps, and miscellaneous small scale improvements.

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

**Critical Events**

1	Project Initiation	07/17/12
2	Project Completion	06/30/13
3		
4		
5		
		06/30/2013

**Line Item Budget**

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$200,000.00	\$0.00	\$0.00	\$200,000.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$200,000.00	\$0.00	\$0.00	\$200,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>

**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 Amending Resolution and budget authorization providing for acceptance and expenditure of \$4,000 for CIP project #214013 – Medical Reserve Corp. Program be approved.

*(Unanimous vote)*

Respectfully submitted,



Matthew Normand  
Clerk of Committee



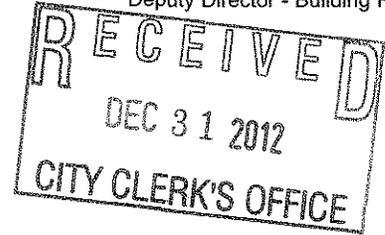
**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

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



**MEMORANDUM**

To: Alderman Jim Roy,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP  
Director, Planning and Community Development

Date: December 31, 2012

Re: Health Department - CIP #214013 – Medical Reserve Corp. Program

**New Funding**

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The Health Department has notified us that the City has received new funding from the National Association of County and City Health Officials totaling \$4,000 for the implementation of the Medical Reserve Corps. Program.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:

**CIP BUDGET AUTHORIZATION**

CIP#: 214013      Project Year: 2013      CIP Resolution: 6/12/2012  
 Title: Medical Reserve Corp      Amending Resolution: 1/15/2013  
 Administering Department: Health Department      Revision:         

**Project Description:** Funding to support the operation of the Medical Reserve Corp (MRC). MRC is a national program which coordinates volunteer medical professionals to be used in public health and other emergencies. Monies are to be used for the above mentioned purpose along with the purchase of supplies for the volunteers.

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

**Critical Events**

1	Program Initiation	2/1/2013
2	Program Completion	6/30/2014
3		
4		
5		
		6/30/2014

**Line Item Budget**

	OTHER			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	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$4,000.00	\$0.00	\$0.00	\$4,000.00
<b>TOTAL</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,000.00</b>

**Revisions**


**Comments:** Funds received from the National Association of County and City Health Officials. Program initiation and completion dates determined by the grantor.

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Dollars (\$4,000) for the FY 2013 CIP 214013 Medical Reserve Corps. Program.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$4,000 from the National Association of County and City Health Officials for the implementation of the Medical Reserve Corps. Program;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By adding:**

FY 2013 CIP 214013 Medical Reserve Corps. Program - \$4,000 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 Amending Resolution and budget authorization for the match contribution for CIP project #612611 – 2010 Lead Hazard Reduction Demonstration Grant Program be approved.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

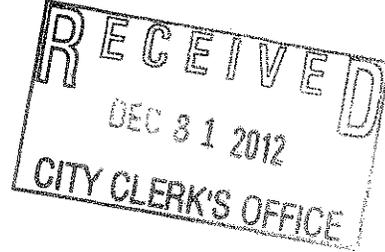
Planning and Land Use Management  
Building Regulations  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

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

Matthew M. Sink  
Deputy Director - Building Regulations

**MEMORANDUM**



To: Alderman Jim Roy,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP   
Director, Planning and Community Development

Date: January 7, 2013

Re: CIP #612611 – 2010 Lead Hazard Reduction Demonstration Grant Program

---

The City requires all participants in the Lead Hazard Reduction Demonstration Grant Program to make a match contribution of 10% of the total contract amount to assist with their project expenses. The project requires an additional revenue line item to account for this match.

Respectfully, I request that the Committee recommend the acceptance of this Amending Resolution and Budget Authorization Form to the full Board.

**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	2/18/2011
2	Program Completion	11/30/2014
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	FEDERAL	CDBG	Other	TOTAL
Salaries and Wages	\$100,702.00	\$0.00	\$0.00	\$100,702.00
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	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,866,976.00	\$200,000.00	\$250,000.00	\$4,316,976.00
<b>TOTAL</b>	<b>\$3,967,678.00</b>	<b>\$200,000.00</b>	<b>\$250,000.00</b>	<b>\$4,417,678.00</b>

**Revisions** #1-Adds \$200,000 CDBG to represent the City's required match for the Grant.  
 #2-Adds \$250,000 provided by Property Owner Match requirements.

**COMMENTS** Program initiation and completion dates determined by grantor. Required match to come from N.H. Healthy Home Lead Poisoning Prevention Program, Manchester Housing Initiatives (CIP #610211), City of Manchester In-Kind Services, 10% Property Owner Match, Vendor Discounts, Manchester Community Resource Center In-Kind Services and Program Income generated by training fees. \$100,702 of the budgeted amount was moved to the Salaries and Wages line item to allow for the payroll charges from the Health Department. Other funds (\$250,000) to account for anticipated Property Owner match.

Planning Department/Startup Form - 07/01/10 Total Funded:

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2011 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program.”

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 2011 CIP as contained in the 2011 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept a 10% property owner match from each participant in the Lead Hazard Reduction Demonstration Grant Program;

NOW, THEREFORE, be it resolved that the 2011 CIP be amended as follows:

**By increasing:**

FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program - \$250,000  
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 Chief Engineer for a transfer of funds from two FY2009 projects completed under budget, to CIP project #710510 – Cohas Brook Phase III Contract #2 Design and Construction be approved.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee



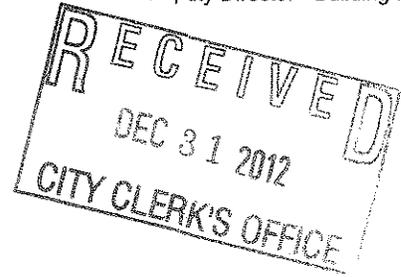
**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

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



**MEMORANDUM**

To: Alderman Jim Roy,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP  
Director, Planning and Community Development

Date: January 7, 2013

Re: CIP #710510 – Cohas Brook Phase III Contract #2 Design & Construction

---

Mr. McNeil from the Highway Department's Environmental Protection Division is requesting a transfer of funds from two FY2009 projects that have been completed under budget. Mr. McNeil would like to re-allocate the unused Bond and Enterprise funds to CIP #710510-Cohas Brook Phase III Contract #2 Design and Construction

Respectfully, I request that the Committee recommend the acceptance of these Bond Transfers, Resolutions, and Budget Authorization Forms to the full Board.

**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	Design/Engineering Initiation	Sept. 2008
2	Design/Engineering Completion	Sept. 2009
3	Construction Initiation	7/2010
4	Construction Completion	6/30/2011
5		

Expected Completion Date:

**Line Item Budget**

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$1,250,000.00	\$0.00	\$0.00	\$1,250,000.00
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	\$5,055,266.00	\$0.00	\$0.00	\$5,055,266.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$6,305,266.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,305,266.00</b>

**Revisions**

- #1-Adds \$2,000,000 to revise Construction Contracts
- #2-Change funding from Enterprise & State to Bond.
- #3-Transfers \$694,734 Bond to CIP#710510

**COMMENTS** State funds to be received at completion of project. Bond authorized in anticipation of use of NH Water Pollution Control Revolving Loan Fund.

**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	Construction Initiation	Ongoing
2	Construction Completion	6/30/11
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	ENTERPRISE	BOND		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	\$0.00	\$408,166.00	\$0.00	\$408,166.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$408,166.00</b>	<b>\$0.00</b>	<b>\$408,166.00</b>

**Revisions**

- #1-Increases budget by \$33,953.32 from CIP 712407 and \$500,000 Bond
- #2-Increase Bond funding by \$500,000 and decrease Enterprise funding by \$500,000
- #3-Decreases Bond funding by \$500,000.
- #4-Transfers \$33,953.32 Enterprise and \$91,833.68 Bond to CIP 710510.

**COMMENTS** State funds to be received upon completion of project. Funds authorized in anticipation in use of NH Water Pollution Control Revolving Loan Fund.

Planning Department/Startup Form - 07/01/08 Total Funded:

**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="7/1/2009"/>
2	Program Completion	<input type="text" value="12/30/2013"/>
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	STATE	EPD Cash	Enterprise/Bond	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="\$500,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$500,000.00"/>
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="\$750,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$750,000.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$100,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$100,000.00"/>
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="\$3,750,000.00"/>	<input type="text" value="\$2,400,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$6,150,000.00"/>
Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$820,521.00"/>	<input type="text" value="\$820,521.00"/>
<b>TOTAL</b>	<input type="text" value="\$5,000,000.00"/>	<input type="text" value="\$2,500,000.00"/>	<input type="text" value="\$820,521.00"/>	<input type="text" value="\$8,320,521.00"/>

**Revisions**

- #1-Revises funding source from Enterprise to State Revolving Loan Fund.
- #2-Budget increased by \$2,500,000 EPD Cash to include costs for an expanded project scope.
- #3-Budget increase by \$33,953.32 Ent. from 712309, \$91,833.68 Bond from 712309, & \$694,734 Bond from 712209

**COMMENTS** Re-distributed \$5 million dollars into the appropriate line items. The Enterprise (\$33,953.32) and Bond (\$786,567.68) budgets are shown in one column.

Planning Department/Startup Form - 07/01/09 Total Funded:

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars (\$694,734) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 712209, Cohas Brook Phase III Contract 1  
Amount Transferred: \$694,734  
Original Resolution Adopted: August 3, 2010  
Original Amount: \$7,000,000.00

To: CIP 710510, Cohas Brook Phase III Contract #2 Design and Construction  
\$694,734.00

Section 2. Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and* Thirteen

## A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents (\$91,833.68) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents from the balance of bonds authorized as follows:

Section 1.

From:

CIP 712309, Cohas Brook Phase II  
Amount Transferred: \$91,833.68  
Original Resolution Adopted: August 3, 2010  
Original Amount: \$1,000,000.00

To: CIP 710510, Cohas Brook Phase III Contract #2 Design and Construction  
\$91,833.68

Section 2. Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2009 and 2010 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Eight Hundred Twenty Thousand Five Hundred Twenty One Dollars (\$820,521) for the FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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 2010 CIPs as contained in the 2009 and 2010 CIP budgets; and

WHEREAS, the 2009 and 2010 CIPs contain all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of unused Bond funding from two FY09 projects that have been completed; and

NOW, THEREFORE, be it resolved that the 2009 and 2010 CIPs be amended as follows:

**By decreasing:**

FY2009 CIP 712209 Cohas Brook Phase III Contract 1 - \$694,734 Bond  
FY2009 CIP 712309 Construction of Cohas Brook Phase II - \$91,833.68 Bond; \$33,953.32 Ent.

**By increasing:**

FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction - \$786,567.68 Bond and \$33,953.32 Enterprise  
(from \$5,000,000 State, \$2,500,000 EPD Cash to \$5,000,000 State, \$2,500,000 EPD Cash, \$820,521 Enterprise/Bond)

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 owner of 302 Prospect Street for subordination of a City lien totaling \$8,490 be approved.

*(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

**MEMORANDUM**

To: Alderman Jim Roy,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP  
Director, Planning and Community Development

Date: December 31, 2012

Re: CIP #612611 2010 Lead Hazard Reduction Demonstration Grant Program –  
Mortgage Subordination 302 Prospect Street (Two Family Home)

---

Mark Hayward, the owner of 302 Prospect Street has contacted this office to request the subordination of a City lien totaling \$28,490 placed upon this property. The lien was placed due to the use of lead hazard remediation funds being used in the renovation of the property.

As noted in the attached letter, the requested subordination will allow the owner to acquire a lower rate mortgage on the property thereby reducing operational costs and correspondingly, its economic viability. Mr. Hayward represents that no cash is being taken out in the refinancing and that the City's security instrument will remain in second position. As such, it would be consistent with the previous actions of the Committee to recommend this lien subordination.

302 Prospect St.  
Manchester, N.H. 03104  
27 December 2012

Manchester Housing Initiatives Lead Program  
Department of Planning and Community Development  
One City Hall Plaza  
Manchester, N.H. 03101

Dear Sir or Madam,

I am a happy participant in the Lead Hazard Control Program. I had the exterior of my Manchester house and an upstairs apartment abated under the program in 2011, and I recently received clearance papers.

However, I am writing to ask for your assistance in one more item. The agreements I signed Sept., 8 2011, when I entered the program allow the city to subordinate the deferred loan payment agreement to allow refinancing of the property. I hope to refinancing the mortgage-backed home loan on the property, but I need a letter of subordination from the city before I can move forward.

I wish to refinance the loan through St. Mary's Bank in order to lower my monthly home-loan payment. I plan to roll some fees into the new loan; it will not exceed \$70,000.

I have enclosed a mortgage-balance statement that I took from my on-line St. Mary's Bank account today.

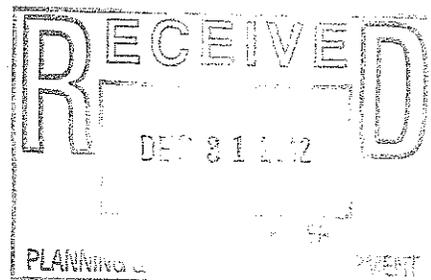
You aren't likely very familiar with my project because Kate Kirkwood Consulting handled it. If you have any questions, feel free to contact me. My email address and mobile phone are below.

Sincerely,



Mark Hayward

mrkhay302@yahoo.com  
603.785.9929



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

The Committee on Community Improvement respectfully advises, after due and careful consideration, that the amending resolution and budget authorization providing for acceptance and expenditure of \$10,000 for CIP project #510413 – Gen. John Stark Gravesite Restoration Project has been received and filed.

*(Unanimous vote)*

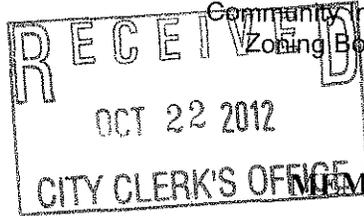
Respectfully submitted,

  
Clerk of Committee



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

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



**MEMORANDUM**

11/19/12 Taked

Leon L. LaFreniere, AICP  
Director

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

Matthew M. Sink  
Deputy Director - Building Regulations

To: Alderman Jim Roy,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP   
Director, Planning and Community Development

Date: October 22, 2012

Re: CIP #510413 – Gen. John Stark Gravesite Restoration Project

**New Funding**

---

Mr. Capano from the Highway Department's Parks Division has been notified that the City was awarded \$10,000 from the NH Division of Historical Resources. The award is the result of an application submitted by The Friends of Stark Park on behalf of the City.

Respectfully, I request that the Committee recommend the acceptance of new State funding to the full Board.

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

*Timothy J. Clougherty*  
*Deputy Public Works Director*

*Peter D. Capano, P.E.*  
*Chief of Parks, Recreation & Cemetery*



*Commission*  
*Richard E. Powers, Chairman*  
*George "Butch" Joseph, Clerk*  
*Andrew Manning*  
*William Craig*  
*Robert Blaisdell*

**CITY OF MANCHESTER**  
*Department of Public Works*  
*Parks, Recreation & Cemetery Division*

October 22, 2012

Mr. Jim Roy  
Committee on Community Improvement  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: CIP – NHSCC Grant Acceptance, Stark Park Gravesite Restoration

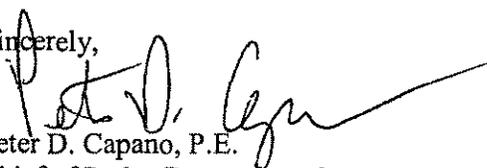
Chairman Roy,

The City of Manchester is pleased to announce that it has been awarded a grant from the Division of Historic Resources through their Conservation License Plate Grant Program in the amount of \$10,000.00 for the General John Stark Gravesite Restoration Project in Stark Park.

The Friends of Stark Park, a 501(c)(3), successfully submitted this grant application in March, 2012 on behalf of the City. The approved grant application outlines the work necessary to restore and repair the infrastructure and landscaping surrounding the gravesite of General John Stark and his family members, including the hand forged wrought iron fence and cement curbing and corner pillars. In addition, the urn that once sat upon the top of the Stark Family Monument will be replicated and replaced. Modifications to the vehicular circulation at the gravesite will be completed to restrict access to the site to pedestrian traffic only. All improvements are in accordance with the tasks outlined in the Stark Park Master Plan, completed by Martha Lyons in 2004, and have been reviewed and approved by the Parks Division.

The total project is estimated to be \$171,946.00. The Friends of Stark Park are applying for the remaining funds through private donations, additional grants and fundraising. The Parks Division respectfully requests permission to enter into an agreement with the New Hampshire Division of Historical Resources to administer the \$10,000.00 toward the restoration of the General John Stark Gravesite.

Sincerely,

  
Peter D. Capano, P.E.  
Chief of Parks, Recreation, Cemetery

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487  
Cemetery Division • 765 Brown Avenue • Manchester, New Hampshire 03103 • (603) 624-6514  
E-mail: [parks@manchesternh.gov](mailto:parks@manchesternh.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

**CIP BUDGET AUTHORIZATION**

CIP#: 510413      Project Year: 2013      CIP Resolution: 6/12/2012  
 Title: Gen. John Stark Gravesite Restoration Project      Amending Resolution: 12/4/2012  
 Administering Department: Highway - Parks Division      Revision:         

**Project Description:** Funding to restore and repair the infrastructure and landscaping surrounding the gravesite of General John Stark and his family members. Restoration of the monument to include the hand forged wrought iron fence, cement curbing and corner pillars as well as the replication and replacement of the urn that once sat upon the top of the Stark Family Monument. Modifications to the vehicular circulation at the gravesite will be completed to restrict access to the site to pedestrian traffic only.

**Federal Grants**      Federal Grant: No      **Environmental**      Review Required: No  
 Grant Executed: No      Completed: N/A

**Critical Events**

1	Project Initiation	11/20/2012
2	Program completion	6/30/2014
3		
4		
5		
		6/30/2014

**Line Item Budget**

	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	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>TOTAL</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>

**Revisions**


**Comments:** State funding received from NH Division of Historical Resources as a result of a grant application submitted by The Friends of Stark Park.

# City of Manchester New Hampshire

*In the year Two Thousand and Twelve*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2013 CIP 510413 Gen. John Stark Gravesite Restoration Project.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a grant from the NH Division of Historical Resources to perform restoration activities at General John Stark’s gravesite;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By adding:**

FY 2013 CIP 510413 Gen. John Stark Gravesite Restoration Project - \$10,000 State

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 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.

**RESCIND 10 HOUR METERS 8AM-8PM – EMERGENCY  
ORDINANCE:**

On Bedford Street, east side, from a point 54 feet north of Pleasant Street to a point 125 feet north (Ord. 9364)  
On Bedford Street, east side, from a point 160 feet north of Pleasant Street to a point 557 feet north (Ord. 9366)  
Alderman Long

**RESCIND NO PARKING ANYTIME – EMERGENCY  
ORDINANCE:**

On Bedford Street, east side, from a point 771 feet north of Pleasant Street to a point 855 feet north (Ord. 9369)  
On Bedford Street, east side, from a point 983 feet north of Pleasant Street to a point 1096 feet north (Ord. 9371)  
Alderman Long

**10 HOUR METERS – 8AM - 8PM – MONDAY – FRIDAY –  
EMERGENCY ORDINANCE:**

On Bedford Street, east side, from a point 54 feet north of Pleasant Street to a point 72 feet north  
On Bedford Street, east side, from a point 164 feet north of Pleasant Street to a point 384 feet north  
On Bedford Street, east side, from a point 548 feet north of Pleasant Street to a point 475 feet north  
Alderman Long

**NO PARKING ANYTIME – EMERGENCY ORDINANCE:**

On Bedford Street, east side, from a point 126 feet north of Pleasant Street to a point 38 feet north

On Bedford Street, east side, from a point 1023 feet north of Pleasant Street to a point 70 feet north

Alderman Long

**NO PARKING ANYTIME:**

On Trenton Street, south side, from Chestnut Street to a point 95 feet west

Alderman Craig

On Putnam Street, north side, from Cumberland Street to a point 80 feet east

Alderman Gamache

On Merrimack Street, north side, from a point 85 feet east of Maple Street to a point 60 feet east

Alderman Roy

**RESCIND NO PARKING ANYTIME:**

On Knowlton Street, east side, from Hayward Street to a point 150 feet south

Alderman Shea

**RESCIND ONE HOUR PARKING – 11:00 AM – 10:00 PM:**

On West Street, west side, from a point 20 feet south of Conant Street to a point 66 feet south (Ord. 10010)

Alderman Gamache

On Conant Street, south side, from a point 20 feet west of West Street to a point 40 feet west (Ord. 10009)

Alderman Gamache

**NO PARKING LOADING ZONE:**

On West Street, west side, from a point 20 feet south of Conant Street to a point 26 feet south

Alderman Gamache

On Conant Street, south side, from a point 20 feet west of West Street to a point 20 feet west

Alderman Gamache

**PARK 30 MINUTES – 11:00 AM – 10 PM:**

On West Street, west side, from a point 46 feet south of Conant Street to a point 40 feet south

Alderman Gamache

On Conant Street, south side, from a point 40 feet west of West Street to a point 20 feet west

Alderman Gamache

**RESCIND TWO HOUR PARKING:**

On West North Street, north side, from Elm Street to River Road (Ord.6323)  
Alderman Long

*(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 communication from the Parking Manager requesting a change in enforcement times of parking meters on various streets be approved.

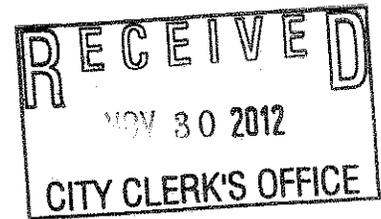
*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee



**City of Manchester  
Parking Division**



Denise Boutilier  
Parking Manager  
[dboutilier@manchesternh.gov](mailto:dboutilier@manchesternh.gov)

November 30, 2012

Thomas Katsiantonis, Chairman  
Committee on Public Safety, Health and Traffic  
1 City Hall Plaza  
Manchester, NH 03101

Dear Chairman Katsiantonis:

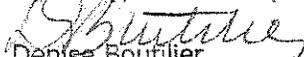
The parking meters on the following streets are enforced Monday-Friday 8am-530pm.

- Stark St., between Elm and Canal St.
- Mechanic St., between Elm and Canal St.
- Spring St., between Elm and Canal St.
- Pleasant St., between Elm and Canal St.
- Plaza Dr., between Elm and Canal St.

In keeping in line with recommendations from the Parking Consultant and consistencies within the downtown area, I am requesting enforcement be changed to Monday-Friday 8am-8pm.

Your consideration in this matter is greatly appreciated.

Sincerely,

  
Denise Boutilier  
Parking Manager

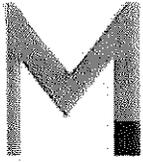
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the communication from the Parking Manager requesting that City Ordinance section 70.55 (D) (2) (c) Residential Parking Permit Zone #2 be amended by not allowing residents to park on Elm Street be approved and forwarded to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee



## City of Manchester Parking Division

Denise Boutilier  
Parking Manager  
[dboutilier@manchesternh.gov](mailto:dboutilier@manchesternh.gov)

November 30, 2012

Thomas Katsiantonis, Chairman  
Committee on Public Safety, Health and Traffic  
1 City Hall Plaza  
Manchester, NH 03101

Dear Chairman Katsiantonis:

Attached please find the ordinance for Residential parking permits. On May 17, 2011, the BMA approved a request to add the "Gaslight District" area to Zone 2.

The intent of the ordinance was to allow residents at 555 Elm St. a residential permit for the area as stated in the ordinance, but not allow residents to park on Elm St.

Request to amend language as follows:

Section 70.55 (D)(2)(c):

Area bounded by Elm St. on the east, Canal St. on the west, Granite St. on the north and West Auburn St. on the south. ~~Elm St. shall not be included in the program.~~ Parking on Elm St. shall not be included in the program.

Your consideration in this matter is greatly appreciated.

Sincerely,

Denise Boutilier  
Parking Manager

25 Vine Street, Manchester, New Hampshire 03101  
Telephone: 603-624-6580 Fax: 603-665-6623  
Web: [www.manchesternh.gov](http://www.manchesternh.gov)

**Boutilier, Denise**

---

**From:** Boutilier, Denise  
**Sent:** Thursday, November 29, 2012 3:04 PM  
**To:** Freeman, Heather  
**Cc:** Katsiantonis, Thomas; Sanders, William; Long, Patrick; Robinson, Dale  
**Subject:** Traffic Committee agenda - Residential permits Zone 2 - Gaslight District - amendment to language  
**Attachments:** PARK Ord SOL.pdf

**Heather –**

**Attached please find the ordinance for Residential parking permits. On May 17, 2011, The BMA approved a request to add the "Gaslight District" area to Zone 2.**

**Section 70.55 (D)(2)(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.**

**The language should read:**

**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.  
Parking on Elm Street shall not be included in the program.**

**The intent of the ordinance was to allow residents at 555 Elm St. residential permits for the area as stated in the ordinance, but not allow residents to park on Elm St.**

**Thanks,**

**d**

Denise Boutilier  
Parking Manager  
City of Manchester, Parking Division  
25 Vine St.  
Manchester, NH 03101  
603-624-6580  
603-624-6585  
[dboutilier@manchesternh.gov](mailto:dboutilier@manchesternh.gov)

11/29/2012

*Matthew Normand  
City Clerk*



*Heather Freeman  
Assistant City Clerk*

*JoAnn Ferruolo  
Assistant City Clerk*

**CITY OF MANCHESTER**  
*Office of the City Clerk*

**MEMORANDUM**

To: Denise Boutilier  
Interim Parking Manager

From: Matthew Normand  
City Clerk 

Date: September 8, 2011

Re: Ordinance Adopted

Please be advised that the enclosed ordinance was adopted by the Board of Mayor and Aldermen on September 6, 2011, as follows:

“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.”

Enclosure

pc: Thomas Clark, City Solicitor

# 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.

September 6, 2011. In Board of Mayor and Aldermen. Passed to be Ordained.

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that 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.”

is properly enrolled.

*(Unanimous vote with the exception of Aldermen DeVries and Roy who were absent.)*

Respectfully submitted,

  
Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held September 6, 2011, on a motion of Alderman Craig, duly seconded by Alderman Ludwig, the report of the Committee was accepted and its recommendations adopted.

  
City Clerk

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

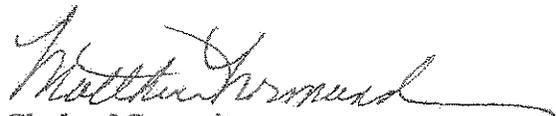
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance Amendment:

“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.”

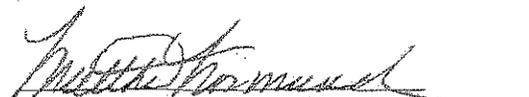
ought to pass and be referred to the Committee on Accounts, Enrollment and Revenue Administration for enrollment.

*(Unanimous vote conducted via phone poll on July 18, 2011.)*

Respectfully submitted,

  
Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held August 2, 2011, on a motion of Alderman O'Neil, duly seconded by Alderman DeVries, the report of the Committee was accepted and its recommendations adopted.

  
City Clerk

**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,



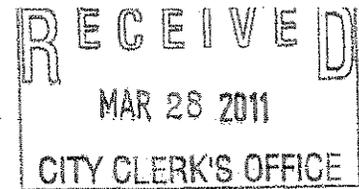
Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held May 17, 2011, on a motion of Alderman O'Neil, duly seconded by Alderman Arnold, the report of the Committee was accepted and its recommendations adopted.



City Clerk

**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 Twelve*

## AN ORDINANCE

“Amending Section 70.55 (D)(2) Residential Parking Permit Zone #2 by not allowing residents to park on Elm Street.”

*Page 1 of 1*

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. **Parking on 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 advises, after due and careful consideration, that the communication from Representative Will Infantine requesting a three-way stop at the intersection of Megan Drive and Aaron Drive has been received and filed.

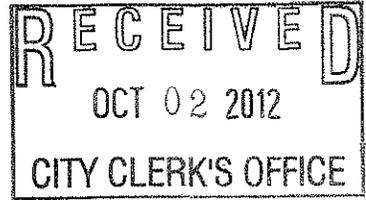
*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee

11/8/12 Tabled

Representative Will Infantine  
89 Winward Lane  
Manchester, NH 03104



10/1/12

Board of Mayor and Alderman  
1 City Hall Plaza  
Manchester, NH 03101

RE: Request for a three way stop intersection

Dear Mr. Mayor,

I was contacted late this summer by a group of concerned residents from Megan Drive. Megan drive is located off Bodwell Road in the southern part of Ward 6. The residents are concerned with the speed of traffic on this road and had previously contacted Alderman Correveu about the problem. He and a member of the Manchester Police Department met with the neighbors and were politely told there was not much that count be done. A radar controlled sign was placed in the neighborhood to bring attention to the issue but the speed of vehicle's is still an issue.

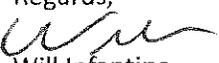
The long unimpeded distance in Megan Drive from the back of the subdivision to the front combined with the rather sharp curve where the road intersects Aaron Drive is a hazard for a residential neighborhood where many children play in and around the roadway.

I believe that if the current one way stop intersection of Megan Drive and Aaron drive were to be replaced with a three way stop intersection it would solve two problems. It would slow the traffic as it approaches the stop signs and eliminate the extent of the blind curve.

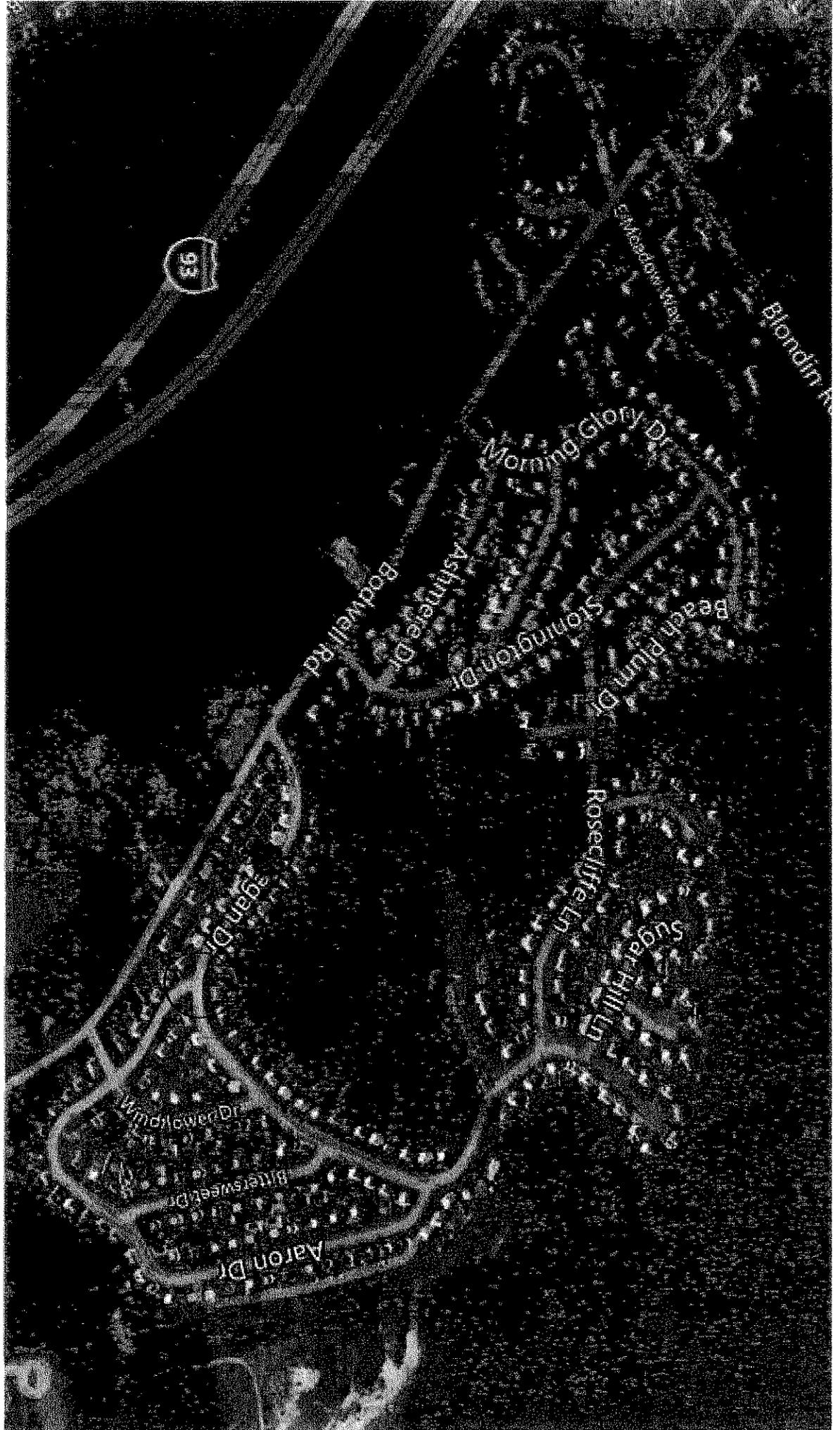
I respectfully request you have this intersection reviewed and approve a three way stop intersection. I understand three way stop intersections are not desired in high traffic areas for understandable reasons. However this is not a high traffic area so those concerns should be minimized.

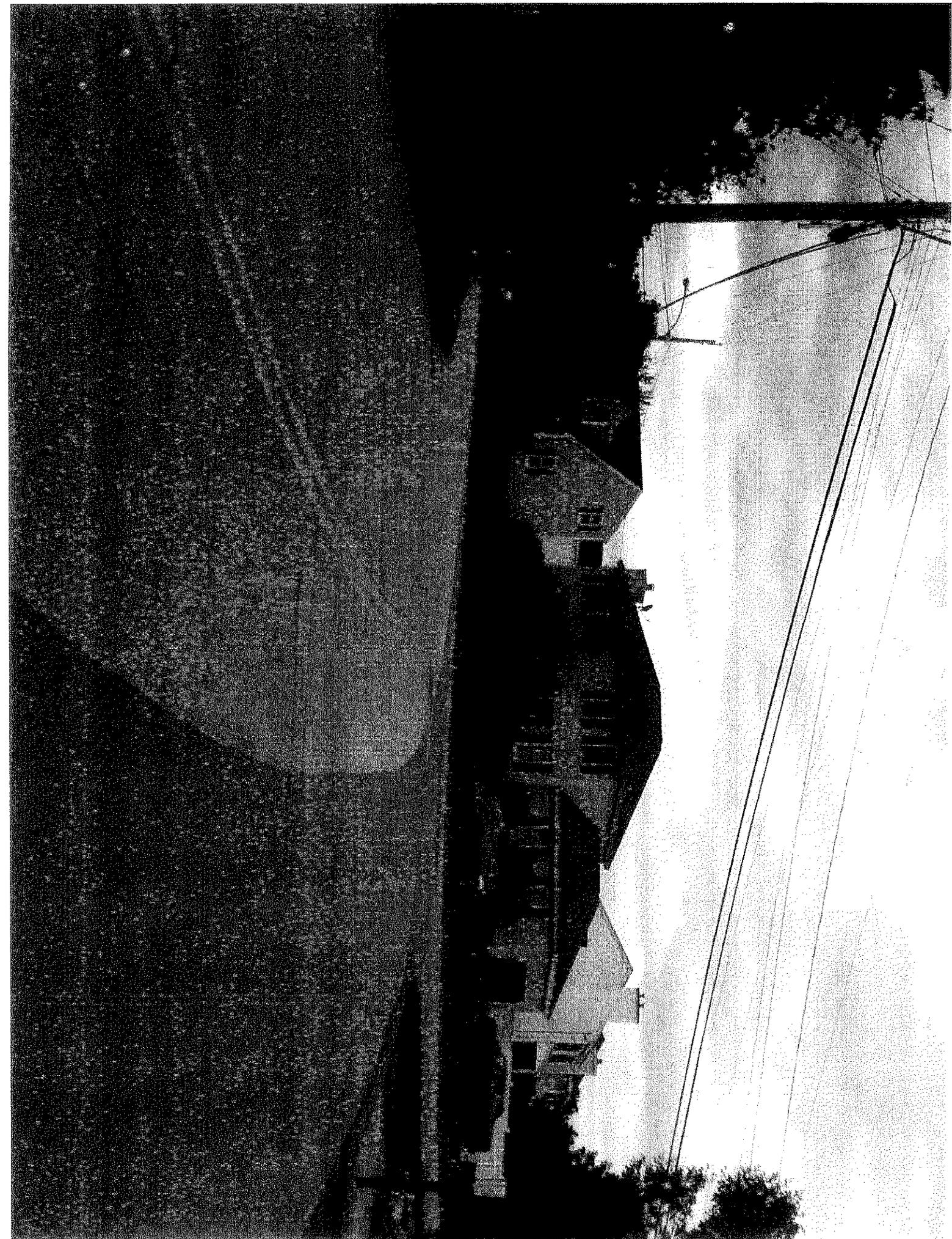
I have attached an aerial picture and some street view pictures to aid in your understanding of the area in question.

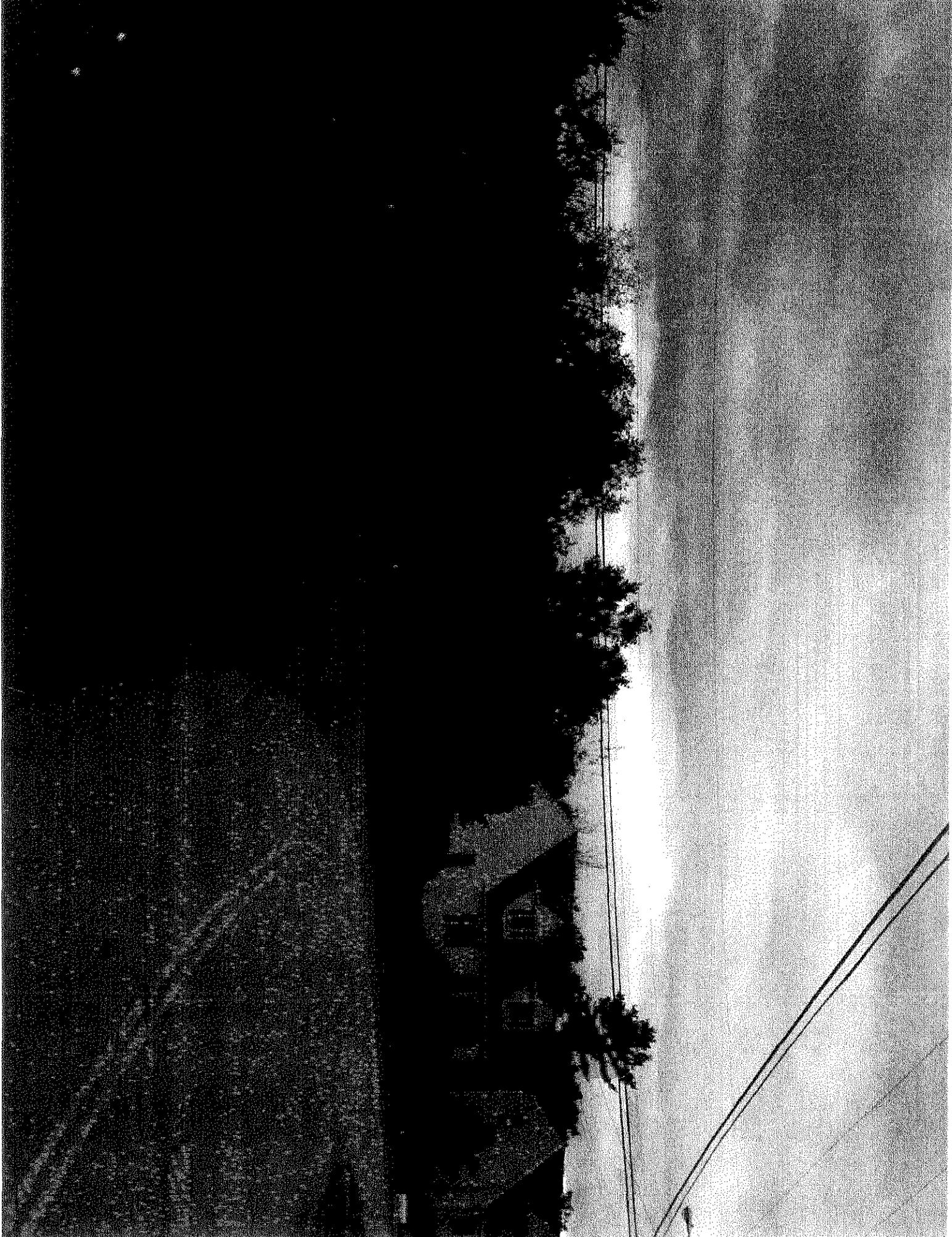
Feel free to contact me if you have any questions,

Regards,  
  
Will Infantine  
(603) 647-0800

CC: Alderman Corriveau











## CITY OF MANCHESTER

*Theodore L. Gatsas*

*Mayor*

January 7, 2013

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) Bonnie St. Jean to succeed herself as a member of the Office of Youth Services Advisory Board term to expire January 1, 2016;
- (2) Attorney S. William Dahar to fulfill a vacancy as a member of the Board of Trustees of the Trust Fund term to expire January 1, 2016;
- (3) Gary Hunter to succeed himself as a member of the Office of Youth Services Advisory Board term to expire January 1, 2016;
- (3) Pat Schoch to succeed herself as a member of the Senior Services Commission term to expire January 1, 2016.

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

## **Bonnie St. Jean**

100 Gilhaven Road, Manchester NH 03104 Cell: 603-533-5993

### **Employment Background:**

2/11-present: Administrator, WIA Programs, NH Department of Resources and Economic Development's Office of Workforce Opportunity, Concord, NH. Responsibilities include contracting, training, and monitoring of federally-funded workforce investment programs (WIA) including youth programs.

5/2000-2/11 Administrator, Bureau of Youth Workforce, WIA Title I Youth, State of NH Department of Education, Division of Adult Learning and Rehabilitation, Bureau of Youth Workforce, Concord. Responsibilities included administration, implementation and evaluation of WIA youth and the contractors responsible for recruitment, assessment, and delivery of the ten essential elements to economically disadvantaged youth through the state as part of the State's dropout prevention and recovery efforts. In addition, I have worked closely with innumerable NH Works partners in my roles as a member of the NH Works Interagency Directors Group and/or Shared Youth Vision.

9/85-5/2000 Multiple positions including Director of Client Services (1/97-4/2000), Youth Coordinator (1986-1988), Client Services Training Manager (1998-1991), EO Officer/Quality Assurance Manager (1991-1994) and Youth Director (1994-1997) for the NH Job Training Council, Concord, NH (NH's administrative entity responsible for US Department of Labor's Job Training Partnership Act).

### **Educational Background:**

1981 University System of NH – College for Lifelong Learning (Today's Granite State College) Bachelor's degree – concentration: management. Graduated cum laude

Commission Name: OYS Advisory Board

Name: Bonnie St. Jean

Address: 100 Gilhaven Rd.

Manchester, NH 03104

Phone: 533-5993

E-mail: bonnie.st.jean@dred.state.nh.us

Department Head: Dorothy Krasner

LAW OFFICE  
**VICTOR W. DAHAR**  
PROFESSIONAL ASSOCIATION  
20 MERRIMACK STREET  
MANCHESTER, NEW HAMPSHIRE 03101  
TELEPHONE (603) 622-6595  
E-MAIL: vdaharpa@att.net

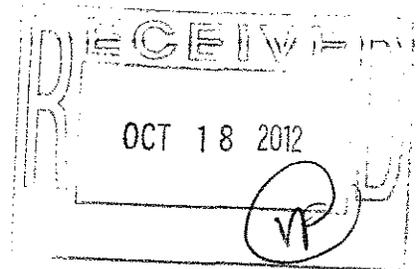
FAX: (603) 647-8054  
FAX: (603) 645-6499

VICTOR W. DAHAR\*  
ELEANOR WM. DAHAR\*  
VICTOR W. DAHAR, JR.\*  
S. WILLIAM DAHAR II\*  
\*ADMITTED MA & NH

October 17, 2012

Hon. Theodore "Ted" Gatsas, Mayor  
City of Manchester  
City Hall Plaza  
Manchester, NH 03101

RE: Manchester Development Committee



Dear Mayor Gatsas:

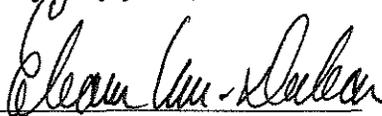
Please accept this letter as a request to be appointed to the Board of Trustees for the Manchester Development Committee.

As you may know, I previously served on the Manchester Development Committee. It continues to be an interesting and important committee for the City of Manchester.

If you need anything further from me in support of my request to serve on the Manchester Development Committee, please let me know.

Thank you in advance for your consideration.

Very truly yours,

  
Eleanor Wm. Dahar

# morning of  
Trustee Meeting  
he must be  
Sworn in.

Attorney S. William Dahar II  
Dahar Law Firm  
20 Merrimack Street  
Manchester, NH 03101  
Tel: 603.622.6595  
fax: 603.645.6499  
email: [swd2@att.net](mailto:swd2@att.net)  
[www.dahar.com](http://www.dahar.com)

Attorney at Law 1992-Present  
Dahar Law Firm, Manchester, NH

- Admitted to practice in New Hampshire and Massachusetts 1992.
- Admitted to practice before the Federal District Courts for the Districts of Massachusetts and New Hampshire.
- Admitted as a member of the First Circuit Court of Appeals (Boston, MA) and the United States Supreme Court (Washington, D.C.).
- United States Bankruptcy Court For the District of New Hampshire
- Supreme Court State of New Hampshire
- American Arbitration Association: Contract Negotiation and Litigation Counsel
- Adjunct Instructor in the area of Business Law: Southern New Hampshire University School of Business (Fall 2006)

**EDUCATION:**

Graduate The Derryfield School, Manchester, NH 1985  
Graduate Fordham University (B.A. History) New York, N.Y. 1989  
Graduate Boston College Law School, (J.D.) Newton, MA 1992

**PROFESSIONAL ASSOCIATIONS:**

New Hampshire Trial Lawyers Association  
American Bankruptcy Institute  
Manchester Bar Association  
New Hampshire Bar Association  
Massachusetts Bar Association

**COMMUNITY ACTIVITIES:**

Board of Trustees Manchester Historic Association  
Member Manchester Chamber of Commerce  
Member Granite State Referral Network Inc.  
Former Board Member Manchester Area Child and Family Services  
Former Board Member Manchester Area American Heart Association  
Former Board Member New Hampshire March of Dimes.  
Former Tennis Instructor Manchester Policeman's Athletic League

**LEGAL CONCENTRATION:**

S. William concentrates practice in the following areas: Civil Litigation, Business Law, Commercial Litigation, Personal Injury Plaintiffs Litigation, Mechanics Lien law, Corporate Law, Commercial Arbitration, Wills, Trusts and Divorce.

Commission Name: Board of Trustees of  
Trust Fund

Name: Attorney S. William Dahar

Address: 20 Merrimack Street  
Manchester, NH 03101

Phone: 622-6595

E-mail: Vdaharpa@att.net

Department Head: Sharon Wickens

Gary W. Hunter  
84 McCarthy Street  
Manchester NH 03104  
(603) 624-0872  
west@ghunter.mv.com

RECEIVED  
JAN 27 2010

BY: SAN.....

**Education and Training:**

- M.Ed., University of N. H., Counselor-Education, 1980.
- B.A., University of N. H., Psychology, 1974.
- N.H. Teacher Certification: Guidance Counselor.
- Senior Program Director certification, National YMCA.

**Employment:**

- School Counselor, West High, Manchester NH, 1986-2009.
- Counselor and Program Director, "Alternative Learning for Freshmen (ALF)" 1989-2009.
- Vice President, Manchester YMCA, 1984-86.
- Operations Director, Manchester YMCA, 1982-84.
- Program Director, Manchester YMCA, 1976-82.
- Director, Rock Rimmon Community Center, 1974-76.

**Accomplishments:**

- Founder, Wilderness Adventure, 1974.
- Co-Founder, YMCA Alpine Club, 1980.
- Founder, YMCA STAY Alternative Junior High School, 1985.
- Co-Founder, Alternative Learning for Freshmen (ALF), 1989.
- 5 Boston Marathons, 10 Mount Washington RR, NH 4,000'ers in Winter.
- MYPN "Start Up Challenge" selected participant, Spring 2009.

**Specific Skills:**

- Outdoor Educator, 1976 to present, Adventure-Based Counseling
- Professional Mountain Guide, summers 1986 to 2005.
- Grant writing, staff development, program creation.
- Woodwinds player, Smoked Kielbasa Band.
- Ham Radio Operator, Extra Class License: WR1A.
- CPR / First Aid certification.

**Community Service:**

- West High Endowment Fund Board of Directors.
- PASS Program Advisory Board.
- YDC Master Plan Task Force member: Youth Development Center.
- KISMET Rock Foundation, Manchester Coordination Team.

Commission Name: OYS Advisory Board

Name: Gary Hunter

Address: 84 McCarthy Street  
Manchester, NH 03104

Phone: 785-6525

E-mail: g.w-hunter@comcast.net

Department Head: Dorothy Krasner

**Patricia Schoch**  
**386 Merrimack Street**  
**Manchester, NH 03103**  
**(603) 377-6144**  
**schoch\_patty@yahoo.com**

**PROFESSIONAL ASSESTS:**

An accomplished business solution specialist with a proven track record in building value through resourceful leadership and team building technology, proactive issue and risk management, and providing superior customer service. My proven sales and marketing experience, along with exceptional supervisory skills, exemplifies my potential in a management position. I am a leader who is analytical and an innovative problem solver.

**SALES AND MARKETING:**

<b>Caring Companions, Easter Seals, NH</b> In 24 months turned billable hours from 225 to 8,238 and increased revenues from \$4,000 to over \$1,371,856	<b>Director</b>	<b>4/07-present</b>
<b>ServiceLink, Easter Seals, NH</b> Increased services by 48% with creative marketing plan.	<b>Director</b>	<b>8/06-4/07</b>
<b>Lutheran Social Services, NH SmartCare</b> Increased income from -\$50,000 to 2.4 million dollars in two years.	<b>Program Manager</b>	<b>6/04-8/06</b>
<b>Richard's Bistro, Manchester, NH</b> Increased patronage by 20% in two years.	<b>Manager</b>	<b>8/95-10/02</b>

**BUDGET AND FINANCES:**

<b>Caring Companions, Easter Seals, NH</b> Developed and managed an operating budget of \$1.7 million.	<b>Director</b>	<b>04/07-present</b>
<b>ServiceLink, Easter Seals, NH</b> Managed an operating budget of \$1.3 million; including 3 grants totaling over \$100,000.	<b>Director</b>	<b>08/06-04/07</b>
<b>Lutheran Social Services, NH SmartCare,</b> Developed and managed a budget over \$2.4 million.	<b>Program Manager</b>	<b>6/04-8/06</b>
<b>Richard' Bistro, Manchester, NH</b> Managed an operating budget of over \$1.5 million.	<b>Manager</b>	<b>8/95 - 10/02</b>

**MANAGEMENT AND SUPERVISION:**

<b>Caring Companions, Easter Seals, NH</b> Hired, trained, and supervised 204 consumers, 176 workers and 6 managers. Increased billable services from \$4,000 to \$47,610 monthly within 10 months.	<b>Director</b>	<b>04/07-present</b>
<b>ServiceLink, Easter Seals, NH</b> Hired, trained, and supervised 8 managers and over 300 consumers per month.	<b>Director</b>	<b>08/06-04/07</b>

<b>Lutheran Social Services, SmartCare, NH</b> Hired, trained and supervised over 200 consumers, 140 personal care workers and 8 district managers. Developed an evaluation program for all staff.	<b>Program Manager</b>	<b>7/04-8/06</b>
<b>Richard's Bistro, Manchester, NH</b> Recruited, trained, scheduled and evaluated all staff.	<b>Manager</b>	<b>8/95-10/02</b>

**TRAININGS:**

<b>Caring Companions, Easter Seals, NH</b> Developed manuals, bi-laws, and regulations for accreditation. Conducted district-wide health presentations, trainings, and program development for consumers and vendors.	<b>Director</b>	<b>04/07-Present</b>
<b>ServiceLink, Easter Seals, NH,</b> Responsibilities included facilitating Medicaid/Medicare programs for individuals in Hillsborough County.	<b>Director</b>	<b>08/06-04/07</b>
<b>Lutheran Social Services, SmartCare, NH</b> Conducted presentations for vendors, workers, managers, and other agencies surrounding home health care in NH.	<b>Program Manager</b>	<b>07/04-08/06</b>

**RELATED EXPERIENCES:**

<b>Raymond Middle School, NH</b> Maintained 800 health records. Developed and implemented health curriculum as well as community outreach.	<b>School Nurse</b>	<b>9/88-6/95.</b>
<b>Vermont Volleyball Association,</b> Budgeted, marketed, hired, trained, and recruited staff.	<b>Assistant Director</b>	<b>Summers 89-95</b>
<b>Staff Nurse; Catholic Medical Center and Parkland Medical Center</b> Experiences included ER, orthopedics, pediatrics, oncology, and medical surgical.		<b>3/80-9/88.</b>

**EDUCATION:**

<b>Franklin Pierce College</b> BA	<b>Public/Business Administration</b>
<b>NH Community College</b> AD	<b>Nursing</b>

**ACCREDITATIONS:**

AIDS/HIV Educator American Red Cross Manchester, NH  
 Disaster Preparedness American Red Cross Manchester, NH  
 CPR/First Aid American Red Cross Manchester, NH  
 Leadership/Management Endowment for Health Concord, NH  
 Culturally Competent Care NH Medical Interpretation Board Concord, NH  
 National Medicare Program My Health, My Medicare Boston, MA  
 Long Term Systems of Support UNH Institute of Disability, Durham, NH  
 Consumer Driven Health Care Tufts Health Management, Harvard, MA

**BOARDS AND AFFILIATIONS:**

ServiceLink Hillsborough County  
 Seniors Count Manchester, NH  
 Manchester Regional Area Committee on Aging

Commission Name: Senior Services

Name: Patricia Schoch

Address: 538 Lake Ave  
Manchester, NH 03103

Phone: 377-6144

E-mail: pschoch@bentleycommons.

Department Head: Barbara Vignea<sup>com</sup>†

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

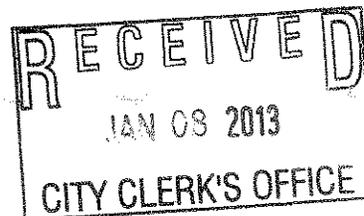
**Timothy J. Clougherty**  
Deputy Public Works Director

**Frederick J. McNeill, P.E.**  
Chief Engineer



**Commission**  
Raymond Hebert  
Harold Sullivan  
Rick Rothwell  
Bill Skouteris  
Philip Hebert

**CITY OF MANCHESTER**  
Highway Department  
Environmental Protection Division



January 08, 2013

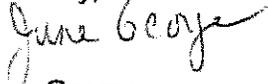
The Honorable Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, New Hampshire 03101

**RE:** Warrant for Sewer Charges Levy 2012  
Period #3, 2012

Dear Board Members:

Please be advised that the warrant for Sewer Charges encompassing all delinquent sewer rental charges from 8/17/12-11/15/12 in accordance with RSA:9 and 252:10, that are to be committed to the Collector of Taxes will be included on the agenda for the 1/15/13 meeting of the Board of Mayor and Aldermen. A clerk will submit the amount of said warrant at the time of the meeting.

Sincerely,

  
June George  
Business Service Officer

/JG

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Dollars (\$4,000) for the FY 2013 CIP 214013 Medical Reserve Corps. Program.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$4,000 from the National Association of County and City Health Officials for the implementation of the Medical Reserve Corps. Program;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By adding:**

FY 2013 CIP 214013 Medical Reserve Corps. Program - \$4,000 Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Twelve*

## A RESOLUTION

“Amending the FY 2013 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred Ninety Two Dollars (\$5,792) for the FY 2013 CIP 411713 Domestic Violence Prosecutor.”

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 2013 CIP as contained in the 2013 CIP budget; and

WHEREAS, the 2013 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from the State of New Hampshire;

NOW, THEREFORE, be it resolved that the 2013 CIP be amended as follows:

**By increasing:**

FY 2013 CIP 411713 Domestic Violence Prosecutor - \$5,792 State

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

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2011 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program.”

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 2011 CIP as contained in the 2011 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept a 10% property owner match from each participant in the Lead Hazard Reduction Demonstration Grant Program;

NOW, THEREFORE, be it resolved that the 2011 CIP be amended as follows:

**By increasing:**

FY 2011 CIP 612611 2010 Lead Hazard Reduction Demonstration Grant Program - \$250,000  
Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars (\$694,734) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Six Hundred Ninety Four Thousand Seven Hundred Thirty Four Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 712209, Cohas Brook Phase III Contract 1  
Amount Transferred: \$694,734  
Original Resolution Adopted: August 3, 2010  
Original Amount: \$7,000,000.00

To: CIP 710510, Cohas Brook Phase III Contract #2 Design and Construction  
\$694,734.00

Section 2. Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents (\$91,833.68) for the 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Ninety One Thousand Eight Hundred Thirty Three Dollars and Sixty Eight Cents from the balance of bonds authorized as follows:

Section 1.

From:

CIP 712309, Cohas Brook Phase II  
Amount Transferred: \$91,833.68  
Original Resolution Adopted: August 3, 2010  
Original Amount: \$1,000,000.00

To: CIP 710510, Cohas Brook Phase III Contract #2 Design and Construction  
\$91,833.68

Section 2. Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Thirteen*

## A RESOLUTION

“Amending the FY 2009 and 2010 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Eight Hundred Twenty Thousand Five Hundred Twenty One Dollars (\$820,521) for the FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction.”

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 2010 CIPs as contained in the 2009 and 2010 CIP budgets; and

WHEREAS, the 2009 and 2010 CIPs contain all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of unused Bond funding from two FY09 projects that have been completed; and

NOW, THEREFORE, be it resolved that the 2009 and 2010 CIPs be amended as follows:

**By decreasing:**

FY2009 CIP 712209 Cohas Brook Phase III Contract 1 - \$694,734 Bond  
FY2009 CIP 712309 Construction of Cohas Brook Phase II - \$91,833.68 Bond; \$33,953.32 Ent.

**By increasing:**

FY 2010 CIP 710510 Cohas Brook Phase III Contract #2 Design and Construction - \$786,567.68 Bond and \$33,953.32 Enterprise  
(from \$5,000,000 State, \$2,500,000 EPD Cash to \$5,000,000 State, \$2,500,000 EPD Cash, \$820,521 Enterprise/Bond)

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

4/3/12 10:00

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

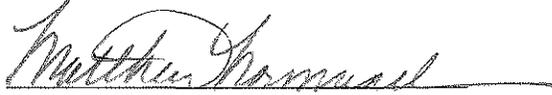
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the petition for release and discharge of a portion of Hayward North Back Street, be referred to a Road Hearing at a date determined by the City Clerk.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held December 20, 2011, on a motion of Alderman O'Neil, duly seconded by Alderman Shea, the report of the Committee was accepted and its recommendations adopted.

  
City Clerk

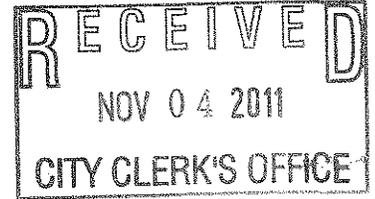
*Kevin A. Sheppard, P.E.*  
*Public Works Director*

*Timothy J. Clougherty*  
*Deputy Public Works Director*



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

**CITY OF MANCHESTER**  
*Highway Department*



November 2, 2011

Community Improvement Committee of the Board of Mayor and Aldermen  
City Hall  
c/o Mathew Normand, City Clerk  
One City Hall Plaza  
Manchester, New Hampshire 03101

RE: PETITION FOR RELEASE AND DISCHARGE OF A PORTION OF HAYWARD NORTH  
BACK STREET

Dear Committee Members,

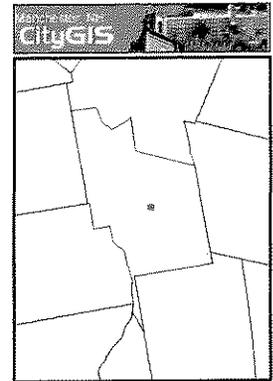
We have reviewed the referenced item and have found the following:

- o Hayward North Back Street was originally dedicated as an unnamed alley on plan entitled "Land of Jennie F. Dickey and Phronie A. Woodman" dated July, 1910.
- o No acceptance of dedication or return of layout for the street was found in the records of the City Clerk.
- o No records of sewer or drain pipes being in the street were found.
- o The Highway Department does not maintain this area as a public street.
- o Because the dedication predates 1913 a road hearing is needed.
- o The Highway Department supports the release and discharge of Hayward North Back Street.

Sincerely,

Kevin Sheppard, P.E.  
Director of Public Works

MJM  
CC: file



Area Map Showing Extent Of Map At Left

**Legend**

- Surrounding Towns
- Parcels

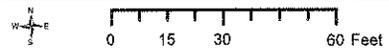
**Aerial Photos - 2010**

**RGB**

- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

**DISCLAIMER**

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



City of Manchester, New Hampshire - CityGIS Map Print

10/19/11 E-mail

*Matthew Normand  
City Clerk*



*Heather Freeman  
Assistant City Clerk*

*JoAnn Ferruolo  
Assistant City Clerk*

**CITY OF MANCHESTER**  
*Office of the City Clerk*

**MEMORANDUM**

To: Kevin Sheppard  
Public Works Director

From: Heather Freeman   
Assistant City Clerk

Date: October 18, 2011

Re: Petition for release and discharge

Pursuant to Rule 19 of the Board of Mayor and Aldermen, enclosed is a copy of a petition for release and discharge from public servitude a portion of an unnamed street. Please respond to the Committee on Community Improvement c/o the City Clerk at your earliest convenience.

***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 releasing and discharging a highway dedication.***

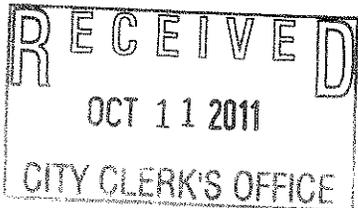
Beginning the intersection of the easterly line of Woodman Street, formerly Mason Street and the southerly line of Hayward North Back Street, thence easterly 328.55' along the southerly line of the back street to its easterly end, thence northwesterly 20xxx' to the easterly end of the northerly line of the back street, thence 325.5' along the northerly line of the back street to the easterly line of Woodman Street, thence southerly 20' by the easterly line of Woodman Street to the point of beginning. The described street is an unnamed street shown on plan entitled "Land of Jennie F. Dickey and Phronie A. Woodman" dated July, 1910.

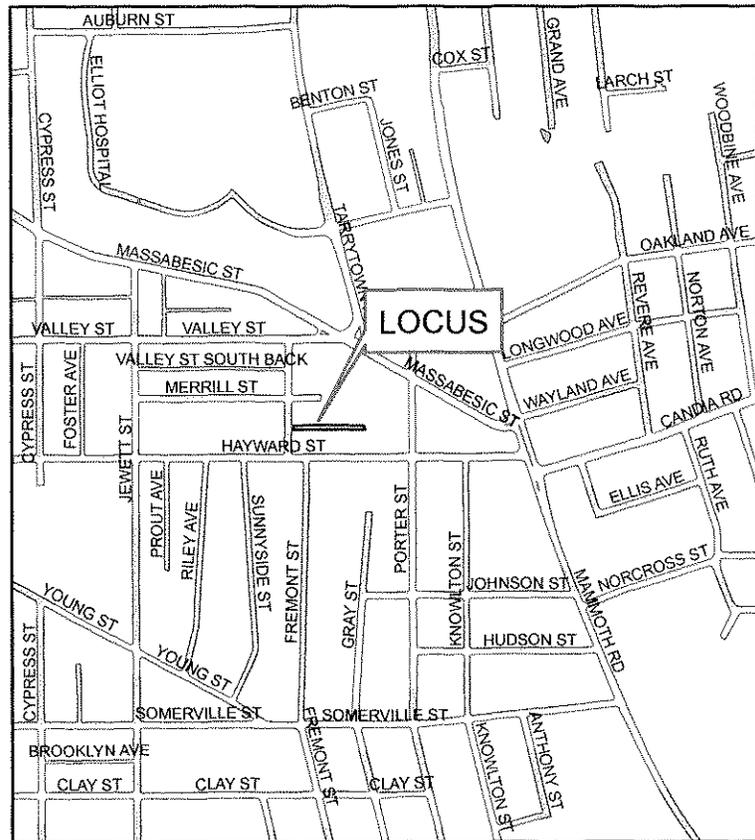
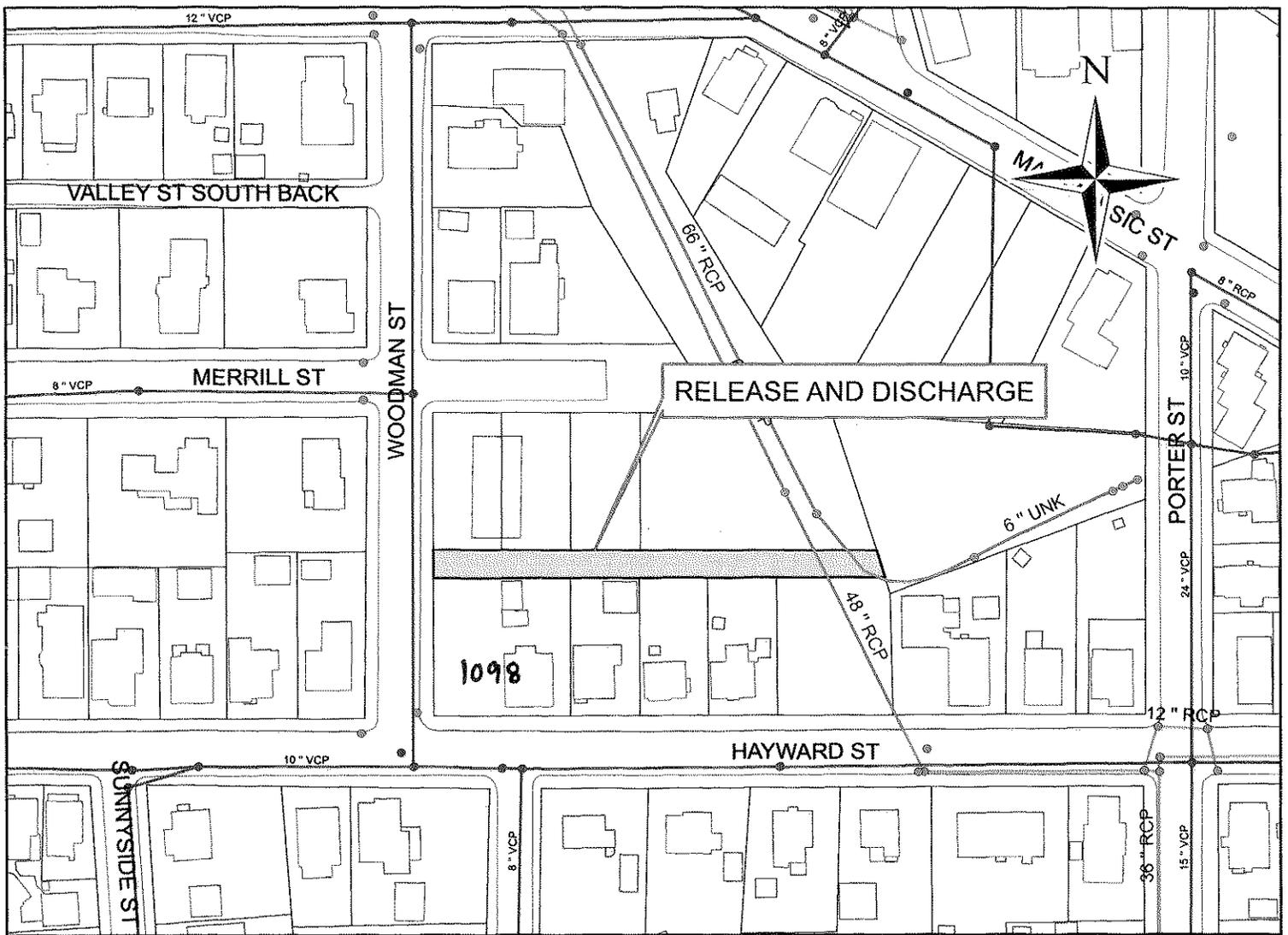
He, therefore, requests you to release and discharge the above-described portion of the unnamed street.

Dated at the City of Manchester, New Hampshire this 11 day of October 2011.

By: 

Paul McDanel – 1098 Hayward Street

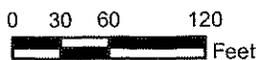




**RELEASE AND DISCHARGE  
UN-NAMED STREET  
COMMONLY KNOWN AS  
HAYWARD NORTH BACK STREET**



Manchester, NH  
October 31, 2011



Printed by Manchester DPW Oct 2011