

AGENDA

BOARD OF MAYOR AND ALDERMEN

March 05, 2013
Mayor and all Aldermen

7:30 p.m.
Aldermanic Chambers
City Hall (3rd Floor)

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

CONSENT AGENDA (ITEMS 3-19)

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

Accept and Remand Funds

4. Accept and remand funds in the amount of \$1,500 from the Granite State Credit Union to purchase supplies at the Fire Department.
5. Accept and remand funds in the amount of \$1,400 from New England Risk Management, Inc. to purchase supplies at the Fire Department.

Ratify and Confirm Phone Poll

6. Ratify and confirm phone poll conducted on February 22, 2013, accepting the report of the Committee on Community Improvement authorizing the Office of Youth Services Director to apply for one time funding for \$70,000 to purchase a client case management database system and three years of maintenance.

Approve under supervision of the Department of Highways

7. Pole Petitions:

12-0407 (4) Hackett Hill Road

Information to be Received and Filed

8. Communication from the Trustees of Trust Funds regarding the City of Manchester Old System Retirement Plan.
9. Communication from the International Institute of New England regarding refugee settlement in Nashua, NH.

REFERRALS TO COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

10. Communication from the Chamber of Commerce regarding a plaque given to the City by the Manchester, UK delegation.

COMMITTEE ON FINANCE

11. Resolution:

“Amending the FY 2013 Community Improvement Program, transferring authorizing and appropriating funds in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950) for the FY 2013 CIP 810613 City Newsletter Costs.”

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION

12. Advising that it has accepted the following Finance Department reports:
 - Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivables

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

13. Recommending that the fiscal year 2013 second quarter write off list for the accounts receivable module be written off.

(Unanimous vote)

14. Advising that it has accepted the City's Monthly Financial Reports (unaudited) for the first seven months of fiscal year 2013.

(Unanimous vote)

15. Advising that it has accepted the City's Revolving Loan Fund report and has approved the write-offs for S&H Williams (Make and Take) and Under the Veil.

(Unanimous vote)

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

16. Recommending that the request from the Police Department to sell one of the horses in the mounted unit be approved.

(Unanimous vote)

17. Recommending that the agreement between the County Sherriff's Office and the City regarding deputation of certain police officers be approved.

(Unanimous vote)

18. Recommending that the contract extension between the City of Manchester and Fairpoint Centrex for the City's phone lines be approved.

(Unanimous vote)

COMMITTEE ON LANDS AND BUILDINGS

- 19.** Recommending that the communication from Robert McGuigan on behalf of Rolling Thunder requesting that the City dedicate a POW/MIA chair in a public venue be approved subject to the review and approval of the Parks, Recreation and Cemetery Division.
(Unanimous vote)

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

REGULAR BUSINESS

- 20.** Nomination(s) to be presented by Mayor Gatsas, if available.

- 21.** Confirmations to be presented by Mayor Gatsas:

June Trisciani to succeed herself as a member of the Heritage Commission, term to expire January 1, 2016;

Patricia Howard to succeed herself as an alternate member of the Heritage Commission, term to expire January 1, 2016;

Craig Donais to fulfill a vacancy as a member of the Conduct Board, term to expire October 1, 2015; and

Michael Harrington to succeed Joe Dion as an alternate member of the Planning Board, term to expire May 1, 2014.

Ladies and Gentlemen, what is your pleasure?

- 22.** Budget projections to be submitted by William Sanders, Finance Officer, if available.
- 23.** Legislative update, if available.

24. Communication from Jason Cote, MPTS, requesting approval to expend funds from the cable access grant for upgrades to the second and third floor conference rooms in City Hall, as well as the Aldermanic Chambers.
Ladies and Gentlemen, what is your pleasure?
25. Report(s) of the Committee on Community Improvement, if available.
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 Bills on Second Reading, if available.
Ladies and Gentlemen, what is your pleasure?
30. Report(s) of the Committee on Human Resources/Insurance, if available.
Ladies and Gentlemen, what is your pleasure?
31. Report(s) of the Committee on Public Safety, Health and Traffic, if available.
Ladies and Gentlemen, what is your pleasure?
32. Report(s) of the Special Committee on the Manchester Municipal Complex, if available.
Ladies and Gentlemen, what is your pleasure?
33. Report(s) of the Special Committee on Civic Center, if available.
Ladies and Gentlemen, what is your pleasure?

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

“Amending the FY 2013 Community Improvement Program, transferring authorizing and appropriating funds in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950) for the FY 2013 CIP 810613 City Newsletter Costs.”

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

35. NEW BUSINESS:

- A. Aldermen
- B. Communications

TABLED ITEMS

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

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

ADJOURNMENT

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

James A. Burkush
Chief of Department



City of Manchester
Fire Department

TO: Board of Mayor and Aldermen

FROM: Chief James A. Burkush *gas*

DATE: February 25, 2013

RE: Accelerant Detection Canine Sponsorship

I am seeking approval from the Board of Mayor and Aldermen to allow the Manchester Fire Department to accept a donation in the amount of \$1,500.00 from the Granite State Credit Union to purchase supplies.

James A. Burkush
Chief of Department



City of Manchester
Fire Department

TO: Board of Mayor and Aldermen

FROM: Chief James A. Burkush *JAB*

DATE: February 25, 2013

RE: Accelerant Detection Canine Sponsorship

I am seeking approval from the Board of Mayor and Aldermen to allow the Manchester Fire Department to accept a donation in the amount of \$1,400.00 from New England Risk Mgmt, Inc. to purchase supplies.

NEW ENGLAND RISK
MANAGEMENT, INCORPORATED

February 15 , 2013

Chief James Burkush
Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101

Dear Chief Burkush,

As you know, we recently hosted our 2nd Doggie Bowl tournament to benefit the K-9 units of the Manchester Fire and Police departments. I'm happy to report we raised \$1,400 for each department!

In addition to supporting your Arson Dog, the event was a great opportunity for us to remind department personnel about the payroll deduction employee benefit we provide for them. Best of all, we were able to raise money for a great cause!

Enclosed is a donation check for \$1,400 to support your Arson Dog.

Congratulations to your team for taking home this year's trophy. We're already looking forward to January 2014 when, once again, 30 members of each department will compete for the Doggie Bowl trophy.

Thank you for your continued help and support.

Sincerely,



Ron Corriveau
President

530 Chestnut Street, PO Box 1688
Manchester, NH 03105-1688
www.nerisk.com
service@nerisk.com
603-625-5400
Fax: 603-625-6140

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 Office of Youth Services be authorized to apply for one time funding for \$70,000 to purchase a client case management database system and three years of maintenance.

(Unanimous vote with the exception of Aldermen Greazzo and Gamache who were unable to be reached)

Respectfully Submitted,



Clerk of Committee

Conducted via phone poll on February 22, 2013, the report of the Committee was accepted and its recommendations adopted.



City Clerk

**2012 - 2013
Board of Aldermen**

Yeas and Nays

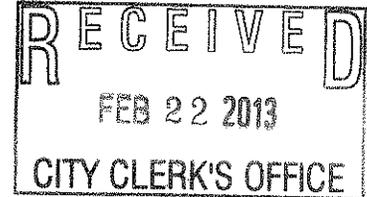
Meeting: Phone Poll

Date: 2/22/13

Action: Accept report of CIP to authorize OYS to apply for one time funding for \$70,000 to purchase a client case management database system with 3 yrs. of maintenance.

Alderman	Yea	Nay	Absent	Pass
Ward 1 - Craig	✓			
Ward 2 - Ludwig	✓			
Ward 3 - Long	✓			
Ward 4 - Roy	✓			
Ward 5 - Osborne	✓			
Ward 6 - Corriveau	✓			
At Large - O'Neil	✓			
At Large - Levasseur	✓			
Ward 7 - Shea	✓			
Ward 8 - Katsiantonis	✓			
Ward 9 - Shaw	✓			
Ward 10 - Greazzo	MS			
Ward 11 - Gamache	MS			
Ward 12 - Arnold	✓			
TOTAL:				

Martin Boldin, LICSW, MLADC, LCS
Director



CITY OF MANCHESTER
Office of Youth Services

February 22, 2013

Alderman Jim Roy, Chairman
Board of Mayor and Alderman
Committee on Community Improvement
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Alderman Roy,

I hope this correspondence finds you well. The City of Manchester Office of Youth Services (OYS) is requesting permission to apply for one time funding for \$70,000 to purchase a client case management database system and three years of maintenance. This system will be used to track services and outcomes for clients served by OYS. OYS has discussed the implementation of this system with staff at the Manchester Police Department, the Manchester School District, the Manchester Health Department, and the Manchester Information System Department. In the best-case scenario, the implementation of such a system would improve service delivery for OYS clients by enhancing client coordination. It is also important to note that by collecting data on the most 'at risk' youth in the city, that OYS would be able to provide powerful aggregate data to all of the above listed partners and, of course, to the Mayor and Board of Alderman. The goal to purchase and implement such a system has been an ongoing need at OYS for the last several years. To that end, OYS has already done a great deal of work to prepare for the opportunity that money would be available to fund the purchase of this client case management database system.

The grant application for this one time money was released by the New Hampshire Department of Health and Human Services / Division for Children, Youth and Families / Bureau of Juvenile Justice Services. (DELINQUENCY PREVENTION / REQUEST FOR PROPOSAL / RFP #13-DCYF-SYSC-COMMUNITY JJ-26-02). The RFP was released on February 2 and is due on February 28, 2013. At the end of the first three years of use, the annual cost for system support will be \$7,000 annually.

If you have any questions or need any further information, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

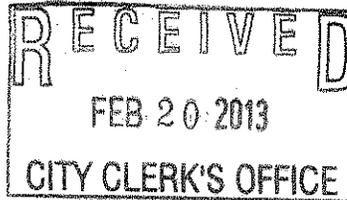
Marty Boldin, LICSW, MLADC, LCS
Director

CC: Jennie Angel, IS Director

1045 Elm Street • Suite 204 • Manchester, New Hampshire 03101 • (603) 624-6470 • FAX: (603) 628-6285
E-Mail: OYS@manchesternh.gov • Website: www.manchesternh.gov



**Public Service
of New Hampshire**



60 W. Pennacook Street, Manchester, NH 03101

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

The Northeast Utilities System

February 15, 2013

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

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find two copies of PSNH Petition and Pole License number 12-0407 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: pinkel@nu.com

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

February 15, 2013

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

PUBLIC SERVICE OF NEW HAMPSHIRE

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

License four (4) pole(s), 335/53-4, 335/53-3, 335/53-2, 335/53-1 located on Hackett Hill Road in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 12-0407
Dated: 2/12/2013

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Lisa-Marie Pinkes, Licensing Specialist

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

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

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

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

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on 3/5/13. It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 15th day of February, 2013.

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

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE" No. 12-0407, dated 2/12/2013 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

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

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

License four (4) pole(s), 335/53-4, 335/53-3, 335/53-2, 335/53-1 located on Hackett Hill Road in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held 3/5/13

Approved
Dept. of Highways

BY: _____
_____, Surveyor

ATTEST _____
Matthew Normand, City Clerk

Received 2/20/13 at **Manchester** and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New Hampshire.

ATTEST _____
Matthew Normand, City Clerk



CITY OF MANCHESTER TRUSTEES OF TRUST FUNDS

February 12, 2013

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

RE: City of Manchester Old System Retirement Plan

Dear Honorable Board:

This letter serves to advise the Board of Mayor and Aldermen of the funding position for the Old System Retirement Plan (OSRP) as of June 30, 2012 and the Trustees of Trust Funds current expectation that additional funds from the City of Manchester will be required in the coming years to meet the pension obligations of this plan.

Background:

The OSRP is the pension plan for City employees prior to 1974. In 1974, employees were permitted to remain in the OSRP or enroll in the new plan. All new employees from 1974 and thereafter can only enroll in the new plan. As of June 30, 2012, there were 113 retired employees and 11 active employees remaining in the OSRP. The actuary determined pension liability for OSRP at June 30, 2012 was \$15,655,036 a decrease from the June 30, 2011 liability which was \$15,751,302. See attached required supplementary information.

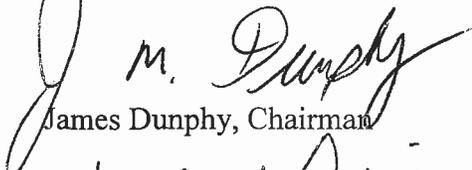
On November 1, 2001 the City of Manchester issued \$20.7 million in Pension Obligation Bonds to fund the then remaining actuarial liability. The bond proceeds were invested by the Trustees of Trust Funds in professionally managed mutual funds with a mix of 50% bonds and 50% equities. At June 30, 2012, the investments held a market value of \$12,035,599, a decrease from the June 30, 2011 market value balance of \$13,492,366. See attached required supplementary information.

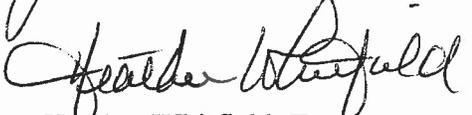
Current situation:

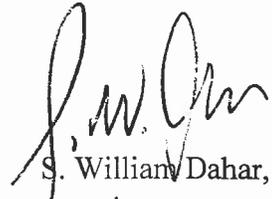
The unfunded actuarial accrued liability has increased from \$2,258,936 as of July 1, 2011 to \$3,619,437 as of July 1, 2012 due to investment losses during the year. This deficit of \$3.61 million assumes an annual investment return of 7.25%.

We will continue to keep the Board of Mayor and Aldermen apprised.

Respectfully submitted,


James Dunphy, Chairman


Heather Whitfield, Trustee


S. William Dahar, Trustee


Gerry Tautkus, Trustee

Enclosure

cc: Mayor Ted Gatsas
Don Ross, Wainwright Investment Counsel
William Sanders, Finance Officer
Sharon Wickens, Assistant Director – Treasury
Guy Beloin, Assistant Director – Accounting
Lisa Sorenson – Financial Analyst



THE SEGAL COMPANY
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Bridget P. Orr, ASA, MAAA, EA
Consulting Actuary
borr@segalco.com

September 14, 2012

Mr. Guy Beloin
Assistant Director - Accounting & Reporting
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: **City of Manchester, New Hampshire, Old System**

Dear Mr. Beloin:

We are pleased to present this Certificate of Actuarial Valuation which summarizes the results of the Actuarial Valuation for the City of Manchester, New Hampshire, Old System as of July 1, 2012.

Our report includes the following attached exhibits:

- EXHIBIT I - Actuarial Costs for Year Beginning July 1, 2012
- EXHIBIT II - Expected Benefit Payments
- EXHIBIT III - Required Supplementary Information
- EXHIBIT IV - Actuarial Assumptions and Actuarial Cost Method
- EXHIBIT V - Summary of Plan Provisions

Exhibit III contains the Required Supplementary Information for disclosure by Governmental Accounting Standards Board Statement No. 25 and GASB Statement No. 27. Statement No. 27 requires a standard measure of pension expense, referred to as the Annual Required Contribution (ARC), in the employer's financial statements. The ARC includes the normal cost and an amortization payment on the unfunded actuarial accrued liability. Because the plan is closed to new entrants and the plan participants are primarily retirees with a life expectancy of greater than 10 years, we recommend and have used a 10-year open amortization period.

The ARC is \$503,679 for the fiscal year beginning July 1, 2012.

Benefits, Compensation and HR Consulting Offices throughout the United States and Canada



Founding Member of the Multinational Group of Actuaries and Consultants, a global affiliation of independent firms

This actuarial valuation reflects the following assumption changes:

- The investment return assumption has been lowered from 7.50% to 7.25%.
- The mortality assumption for all participants was changed from the RP-2000 Combined Healthy Mortality Table to the RP-2000 Combined Healthy Mortality Table projected generationally with Scale AA.

The unfunded actuarial accrued liability has increased from \$2,258,936 as of July 1, 2011 to \$3,619,437 as of July 1, 2012 due to investment losses during the year, as well as the assumption changes noted above.

This report was prepared in accordance with generally accepted actuarial principles and practices at the request of the City to assist in administering the System. This report may not otherwise be copied or reproduced in any form without the consent of the City and may only be provided to other parties in its entirety.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law.

The actuarial calculations were directed under my supervision. I am a member of the American Academy of Actuaries and I meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of my knowledge, the information supplied in this actuarial valuation is complete and accurate. In my opinion, each assumption is reasonable (taking into account the experience of the plan and reasonable expectations) and these assumptions, in combination, offer my best estimate of anticipated experience under the plan.

We look forward to meeting with you to review these results and any related matters.

Sincerely,



Bridget P. Orr

BPO/jpb

Enclosures

7681455V1/04079.001

EXHIBIT I

ACTUARIAL COSTS FOR YEAR BEGINNING JULY 1, 2012

	Water	EPD	Fire	Police	Others	Totals
A. Number of Employees Covered						
Retired	12	5	6	12	78	113
Active	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11</u>	<u>11</u>
Totals	12	5	6	12	89	124
B. Valuation						
Payroll	\$0	\$0	\$0	\$0	\$668,075	\$668,075
Average Pay	0	0	0	0	60,734	60,734
C. Actuarial Accrued Liability – Projected Unit Credit Method¹						
Retired	\$1,497,444	\$924,085	\$16,251	\$221,925	\$9,605,626	\$12,265,331
Active	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,389,705</u>	<u>3,389,705</u>
Totals	\$1,497,444	\$924,085	\$16,251	\$221,925	\$12,995,331	\$15,655,036
D. Assets						\$12,035,599
E. Unfunded Actuarial Accrued Liability						3,619,437
F. Normal Cost - Projected Unit Credit Cost Method¹						0
G. Annual Required Contribution (ARC) – Normal Cost plus 10-year payment on unfunded actuarial accrued liability with interest for one-half year						503,679

¹ *The Projected Unit Credit Liability Method is one of the accepted methods for determining the actuarial accrued liability of a retirement system. The actuarial accrued liability under the Projected Unit Credit Method, used above, is the actuarial present value as of July 1, 2012 of all benefits attributed by the pension benefit formula to employee service rendered prior to this date.*

The normal cost is the portion of the expected benefit obligation attributed to employee service during the year. Since all active members covered under the Old System have a fully accrued benefit, the normal cost for each future year is equal to zero.

EXHIBIT II

EXPECTED BENEFIT PAYMENTS

The table below shows the expected benefit payments to participants for the next 30 years.

Fiscal Year Beginning July 1	Water	EPD	Fire	Police	Others	Total
2012	\$196,603	\$92,075	\$3,571	\$37,721	\$1,363,703	\$1,693,673
2013	188,068	91,022	3,101	34,242	1,362,120	1,678,553
2014	179,354	89,877	2,673	31,038	1,426,691	1,729,633
2015	170,514	88,641	2,288	28,111	1,380,073	1,669,627
2016	161,608	87,304	1,942	25,435	1,331,244	1,607,533
2017	152,710	85,860	1,635	22,989	1,321,995	1,585,189
2018	143,863	84,305	1,364	20,744	1,268,867	1,519,143
2019	135,080	82,627	1,125	18,659	1,214,007	1,451,498
2020	126,408	80,820	916	16,717	1,157,588	1,382,449
2021	117,882	78,869	736	14,902	1,099,780	1,312,169
2022	109,503	76,765	582	13,196	1,041,039	1,241,085
2023	101,311	74,498	453	11,598	981,731	1,169,591
2024	93,328	72,052	347	10,109	922,188	1,098,024
2025	85,557	69,408	261	8,719	862,891	1,026,836
2026	77,993	66,571	192	7,432	804,175	956,363
2027	70,669	63,536	139	6,262	746,332	886,938
2028	63,642	60,291	98	5,208	689,651	818,890
2029	56,911	56,872	68	4,271	634,449	752,571
2030	50,468	53,293	46	3,447	580,988	688,242
2031	44,337	49,553	31	2,742	529,443	626,106
2032	38,554	45,713	20	2,149	479,992	566,428
2033	33,124	41,806	13	1,654	432,942	509,539
2034	28,102	37,838	8	1,250	388,251	455,449
2035	23,541	33,867	5	929	346,050	404,392
2036	19,449	29,979	3	677	306,438	356,546
2037	15,831	26,230	2	482	269,301	311,846
2038	12,687	22,654	1	338	234,605	270,285
2039	10,009	19,317	1	231	202,326	231,884
2040	7,763	16,269	0	154	172,425	196,611
2041	5,914	13,499	0	101	145,111	164,625

EXHIBIT III

**REQUIRED SUPPLEMENTARY INFORMATION
for Disclosure by Statement No. 25 of the
Governmental Accounting Standards Board
Schedule of Employer Contributions**

Plan Year ended June 30	Annual required contributions	Percentage contributed*
1999	\$2,048,811	96.8%
2000	2,158,104	93.4
2001	2,196,055	92.6
2002	2,175,245	967.3
2003	87,547	0.0
2004	195,521	0.0
2005	71,571	0.0
2006	124,659	0.0
2007	48,508	0.0
2008	0	0.0
2009	61,292	0.0
2010	551,988	0.0
2011	494,816	0.0
2012	317,615	0.0

* Based on expected benefit payments of \$1,982,452 in 1999, \$2,015,579 in 2000, and \$2,034,197 in 2001, and based on contributions of \$21,040,768 in 2002.

EXHIBIT III

**REQUIRED SUPPLEMENTARY INFORMATION
for Disclosure by Statement No. 25 of the
Governmental Accounting Standards Board
Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial value of assets (a)	Actuarial accrued liability (AAL) P.U.C. (b)	Unfunded AAL (UAAL) (b-a)	Funded ratio (a/b)	Covered payroll (c)	UAAL as a percentage of covered payroll [(b-a)/c]
07/01/1996	\$0	\$23,028,460	\$23,028,460	0.00%	\$1,557,720	1,478.34%
07/01/1998	0	22,453,076	22,453,076	0.00%	1,417,158	1,584.37%
07/01/1999	0	22,269,566	22,269,566	0.00%	1,326,886	1,678.33%
07/01/2000	0	22,085,349	22,085,349	0.00%	1,097,032	2,013.19%
07/01/2001	0	21,262,936	21,262,936	0.00%	1,009,090	2,107.14%
07/01/2002	20,126,399	20,955,638	829,239	96.04%	1,025,725	80.84%
07/01/2003	18,843,721	20,631,992	1,788,271	91.33%	987,984	181.00%
07/01/2004	19,705,567	20,335,101	629,534	96.90%	1,047,706	60.09%
07/01/2005	18,962,145	20,011,713	1,049,568	94.76%	1,077,069	97.45%
07/01/2006	18,207,702	18,596,488	388,786	97.91%	881,317	44.11%
07/01/2007	18,331,806	17,771,369	-560,437	103.15%	907,546	-61.75%
07/01/2008	16,210,784	16,646,708	435,924	97.38%	882,731	49.38%
07/01/2009	12,959,248	16,885,092	3,925,844	76.75%	785,075	500.05%
07/01/2010	12,766,951	16,286,171	3,519,220	78.39%	756,205	465.38%
07/01/2011	13,492,366	15,751,302	2,258,936	85.66%	771,056	292.97%
07/01/2012	12,035,599	15,655,036	3,619,437	76.88%	668,075	541.77%

EXHIBIT III
REQUIRED SUPPLEMENTARY INFORMATION
for Disclosure by Statement No. 25 of the
Governmental Accounting Standards Board

Valuation date	07/01/2012
Actuarial cost method	Projected unit credit
Amortization method	Level dollar, open
Remaining amortization period	10 years
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return	7.25% (previously, 7.50%)
Projected salary increases	4.50%
Mortality assumption	RP-2000 Combined Healthy Mortality Table projected generationally with Scale AA (previously, RP-2000 Combined Healthy Mortality Table)

EXHIBIT III

**SUMMARY OF SUPPLEMENTAL INFORMATION REQUIRED
FOR DISCLOSURE PURPOSES BY GASB No. 27**

Fiscal year	7/1/2003 - 6/30/2004	7/1/2004 - 6/30/2005	7/1/2005 - 6/30/2006	7/1/2006 - 6/30/2007	7/1/2007 - 6/30/2008	7/1/2008 - 6/30/2009	7/1/2009 - 6/30/2010	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
Actuarial value of plan assets	\$18,843,721	\$19,705,567	\$18,962,145	\$18,207,702	\$18,331,806	\$16,210,784	\$12,959,248	\$12,766,951	\$13,492,366
Actuarial accrued liability	20,631,992	20,335,101	20,011,713	18,596,488	17,771,369	16,646,708	16,885,092	16,286,171	15,751,302
Total unfunded actuarial liability	1,788,271	629,534	1,049,568	388,786	-560,437	435,924	3,925,844	3,519,220	2,258,936
Annual covered payroll	987,984	1,047,706	1,077,069	881,317	907,546	882,731	785,075	756,205	771,056
Net pension obligation (NPO) at the beginning of period	-17,857,717	-17,049,045	-16,317,877	-15,478,964	-14,660,096	-13,825,512	-12,857,213	-11,461,743	-10,214,993
Annual pension cost:									
Annual required contribution (ARC)	195,521	71,571	124,659	48,508	0	61,292	551,988	494,816	317,615
Interest on NPO	-1,339,329	-1,278,678	-1,223,841	-1,160,922	-1,099,507	-1,036,913	-964,291	-859,631	-766,124
Adjustment to the ARC	-1,952,480	-1,938,275	-1,938,095	-1,931,282	-1,934,091	-1,943,920	-1,807,774	-1,611,565	-1,436,267
Annual pension cost	808,672	731,168	838,913	818,868	834,584	968,299	1,395,471	1,246,750	987,758
Contributions made	0	0	0	0	0	0	0	0	0
Increase in NPO	808,672	731,168	838,913	818,868	834,584	968,299	1,395,471	1,246,750	987,758
NPO at the end of the period	-17,049,045	-16,317,877	-15,478,964	-14,660,096	-13,825,512	-12,857,213	-11,461,743	-10,214,993	-9,227,235
Funding amortization factor	9.4892	9.1258	8.7353	8.3154	7.8641	7.3789	7.3789	7.3789	7.3789
Adjusted interest rate for increasing payments	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%
Number of funding years	15	14	13	12	11	10	10	10	10
Valuation interest rate	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%
Percentage contributed	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

EXHIBIT IV

ACTUARIAL ASSUMPTIONS AND ACTUARIAL COST METHOD

<i>Net investment return:</i>	7.25% (previously, 7.50%) per year
<i>Mortality (pre and post-retirement):</i>	RP-2000 Combined Healthy Mortality Table projected generationally with Scale AA (previously, RP-2000 Combined Healthy Mortality Table)

The RP-2000 Combined Healthy Mortality Table reasonably reflects the projected mortality experience of the System as of the measurement date. The mortality table was then adjusted to future years using generational projection under Scale AA to reflect future mortality improvement.

<i>Withdrawal:</i>	None
<i>Disability:</i>	None
<i>Salary scale:</i>	4.50% per year
<i>Valuation compensation:</i>	Reported compensation
<i>Retirement age:</i>	100% of active employees will retire at age 62.
<i>Actuarial cost method:</i>	Projected unit credit cost method
<i>Asset method:</i>	Market value

EXHIBIT V

SUMMARY OF PLAN PROVISIONS

Prior to January 1, 1974, all eligible City employees participated in the Old System. All employees hired before January 1, 1974 were given the option to remain in the Old System or to participate in the New System. The Old System only operates to cover the remaining participants. Benefits under the Old System are limited to retirement benefits without death benefits to survivors.

Eligible employees who retire from active employment with the City after completing at least 20 years of service may receive a lifetime annuity equal to 50% of final year's pay.

No other benefits are provided under the Plan.

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INTERNATIONAL INSTITUTE
OF NEW ENGLAND

BOSTON LOWELL NEW HAMPSHIRE

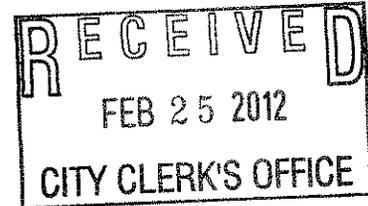
BOSTON
One Milk Street
Boston, MA 02109
Tel 617 695 9990

LOWELL
144 Merrimack Street
Lowell, MA 01852
Tel 978 459 9031

NEW HAMPSHIRE
315 Pine Street
Manchester, NH 03103
Tel 603 647 1500

February 23, 2013

City of Manchester
One City Hall Plaza
Manchester, NH 03101



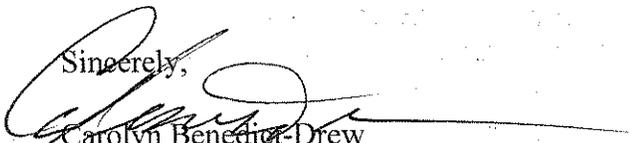
Dear Board of Mayor and Aldermen,

As a follow up to your letter regarding the International Institute's plan to receive refugees in Nashua, we have submitted a formal request to the appropriate departments in Washington through the U.S. Committee on Refugees and Immigrants. Please note that we must follow all the necessary procedures before going forward.

We have met with the Mayor on occasion this past year and have sent him monthly arrival numbers per your request.

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

Sincerely,



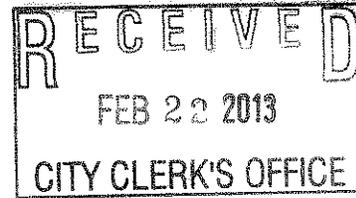
Carolyn Benedict-Drew
President and CEO

Cc: Ted Gatsas, Mayor of Manchester
Alderman Joyce Craig, Ward 1
Alderman Ron Ludwig, Ward 2
Alderman Patrick Long, Ward 3
Alderman Jim Roy, Ward 4
Alderman Ed Osborne, Ward 5
Alderman Garth Corriveau, Ward 6
Alderman William P. Shea, Ward 7
Alderman Thomas Katsiantonis, Ward 8
Alderman Barbara E. Shaw, Ward 9
Alderman Phil Greazzo, Ward 10
Alderman Normand Gamache, Ward 11
Alderman Patrick Arnold, Ward 12
At-Large Alderman Daniel P. O'Neil
At-Large Alderman Joseph Kelly Levasseur





54 Hanover Street
Manchester, NH 03101
Office: 603.666.6600
Fax: 603.626.0910
www.manchester-chamber.org



February 21, 2013

Mayor Ted Gatsas and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Mayor Gatsas and Aldermen:

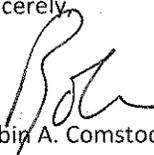
On behalf of the Greater Manchester Chamber of Commerce, thank you for your support during a recent visit of business leaders from Manchester, United Kingdom. The Chamber hosted this UK delegation to advance establishing a sister city relationship with Manchester, UK. During the visit we were able to introduce members of the delegation to the mayor, several aldermen, and numerous Manchester business leaders, with whom we exchanged conversation on many historical, economic and social matters.

As a result of the press generated from the Manchester, UK, visit, a member of the community informed me that the Queen City received a delegation of Manchester, UK, visitors, including the Mayor of that city, in 1931. During that visit, the Manchester, UK, delegation gave the Mayor of our city a plaque of the British city's emblem carved on a beautiful piece of 500 year old English oak. I have since learned that the plaque hung in the Mayor's office until the refurbishment of City Hall, when it was placed in the City vault, where I'm told it remains. Given the renewed ties between our two cities, I wonder if you would consider removing the plaque from the vault and hanging it in a prominent location in City Hall. If this is not feasible, we would be proud to hang the plaque here at the Chamber. Displaying this unique gift from Manchester, UK, would be a terrific show of support of the importance of the relationship between our two cities that may generate further conversation and communication about our shared history, as well as the value of contemporary interests between the two cities of Manchester.

I look forward to your response. Please let me know if you would like to discuss this request further.

Thank you again for your support of establishing a sister city relationship between Manchester, NH, and Manchester, UK.

Sincerely,


Robin A. Comstock
President & CEO

City of Manchester New Hampshire

In the year Two Thousand and Thirteen

A RESOLUTION

“Amending the FY 2013 Community Improvement Program, transferring authorizing and appropriating funds in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950) for the FY 2013 CIP 810613 City Newsletter Costs.”

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 donation from Members First Credit Union for the production costs of the City Newsletter;

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

By adding:

FY 2013 CIP 810613 City Newsletter Costs - \$1,950 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 Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the following Finance Department reports:

- Accounts Receivable over 90 days
- Aging Report
- Outstanding Receivables

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive, flowing style.

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

February 11, 2013

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a listing of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary, outstanding receivables over 90 days total \$1,426,294.62 of \$3,179,680.36 billed. Last month outstanding receivables totaled \$2,750,786.22 out of \$4,259,214.08 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Lisa M. Sorenson
Financial Analyst

Enc.

**Summary of Accounts Receivable Over 90 Days
by Department - with Previous Month's Comparative**

	<u>Dept Code</u>	<u>2/11/2013</u>	<u>1/9/2013</u>
Airport	25	\$ 553,982.59	\$ 1,944,326.33
EPD	27	\$ 10,060.83	\$ 9,880.83
Parking Department	52	\$ 21,368.48	\$ 23,484.32
Total Enterprise Funds		\$ 585,411.90	\$ 1,977,691.48
Central Fleet Management	23	\$ 2,692.57	\$ 2,005.12
Fire Department	30	\$ 79,925.84	\$ 19,053.48
Highway	50	\$ 702,983.50	\$ 690,331.59
Parks & Recreation	65	\$ 4,733.50	\$ 4,740.43
Planning & Community Development	CE	\$ 38,589.93	\$ 36,236.07
Police Department	33,34,35,36	\$ 11,957.38	\$ 20,728.05
Total General Fund		\$ 840,882.72	\$ 773,094.74
Total Receivables Over 90 Days		\$ 1,426,294.62	\$ 2,750,786.22
<u>General Fund receivables over \$10,000 by customer</u>			<u>Explanation of Charges</u>
New Hampshire Fire Academy	30	\$ 61,571.48	FEMA Reimbursement - Payments coming in slowly
State of New Hampshire	50	\$ 16,632.00	Labor reimbursement for Kelley St Bridge Project
Corcoran Environmental	50	\$ 24,182.43	Landfill Lease Payments
National Grid	50	\$ 641,082.50	Roadway Degradation Fees - In Litigation
Total by customer		\$ 681,896.93	
Total General Fund receivables over 90 days less over \$10,000		\$ 158,985.79	\$ 91,197.81
Enterprise Collection Rate		40%	31%
General Fund Collection Rate		48%	46%

City of Manchester - Aging Summary as of 2-11-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
17600	CE	211-213 WOODBURY ST CON	110.73	1.43	1.43	1.43	1.43	105.01
15581	CE	234 MERRIMACK ST, LLC	175.08	1.96	1.96	1.96	1.96	167.24
16806	CE	345-347 CENTRAL ST REAL	279.24	3.39	3.39	3.39	3.39	265.68
17588	CE	385 MANCHESTER STREET T	70.01	0.91	0.91	0.91	0.91	66.37
13108	CE	412-414 KELLY ST, LLC	825.16	8.06	8.06	8.06	8.06	792.92
17009	CE	AHMEDAMIN, SANDRA	208.40	2.56	2.56	2.56	2.56	198.16
19195	CE	ASHBURNER, DANA S	149.36	2.18	2.18	-	-	145.00
16444	CE	AZZO, RITA	400.50	4.75	4.75	4.75	4.75	381.50
17825	CE	BELIVEAU, DAN	684.60	8.96	8.96	8.96	8.96	648.76
18324	CE	BENNETT, PAMELA J	198.97	2.71	2.71	2.71	2.71	188.13
18280	CE	BERLINGUETTE, RICHARD B	442.07	6.01	6.01	6.01	6.01	418.03
13228	CE	BESSETTE, MARC S	183.70	1.82	1.82	1.82	1.82	176.42
17804	CE	BOLIEIRO, JOSE L	149.60	1.96	1.96	1.96	1.96	141.76
16482	CE	BRIGHAM, RICKY	197.12	2.34	2.34	2.34	2.34	187.76
16407	CE	CGL PROPERTIES, LLC	2,234.44	27.07	27.07	27.07	27.07	2,126.16
16988	CE	CGL PROPERTIES, LLC	3,259.25	39.95	39.95	39.95	39.95	3,099.45
16989	CE	CGL PROPERTIES, LLC	1,477.10	18.14	18.14	18.14	18.14	1,404.54
17563	CE	CGL PROPERTIES, LLC	571.07	7.37	7.37	7.37	7.37	541.59
13190	CE	CRUZ, MARIA	324.82	3.23	3.23	3.23	3.23	311.90
17978	CE	DAHL, THOMAS A	369.10	4.90	4.90	4.90	4.90	349.50
18581	CE	DAMICO, CHERYL A	252.65	3.53	3.53	3.53	3.53	238.53
16261	CE	DELISLE HAVEE, VIVIAN L	122.17	1.43	1.43	1.43	1.43	116.45
17896	CE	DELUCA, DOMINIC	109.30	1.43	1.43	1.43	1.43	103.58
18480	CE	DEMERS, JOHN P	141.76	1.96	1.96	1.96	1.96	133.92
13093	CE	DESPOU MOUTSIOULIS ESTA	460.48	5.93	5.93	5.93	5.93	436.76
15789	CE	DHLWAYO, LOVEMORE L	885.44	10.02	10.02	10.02	10.02	845.36
18217	CE	DIX, MEREDITH F	106.44	1.43	1.43	1.43	1.43	100.72
15284	CE	FALLAH, ELAINE B	179.00	1.96	1.96	1.96	1.96	171.16
18694	CE	FILIP, MARK D REVOC TR	155.90	2.18	2.18	2.18	2.18	147.18
14592	CE	FLANDERS, ALICIA	135.04	1.43	1.43	1.43	1.43	129.32
17791	CE	FORAND, JEANNINE	109.30	1.43	1.43	1.43	1.43	103.58
19099	CE	FRANCIS, RANDALL	172.44	2.48	2.48	2.48	-	165.00
18654	CE	GICHANA, DENNIS O	327.95	4.59	4.59	4.59	4.59	309.59
17490	CE	GRAMA, MARIAN	617.89	7.99	7.99	7.99	7.99	585.93
16919	CE	GRIMARD, MICHELE M	116.45	1.43	1.43	1.43	1.43	110.73
13501	CE	GROUX, ROLAND R SR	249.32	2.48	2.48	2.48	2.48	239.40
19147	CE	HAMMERSTROM, PAUL III	293.56	4.28	4.28	-	-	285.00
18676	CE	HELPING HANDS OUTREACH	1,069.75	14.95	14.95	14.95	14.95	1,009.95

City of Manchester - Aging Summary as of 2-11-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
16740	CE	HEWETT, DANIEL H	434.32	5.27	5.27	5.27	5.27	413.24
12309	CE	HOLDEN, CHARLES E	150.77	1.43	1.43	1.43	1.43	145.05
12749	CE	HUSSEIN, MOGAHID	194.93	1.89	1.89	1.89	1.89	187.37
12290	CE	HUSSEY, MARK S	753.85	7.15	7.15	7.15	7.15	725.25
18785	CE	JGDB REALTY, LLC	63.64	0.91	0.91	0.91	0.91	60.00
17486	CE	JOHNS, JOSEPH	472.10	6.10	6.10	6.10	6.10	447.70
12271	CE	JOSELITO MANGUAL	194.56	1.88	1.88	1.88	1.88	187.04
12271	CE	JOSELITO MANGUAL	1,483.73	14.07	14.07	14.07	14.07	1,427.45
14274	CE	JUBREY, TIFFANY	297.70	3.09	3.09	3.09	3.09	285.34
13801	CE	KABAMBA, MPESAMONJI	177.92	1.81	1.81	1.81	1.81	170.68
18868	CE	KASA, DANIEL	153.72	2.18	2.18	2.18	2.18	145.00
17437	CE	KICKHAM, CHARLES	949.64	12.24	12.24	12.24	12.24	900.68
17507	CE	KICKHAM, CHARLES	553.54	7.14	7.14	7.14	7.14	524.98
18372	CE	KILGORE, SCOTT C	668.70	9.10	9.10	9.10	9.10	632.30
16825	CE	KIM BERLINGUETTE	477.96	5.81	5.81	5.81	5.81	454.72
17454	CE	LACROIX, RUDOLPH	413.96	5.36	5.36	5.36	5.36	392.52
18796	CE	LANGLEY, DAVID R	212.08	3.02	3.02	3.02	3.02	200.00
17073	CE	LAPIERRE, BRIAN A	145.34	1.81	1.81	1.81	1.81	138.10
18608	CE	LAVOIE, LEO SR	102.15	1.43	1.43	1.43	1.43	96.43
17393	CE	LEAVITT, JOHN A	236.24	3.02	3.02	3.02	3.02	224.16
19194	CE	LEIGH ANNE ELY	123.62	1.81	1.81	-	-	120.00
13639	CE	LEMIRE, ROBERT	216.94	2.18	2.18	2.18	2.18	208.22
18656	CE	LENOX, VINCENT & JENNIF	650.55	9.11	9.11	9.11	9.11	614.11
17105	CE	LORTIE, RONALD	429.90	5.35	5.35	5.35	5.35	408.50
18413	CE	LOUGEE, JILLIAN M	65.46	0.91	0.91	0.91	0.91	61.82
19019	CE	LY, THUY D	99.29	1.43	1.43	1.43	-	95.00
18080	CE	MACDONALD, MATTHEW G	106.44	1.43	1.43	1.43	1.43	100.72
15033	CE	MACLEOD, PAULA A	132.18	1.43	1.43	1.43	1.43	126.46
19191	CE	MARQUIS, LINDA J	97.86	1.43	1.43	-	-	95.00
16987	CE	MARTIN, MARKIEKE S	306.55	3.77	3.77	3.77	3.77	291.47
17981	CE	MARTINEZ, ROBERTO	147.64	1.96	1.96	1.96	1.96	139.80
16462	CE	MCFARLAND, DOUGLAS J	120.74	1.43	1.43	1.43	1.43	115.02
18764	CE	MCNEIL, VICTOR SCOTT	153.72	2.18	2.18	2.18	2.18	145.00
19052	CE	MERETE, JOSE	99.29	1.43	1.43	1.43	-	95.00
18309	CE	MILLER, SAUL B	221.07	3.01	3.01	3.01	3.01	209.03
18585	CE	MORIN, WILLIAM G	526.85	7.37	7.37	7.37	7.37	497.37
19016	CE	MORIN, WILLIAM R	1,395.24	20.08	20.08	20.08	-	1,335.00
18016	CE	MOUTSIOLIS, GEORGE	249.79	3.31	3.31	3.31	3.31	236.55

City of Manchester - Aging Summary as of 2-11-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS Due	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
17788	CE	NSG REALTY INC	1,311.40	17.14	17.14	17.14	17.14	1,242.84
17176	CE	OKELLO, JAMES	187.76	2.34	2.34	2.34	2.34	178.40
17573	CE	OTL PROPERTY #2 LLC	151.56	1.96	1.96	1.96	1.96	143.72
17574	CE	OTL PROPERTY #2 LLC	151.56	1.96	1.96	1.96	1.96	143.72
17257	CE	PAPPAS, ROBERT A	245.17	3.09	3.09	3.09	3.09	232.81
18278	CE	PARKER, KEVIN J	226.63	3.09	3.09	3.09	3.09	214.27
14611	CE	PATTERSON, JOYCE L	241.68	2.56	2.56	2.56	2.56	231.44
13986	CE	PODZIC, RASIM	212.58	2.18	2.18	2.18	2.18	203.86
13968	CE	PREDA, GHEORGHE	139.33	1.43	1.43	1.43	1.43	133.61
16956	CE	RAKIS-LAMBROULIS, POTOU	441.15	5.41	5.41	5.41	5.41	419.51
16527	CE	RAMADAN, AMAL	163.32	1.96	1.96	1.96	1.96	155.48
12671	CE	RAMIREZ, MIGUEL	377.56	3.62	3.62	3.62	3.62	363.08
19190	CE	RENAUD, MARY E	97.86	1.43	1.43	-	-	95.00
17306	CE	RICARD, ERNEST H	242.08	3.09	3.09	3.09	3.09	229.72
13054	CE	ROCHE, TRACY MURPHY	513.50	5.50	5.50	5.50	5.50	491.50
13055	CE	ROCHE, TRACY MURPHY	260.33	2.79	2.79	2.79	2.79	249.17
19154	CE	ROURK, STEPHEN	97.86	1.43	1.43	-	-	95.00
13217	CE	ROUSSEAU, DONALD	358.55	3.53	3.53	3.53	3.53	344.43
12332	CE	SCHAEFER PROPERTIES LLC	1,411.43	13.37	13.37	13.37	13.37	1,357.95
18570	CE	SCHEFER, DAVID	102.15	1.43	1.43	1.43	1.43	96.43
18542	CE	SILVA, FRANCISCA	474.30	6.55	6.55	6.55	6.55	448.10
15449	CE	SINGER, PATRICIA	197.32	2.18	2.18	2.18	2.18	188.60
15124	CE	SMITH, DOROTHY M	130.75	1.43	1.43	1.43	1.43	125.03
14953	CE	SOULIOS, STEVE	654.08	7.08	7.08	7.08	7.08	625.76
18579	CE	SUPRENANT, ROBERT	118.30	1.66	1.66	1.66	1.66	111.66
17259	CE	THERIAULT-PETRO, JENNIF	299.01	3.77	3.77	3.77	3.77	283.93
18687	CE	TORRES, JOSE A	102.15	1.43	1.43	1.43	1.43	96.43
17050	CE	WATTS, RICHARD P	278.44	3.46	3.46	3.46	3.46	264.60
15108	CE	WELLS, GERRY M	234.00	2.56	2.56	2.56	2.56	223.76
CE - CODE ENFORCEMENT TOTALS			40,516.95	494.39	494.39	481.83	456.41	38,589.93
29	23	MANCHESTER CITY SOLICIT	2,852.59	-	-	740.00	-	2,112.59
11485	23	MANCHESTER PARKING DIVI	1,220.21	162.58	-	477.65	-	579.98
23 - CENTRAL FLEET MANAGEMENT TOTALS			4,072.80	162.58	-	1,217.65	-	2,692.57
3505	25	AVIATION ASSOCIATES-AVI	1,670.03	1,669.99	-	-	-	0.04
7088	25	CHAUTAQUA AIRLINES	3,727.29	-	-	-	-	3,727.29
14438	25	COMMUTAIR, INC	7,534.80	-	-	-	-	7,534.80
3613	25	CONTINENTAL AIR	207,458.49	145,538.84	-	-	-	61,919.65

City of Manchester - Aging Summary as of 2-11-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
3616	25	CONTINENTAL EXPRESS	71,858.34	43,133.75	-	-	-	28,724.59
3675	25	ENTERPRISE RENT A CAR C	76,843.73	72,387.84	-	-	-	4,455.89
19269	25	EXPRESSJET DBA DELTA CO	6,375.60	-	-	-	-	6,375.60
14028	25	EXPRESSJET DBA UNITED E	94,898.39	2,321.31	-	50,629.05	-	41,948.03
5143	25	FEDERAL GRANTS 1999	178,863.23	163,276.93	-	-	-	15,586.30
10369	25	GOJET AIRLINES	19,661.82	-	-	-	-	19,661.82
3731	25	HANGAR 5 INC	1,842.51	639.51	-	-	-	1,203.00
3736	25	HERTZ CORP-PROP & CONCE	75,193.72	74,407.68	-	177.35	177.35	431.34
3797	25	L & M VENDING & AMUSEME	31,292.85	-	-	-	1,666.67	29,626.18
18257	25	MERCHANTS AUTOMOTIVE GR	6,533.31	1,866.66	-	933.33	933.33	2,799.99
10265	25	MESA AIRLINES-UNITED EX	16,954.35	8,737.47	-	-	-	8,216.88
7594	25	MISCELLANEOUS CUSTOMER	1,945.00	402.00	-	122.00	-	1,421.00
14944	25	NH AUTO RENTAL, INC (PA	2,557.67	2,311.81	-	216.54	-	29.32
8197	25	PINNACLE AIRLINES INC	54,500.73	19,976.88	-	17,025.75	-	17,498.10
3958	25	SAFLITE PILOT TRAINING	2,468.10	1,254.06	-	379.83	388.47	445.74
17931	25	SECURITYPOINT MEDIA, LL	2,823.60	305.00	-	-	-	2,518.60
4001	25	STATE GRANTS	4,729.73	4,296.76	-	-	-	432.97
3428	25	T-MOBILE USA INC	3,171.24	2,409.06	-	254.06	254.06	254.06
4053	25	UNITED AIRLINES	344,680.71	51,825.23	-	-	-	292,855.48
4058	25	USAIRWAYS INC	162,286.01	159,029.01	-	-	-	3,257.00
4077	25	WIGGINS AIRWAYS	40,055.77	36,996.85	-	-	-	3,058.92
25 - AIRPORT TOTALS			1,419,927.02	792,786.64	-	69,737.91	3,419.88	553,982.59
12798	27	ANYTIME SEPTIC SERVICES	762.64	-	-	-	-	762.64
6124	27	DANS SEPTIC INSPECTION	8,476.02	-	-	-	316.55	8,159.47
11591	27	DRAIN MASTERS INC.	798.72	-	-	-	-	798.72
18185	27	EST	160.00	-	-	-	-	160.00
10064	27	SERVPRO OF MANCHESTER/D	182.70	-	-	2.70	-	180.00
27 - EPD TOTALS			10,380.08	-	-	2.70	316.55	10,060.83
14051	30	105 -127 PLEASANT ST RE	217.50	4.50	-	2.25	2.25	208.50
15768	30	43 WALNUT ST REALTY TRU	1,131.00	497.20	-	8.60	8.60	616.60
15869	30	AMERICAN PROPERTY MGT	657.50	15.00	-	7.50	7.50	627.50
4482	30	AMOSKEAG INN	638.40	14.40	-	7.20	7.20	609.60
13571	30	AT & T	34.92	0.50	-	0.25	0.25	33.92
7791	30	BILETCH, MARK	553.08	481.08	-	-	-	72.00
1378	30	CHARLES TSIATSIOS TRUST	1,212.84	483.98	-	1.99	1.99	724.88
18213	30	COLE-BRUCE, PAMELA	916.85	24.90	-	12.45	12.45	867.05
1446	30	HELPING HANDS OUTREACH	1,579.60	506.40	-	13.20	13.20	1,046.80

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CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
16305	30	JOSEPH EQUIPMENT CO	1,499.20	506.40	-	13.20	13.20	966.40
7137	30	JOSHUA IRREVOCABLE TRUS	2,833.21	528.36	-	24.18	24.18	2,256.49
12093	30	KU2 ENTERPRISES, LLC	720.15	483.55	-	-	-	236.60
17861	30	LACROIX, LUCIEN D	350.30	9.14	-	4.57	4.57	332.02
17580	30	MAHMOTORIC, MUHAREM	1,039.20	494.40	-	7.20	7.20	530.40
853	30	MANCHESTER - QC LLC	690.70	17.40	-	8.70	8.70	655.90
10993	30	MCDADE PROPERTIES, LLC	657.50	15.00	-	7.50	7.50	627.50
17794	30	MITCHELL, JOHN F	402.50	10.50	-	5.25	5.25	381.50
14589	30	MORALES, ANGEL	598.21	12.64	-	6.32	6.32	572.93
588	30	NATIONAL TIRE WHOLESale	610.31	481.86	-	0.93	0.93	126.59
12051	30	NEW HAMPSHIRE FIRE ACAD	244,921.84	64,722.82	-	17,645.93	100,981.61	61,571.48
3202	30	NOTRE DAME PROPERTIES	1,486.60	35.40	-	17.70	17.70	1,415.80
14052	30	NUNEZ, JOSE G	1,069.02	21.90	-	10.95	10.95	1,025.22
5241	30	OVEN POPPERS	109.00	3.00	-	1.50	1.50	103.00
5603	30	PROTECTION ONE	3,564.00	1,748.00	-	24.00	24.00	1,768.00
13888	30	RODRIGUEZ, JOSE	408.72	8.28	-	4.14	4.14	392.16
1398	30	SEARS ROEBUCK COMPANY	559.20	14.40	-	7.20	7.20	530.40
11735	30	STONE TERRACE CONDOMINI	1,709.40	41.40	-	20.70	20.70	1,626.60
30 - FIRE TOTALS			270,170.75	71,182.41	-	17,863.41	101,199.09	79,925.84
3031	33	ALBAYSYS COMPUTERS	7.00	1.00	-	2.00	1.00	3.00
4301	33	AMERICAN EXCAVATING COR	3,058.06	-	-	1,515.25	-	1,542.81
11257	33	ANDERSON ADJUSTMENT CO	2.11	0.08	-	0.02	1.00	1.01
19088	33	BOOKER LAW OFFICE, PC	10.75	0.30	-	0.15	0.15	10.15
19151	33	BOOKER LAW OFFICE, PC	5.40	0.16	-	0.08	0.08	5.08
3201	34	DAVID FARWELL CONSTRUCT	2,033.14	40.38	-	20.19	20.19	1,952.38
3224	34	FAIRPOINT COMMUNICATION	7,548.70	5,565.10	-	-	-	1,983.60
9541	34	GAMACHE, D	666.06	17.16	-	8.58	8.58	631.74
11851	34	GAMESTOP INC	2,043.00	928.00	-	-	-	1,115.00
13446	34	GETMAN, SHULTHESS & STE	6.54	0.18	-	0.09	0.09	6.18
15273	34	GREENER GROUP	2,396.86	-	-	1,308.63	482.13	606.10
17534	34	KGL BUILDERS	889.60	19.84	-	9.92	9.92	849.92
19003	34	LEVEL UP GAMING	127.00	55.00	-	16.00	30.00	26.00
454	35	LMC TOWING	394.31	118.68	-	215.63	-	60.00
6413	35	MOQUIN & DALEY PA	20.75	10.30	-	0.15	0.15	10.15
18634	35	NORFIELD ASSOCIATES, IN	3.78	0.10	-	0.05	0.05	3.58
6343	36	STATE FARM INSURANCE	1.06	0.04	-	0.02	-	1.00
6421	36	STATE OF NH ATTORNEY GE	1,098.15	-	-	-	-	1,098.15
6431	36	TASCHEREAU INVESTMENT	1,422.72	36.62	-	18.31	18.31	1,349.48

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CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS Due	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
18114	36	THIBEAULT CORPORATION	2,204.00	826.50	-	440.80	688.75	247.95
18634	36	US DEPARTMENT OF JUSTIC	21,069.86	20,615.76	-	-	-	454.10
33, 34, 35, 36	POLICE TOTALS		45,008.85	28,235.20	-	3,555.87	1,260.40	11,957.38
17145	50	3R'S HOME REPAIR	122.60	2.30	-	1.15	1.15	118.00
16039	50	ANDRE, DAMIAN P	47.50	1.10	-	0.55	0.55	45.30
3321	50	BEAULIEU LINDQUIST REAL	82.61	81.00	-	-	-	1.61
15020	50	BELAND, STEVEN H	157.20	3.40	-	1.70	1.70	150.40
14956	50	BELIVEAU, DUSTIN R	63.36	0.72	-	0.36	0.36	61.92
10962	50	BRULE PROPERTY MANAGEME	1,457.16	31.70	-	15.85	15.85	1,393.76
10626	50	CORCORAN ENVIRONMENTAL	24,182.43	-	-	-	-	24,182.43
16882	50	FORTIN, BENJAMIN J	89.45	1.46	-	0.73	0.73	86.53
16313	50	GOODNO, SANDRA MARIE	95.34	2.26	-	1.13	1.13	90.82
3204	50	GRANITE STATE MANUFACTU	208.24	28.50	-	0.47	147.00	32.27
10356	50	HAMMOND, RICHARD	69.74	1.76	-	0.88	0.88	66.22
13738	50	HEBERT, BRIAN D	109.52	2.22	-	1.11	1.11	105.08
15838	50	JBL PROPERTIES LLC	324.56	6.72	-	3.36	3.36	311.12
18338	50	JOHNSON, CARL	58.60	1.60	-	0.80	0.80	55.40
16998	50	KENNEY, JAMES	96.15	1.62	-	0.81	0.81	92.91
13446	50	KGL BUILDERS	1,279.83	8.48	-	4.24	4.24	1,262.87
15230	50	KOEHLER, DONALD T	146.50	3.20	-	1.60	1.60	140.10
18378	50	KUBA, NICHOLAS G	164.68	4.48	-	2.24	2.24	155.72
18445	50	LANDRY, THOMAS P	52.88	1.46	-	0.73	0.73	49.96
15121	50	LAWRENCE, KETURAH M	142.00	2.44	-	1.22	1.22	137.12
18549	50	LEPINE, WILLIAM	45.26	0.42	-	0.21	0.21	44.42
18609	50	LIBERTY UTILITIES, INC	378,607.08	357,445.55	-	8,510.92	7,760.57	4,890.04
10043	50	LIMFAR COMMUNICATIONS	549.41	12.26	-	6.13	6.13	524.89
18394	50	MACLEAN, KURT P	116.66	3.22	-	1.61	1.61	110.22
29	50	MANCHESTER CITY SOLICIT	10,606.76	1,575.00	-	-	-	9,031.76
3109	50	NATIONAL GRID	923,077.50	281,995.00	-	-	-	641,082.50
16316	50	NUNEZ, JOSE A	101.60	2.40	-	1.20	1.20	96.80
17279	50	PEREZ, ENRIQUE	52.58	1.32	-	0.66	0.66	49.94
15468	50	PERRY, MICHAEL J	52.50	0.50	-	0.25	0.25	51.50
15386	50	PETERSON, BENJAMIN A	24.75	0.54	-	0.27	0.27	23.67
12185	50	POMEROY, STEVE A	118.10	3.40	-	1.70	-	113.00
6646	50	QUEEN CITY REMODELING	592.90	16.10	-	8.05	8.05	560.70
8908	50	REMILLARD, RONALD L	0.36	-	-	-	0.18	0.18
16772	50	RICARD, DUANE	198.16	3.76	-	1.88	1.88	190.64
19085	50	RIDA MOHSIN AIZA, LLC	413.48	10.88	-	5.44	-	397.16

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CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
5184	50	ROBERT DUMAS CARPENTRY	134.34	2.82	-	1.41	1.41	128.70
16336	50	SAPIENZA, MATTHEW J	21.00	0.50	-	0.25	0.25	20.00
16038	50	SAYBALL, MARK A	84.60	1.96	-	0.98	0.98	80.68
15666	50	SOUICY JR, ANDRE R	34.97	0.78	-	0.39	0.39	33.41
15353	50	SQUIBB, CARRIE L	51.25	0.46	-	0.23	0.23	50.33
4091	50	STATE OF NEW HAMPSHIRE	16,632.00	-	-	-	-	16,632.00
18806	50	THERRIEN, MAURICE	31.80	0.90	-	0.45	0.45	30.00
3201	50	THIBEAULT CORPORATION	452.36	13.14	-	-	438.73	0.49
18766	50	VARELA, OSCAR A. AVINA	43.48	1.24	-	0.62	0.62	41.00
16995	50	VEINOTTE, BRETT A	24.50	0.60	-	0.30	0.30	23.30
15058	50	WEINRICH, TIMOTHY D	98.06	2.12	-	1.06	1.06	93.82
18339	50	WEYHERBY, ERIC D	81.77	2.22	-	1.11	1.11	77.33
19084	50	YOU, ERNIE	11.51	0.34	-	0.17	-	11.00
17215	50	ZAJAC, JONATHAN S	57.36	1.44	-	0.72	0.72	54.48
50 - HIGHWAY TOTALS			1,361,266.45	641,285.29	-	8,584.94	8,412.72	702,983.50
16225	52	AGUIRRE, CARLOS	112.75	3.00	-	1.50	1.50	106.75
17229	52	ALI, KERRY	128.98	3.78	-	-	-	125.20
16052	52	BAJA' CALIFORNIA CANTIN	197.60	5.26	-	2.63	2.63	187.08
16173	52	BASNAR, ANGELA	79.55	2.28	-	1.14	-	76.13
11429	52	BEHERA, RAJIB	137.77	46.38	-	45.00	45.00	1.39
7162	52	BIG BROTHERS BIG SISTER	109.75	3.00	-	1.50	1.50	103.75
5810	52	BROCHU, MARIE	208.72	5.92	-	2.21	1.46	199.13
14495	52	CLEMENT, SHARMAINE	412.50	9.00	-	4.50	4.50	394.50
15281	52	CLOW, JENNIFER	299.80	6.80	-	3.40	3.40	286.20
15589	52	COMCAST	700.77	631.58	-	0.79	0.79	67.61
11847	52	D&D CABINETS	124.45	3.16	-	1.58	1.58	118.13
14312	52	DECOSTA, GERARD	668.47	14.98	-	7.49	7.49	638.51
17751	52	ENGLISH III, BEN	112.75	3.00	-	1.50	1.50	106.75
13992	52	ERVIN, MELISSA	39.79	0.64	-	0.32	0.32	38.51
13506	52	GIBNEY, EVELYN	407.26	9.20	-	4.60	4.60	388.86
13932	52	GODSEY, ADAM	71.75	1.50	-	0.75	0.75	68.75
15791	52	GRADY, ASHLEY	10,892.46	245.70	-	122.85	122.85	10,401.06
15099	52	GRIFFIN, PAUL	299.80	6.80	-	3.40	3.40	286.20
12547	52	HAMEL, LINDSAY	68.75	1.50	-	0.75	0.75	65.75
14184	52	HORAN, EDWARD	494.04	10.72	-	5.36	5.36	472.60
12063	52	JACKSON, VECENA	953.52	17.48	-	8.74	8.74	918.56
14496	52	JACOBSEN, MARK	372.00	8.16	-	4.08	4.08	355.68
14406	52	JONES, DARREN	483.50	10.50	-	5.25	5.25	462.50

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18334	52	KAHL, RACHEL	106.00	3.75	1.50	50.75	50.00	50.00
11512	52	KANE, KIM	121.96	2.72	1.36	1.36	116.52	116.52
15669	52	KARAGIANNIS, ANGELO	150.00	-	-	-	150.00	150.00
17619	52	KHALAF, ROMEL	106.00	3.75	1.50	50.75	50.00	50.00
14464	52	KITCHENS, KRISTOPHER	345.25	7.50	3.75	3.75	330.25	330.25
8232	52	LAROCQUE, LISA	180.00	45.00	45.00	45.00	45.00	45.00
18567	52	LAVOIE, NOELLE	103.75	3.00	0.75	50.00	50.00	50.00
13238	52	LAYLAND, BENJAMIN	313.14	6.78	3.39	3.39	299.58	299.58
12122	52	LENTINI, KALEY	208.50	4.50	2.25	2.25	199.50	199.50
11411	52	LOGIOTATOS, CHARLIE	97.65	2.84	0.29	-	94.52	94.52
14478	52	MCGINLEY, LEA	342.25	7.50	3.75	3.75	327.25	327.25
18327	52	MCLOUGHLIN, AMANDA	164.25	6.00	3.00	2.25	153.00	153.00
11714	52	MEEHAN ARCHITECTS	458.77	8.00	4.00	4.00	442.77	442.77
15972	52	MORAN, ELLEN	178.72	2.64	-	-	176.08	176.08
18635	52	NIHAN, HOLLY	51.50	1.50	-	-	50.00	50.00
16063	52	O'BRIEN KENNETH	419.00	10.50	5.25	5.25	398.00	398.00
13031	52	OGLE, PATRICK	145.75	3.00	1.50	1.50	139.75	139.75
14456	52	ROBINSON, LINDA	412.50	9.00	4.50	4.50	394.50	394.50
11398	52	SAWYER, NATHANIEL	50.75	0.75	-	-	50.00	50.00
15064	52	SPAIN, JAMES	203.78	53.02	50.01	50.01	50.75	50.75
12109	52	ST LAURENT, KATHRYN	241.50	5.52	2.76	2.76	230.46	230.46
17195	52	TOURIGNY, ALEX	85.92	2.26	1.13	1.13	81.40	81.40
14711	52	VARAGIANIS, CHRISTOPHER	342.25	7.50	3.75	3.75	327.25	327.25
9338	52	WAYMAN, GARY	119.30	3.16	1.58	1.58	112.98	112.98
14183	52	WEBER, ELAINE	566.16	12.24	6.12	6.12	541.68	541.68
13114	52	WYMAN, TONY	64.04	1.36	0.68	0.68	61.32	61.32
14349	52	WYW MANCHESTER, LLC	604.84	14.26	7.13	7.13	576.32	576.32
52 - PARKING TOTALS			23,560.26	1,278.39	384.29	529.10	21,368.48	21,368.48
19104	65	COLT LEAGUE	20.20	0.38	7.32	-	12.50	12.50
2905	65	DERRYFIELD RESTAURANT	4,022.00	-	-	-	4,022.00	4,022.00
17188	65	IM THIRSTY ENTERTAINMEN	735.00	18.00	9.00	9.00	699.00	699.00
65 - PARKS & RECREATION TOTALS			4,777.20	18.38	16.32	9.00	4,733.50	4,733.50

GRAND TOTALS

\$ 3,179,680.36 \$ 1,535,443.28 \$ 494.39 \$ 101,844.92 \$ 115,603.15 \$ 1,426,294.62

**City of Manchester
Accounts Receivable
Submissions for Solicitor's Review**

Sent to Solicitor	Dept Code	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Total Outstanding	Explanation / Determination
9/7/2012	Enforcement	Bert MacKenzie	17281	9938116	10/26/2011	\$ 1,190.00	\$ 429.46	Account Paid in full 2/8/13
9/7/2012	Enforcement	NSG Realty Inc	17788	9942248	2/1/2012	\$ 1,140.00	\$ 1,140.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Notre Dame Properties	3202	9927531	1/1/2011	\$ 480.00	\$ 480.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Notre Dame Properties	3202	9942848	2/17/2012	\$ 700.00	\$ 700.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Protection One	5603	9941755	1/6/2012	\$ 1,600.00	\$ 1,600.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Stone Terrace Condominiums	11735	9941126	1/1/2012	\$ 680.00	\$ 680.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Stone Terrace Condominiums	11735	9942706	2/8/2012	\$ 700.00	\$ 700.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9923550	9/13/2010	\$ 291.50	\$ 291.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9923684	9/20/2010	\$ 192.00	\$ 192.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924005	10/4/2010	\$ 207.00	\$ 207.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924461	10/12/2010	\$ 94.50	\$ 94.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924628	10/18/2010	\$ 54.00	\$ 54.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924919	11/1/2010	\$ 87.00	\$ 87.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9925369	11/8/2010	\$ 43.50	\$ 43.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9926996	12/10/2010	\$ 2,520.00	\$ 920.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9927030	12/13/2010	\$ 282.76	\$ 86.06	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9927030	12/13/2010	\$ 196.70	\$ 196.70	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9943389	3/2/2012	\$ 30.43	\$ 30.43	Sent to solicitors for further pursuit.
9/7/2012	Police	KGL Builders	13446	9926822	12/1/2010	\$ 203.52	\$ 203.52	Sent to solicitors for further pursuit.
9/7/2012	Police	KGL Builders	13446	9926954	12/8/2010	\$ 457.92	\$ 457.92	Sent to solicitors for further pursuit.
9/7/2012	Police	Tascherou Investment	9541	9940281	12/7/2011	\$ 1,221.31	\$ 1,221.31	Sent to solicitors for further pursuit.
						\$ 12,372.14	\$ 9,814.90	

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

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 the fiscal year 2013 second quarter write off list for the accounts receivable module be written off.

(Unanimous vote)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

February 11, 2013

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester NH 03101

Dear Honorable Committee Members,

Attached for your review is the 2nd quarter Fiscal Year 2013 write off list for the accounts receivable module. These accounts have been in collections and were returned as all efforts exhausted. The accounts that total \$1,000 or more have been reviewed by the City Solicitor and it has been determined that they are uncollectable and a write off is recommend.

Respectfully submitted,

Lisa M. Sorenson
Financial Analyst

Enc.

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6460 • FAX: (603) 624-6549
E-mail: Finance@ManchesterNH.gov • Website: www.manchesternh.gov

Department of Finance
Accounts Receivable
2nd Quarter FY13 - Write Offs

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount	Recommendation
CE	Mark Hussey	12290	9908612	06/08/09	\$ 475.00	\$ 475.00	Bank Owned Property - Recommend write off
CE	CGL Properties	16407	9932570	05/13/11	\$ 1,875.00	\$ 1,801.32	The City solicitor has reviewed this matter and determined that the City is unlikely to collect against this account.
CE	CGL Properties	16988	9936193	08/28/11	\$ 1,500.00	\$ 1,500.00	
CE	CGL Properties	16989	9936194	08/25/11	\$ 1,205.00	\$ 1,205.00	
CE	CGL Properties	17563	9941705	01/05/12	\$ 490.00	\$ 490.00	
CE	Charles Holden	12309	9908663	06/10/09	\$ 95.00	\$ 95.00	Foreclosure - Recommend write off
CE	Manguel Joselito	12271	9908523/9910518	6/4/09 and 8/7/09	\$ 1,060.00	\$ 1,060.00	Exceeds statute of limitations - Solicitor recommends write off
CE	Schaefer Properties LLC	12332	9908716	06/11/09	\$ 890.00	\$ 890.00	Exceeds Statute of Limitations - Solicitor recommends write off
CE	Miguel Ramirez	12671	9909989	03/24/09	\$ 240.00	\$ 240.00	Bank Owned Property - Recommend write off
CE	Mogahid Hussein	12749	9910499	12/03/08	\$ 125.00	\$ 125.00	Foreclosure - Recommend write off
CE	Tracy Murphy Roche	13054	9911753	09/23/09	\$ 715.00	\$ 365.00	Foreclosure - Recommend write off
CE	Maria Cruz	13190	9914827	10/14/09	\$ 215.00	\$ 215.00	Foreclosure - Recommend write off
CE	Donald Rousseau	13217	9912577	10/19/09	\$ 235.00	\$ 235.00	Foreclosure - Recommend write off
CE	Marc Bessette	13228	9912624	10/20/09	\$ 120.00	\$ 120.00	Foreclosure - Recommend write off
CE	Roland Groux	13501	9914844	11/29/09	\$ 165.00	\$ 165.00	Foreclosure - Recommend write off
CE	Robert Lemire	13639	9915922	12/31/09	\$ 145.00	\$ 145.00	Foreclosure - Recommend write off
					\$ 9,550.00	\$ 9,126.32	
Fire	National Tire Wholesale	588	9915257	01/01/10	\$ 480.00	\$ 62.00	Exceeds statute of limitations - Recommend write off
Fire	AT&T	13571	9915010	12/11/09	\$ 100.00	\$ 16.67	Exceeds statute of limitations - Recommend write off
					\$ 580.00	\$ 78.67	
Police	David Farwell Construction	11851	9914372 / 9913612	11/18/09 and 11/20/09	\$ 1,346.68	\$ 1,346.68	Administrative Dissolve - Exceeds Statute of Limitations
					\$ 1,346.68	\$ 1,346.68	
Highway	Limfar Communications	10043	9926887	12/06/10	\$ 408.42	\$ 408.42	Administrative Dissolve - Bankruptcy
					\$ 408.42	\$ 408.42	
Parking	Meehan Architects	11714	Multiple	Nov 08 - April 09	\$ 300.00	\$ 266.67	Administrative Dissolve - Bankruptcy
					\$ 300.00	\$ 266.67	
Grand Total					\$ 12,165.10	\$ 11,226.76	

	Write off History	
	No. of Accounts	Total Amount
FY 09	40	11,525.27
FY 10 *	15	21,772.61
FY11 **	42	106,111.66
FY12 ***	33	97,612.60
FY13	16	5,917.50

* FY10 total includes \$13,750 Manchester Hockey write off for Parks & Rec

** FY11 total includes \$87,062 write off for Corcoran

*** FY12 total includes \$42,175.21 Airport write off for Independence Air

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's Monthly Financial Reports (unaudited) for the first seven months of fiscal year 2013.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



William E. Sanders
Finance Officer

CITY OF MANCHESTER
Finance Department

February 11, 2013

Committee on Accounts, Enrollment and Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first seven months of fiscal 2013.

Expenditures:

The average unobligated balance percentage after seven months should be 41.7% as a benchmark. All departments except Information Systems and Central Fleet Management are within 10% of this benchmark. The overall unobligated percentage after seven months is 40.56% for 2013 compared to 41.55% a year ago. Health insurance costs are tracking the 2013 budget through January. The severance reserve of \$700,000 has been fully expended. A comparison of severance payouts thru January for FY 2013 and 2012 is as follows:

	<u>2013</u>	<u>2012</u>
Payments	\$1,056,397	\$ 271,973
Retirements		
Fire	12	6
Police	5	0
Highway	9	2
Other	9	2
Total	<u>35</u>	<u>10</u>

Revenues:

Revenues for the first seven months of fiscal 2013 are tracking lower than the same period a year ago. School charge backs are lagging behind by \$1,156,000 from last year due to timing differences and the deferral of the \$432,000 book loan payment in FY2013. In fiscal 2012 the full year recycling revenue of \$230,000 was billed and recognized in July. In fiscal 2013 the revenue is billed and recognized on a monthly basis for a comparable annual amount. Auto registrations are \$313,000 higher than last year and are tracking to the full year budget.

Sincerely,

William E. Sanders
Finance Officer

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6460 • FAX: (603) 624-6549
E-mail: finance@manchesternh.gov • Website: www.manchesternh.gov

**CITY OF MANCHESTER
NEW HAMPSHIRE**



FINANCIAL REPORTS

**FOR THE SEVEN MONTHS ENDED
JANUARY 31, 2013**

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE
PRELIMINARY FINANCIAL STATEMENTS
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FOR THE SEVEN MONTHS ENDED JANUARY 31, 2013
(UNAUDITED)

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City of Manchester, New Hampshire
 Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The Seven Months Ended January 31, 2013
 (UNAUDITED)
 Budget Basis
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	FY 2013 MODIFIED BUDGET	FY 2013 OBLIGATIONS TO DATE	FY 2013 UNOBLIGATED BALANCE	FY 2013 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 34,166.66	\$ 35,833.34	51.19
ASSESSORS	609,338.00	299,053.60	310,284.40	50.92
CITY CLERK	994,800.00	577,209.70	417,590.30	41.98
MEDO	204,552.00	92,259.85	112,292.15	54.90
CITY SOLICITOR	1,183,513.00	714,772.43	468,740.57	39.61
FINANCE	956,137.00	517,622.59	438,514.41	45.86
CENTRAL FLEET MANAGEMENT	2,833,416.00	1,956,224.77	877,191.23	30.96
INFORMATION SYSTEMS	1,471,696.00	944,094.75	527,601.25	35.85
MAYOR	230,548.00	127,993.16	102,554.84	44.48
OFFICE OF YOUTH SERVICES	565,905.00	311,017.57	254,887.43	45.04
HUMAN RESOURCES	709,981.00	427,353.30	282,627.70	39.81
PLANNING & COMMUNITY DEVELOPMENT	1,933,411.00	1,045,799.00	887,612.00	45.91
FACILITIES DIVISION	6,071,723.00	3,469,892.07	2,601,830.93	42.85
TAX COLLECTOR	526,867.00	295,589.41	231,277.59	43.90
FIRE	19,017,332.00	11,227,846.93	7,789,485.07	40.96
POLICE	20,570,203.00	11,853,518.00	8,716,685.00	42.38
HEALTH	2,732,676.00	1,441,509.50	1,291,166.50	47.25
HIGHWAY	16,117,215.00	9,301,010.76	6,816,204.24	42.29
WELFARE	1,028,342.00	602,991.50	425,350.50	41.36
PARKS & RECREATION	3,005,908.00	1,686,749.95	1,319,158.05	43.89
LIBRARY	2,004,863.00	1,135,962.39	868,900.61	43.34
SENIOR SERVICES	241,654.00	126,152.81	115,501.19	47.80
TOTAL AGENCIES	83,080,080.00	48,188,790.70	34,891,289.30	42.00
RESTRICTED ITEMS-				
SEVERANCE PAY	700,000.00	1,056,397.49	(356,397.49)	(50.91)
WORKERS COMPENSATION - SALARY	584,000.00	388,424.10	195,575.90	33.49
WORKERS COMPENSATION - MEDICAL	1,800,000.00	1,421,135.76	378,864.24	21.05
HEALTH INSURANCE	9,110,296.50	5,572,627.82	3,537,668.68	38.83
HEALTH INSURANCE RESERVES	394,318.00	-	394,318.00	100.00
DENTAL INSURANCE	736,396.50	373,643.16	362,753.34	49.26
DEATH BENEFIT	76,672.42	27,658.15	49,014.27	63.93
DISABILITY INSURANCE	72,875.36	25,278.76	47,596.60	65.31
CITY RETIREMENT	4,907,345.58	2,650,249.70	2,257,095.88	45.99
FIRE STATE PENSION	3,901,483.00	2,385,676.94	1,515,806.06	38.85
POLICE STATE PENSION	3,144,456.00	1,907,590.74	1,236,865.26	39.33
FICA	2,924,503.64	1,623,468.89	1,301,034.75	44.49
UNEMPLOYMENT	74,900.00	10,072.19	64,827.81	86.55
TUITION	50,000.00	27,399.07	22,600.93	45.20
CGL INSURANCE	947,131.00	238,654.46	708,476.54	74.80
TOTAL RESTRICTED ITEMS	29,424,378.00	17,708,277.23	11,716,100.77	39.82
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	1,019,254.00	-	1,019,254.00	100.00
MPTS	453,000.00	453,000.00	-	-
CIVIC CONTRIBUTIONS	163,514.00	82,000.00	81,514.00	49.85
NON-CITY PROGRAMS	68,434.00	68,433.75	.25	-
STREET LIGHTING	1,376,576.00	939,445.33	437,130.67	31.75
CHARTER REVIEW	25,000.00	2,561.43	22,438.57	89.75
COMMUNITY IMPROVEMENT PROGRAM	15,000.00	-	15,000.00	100.00
TRANSIT SUBSIDY	1,073,825.00	1,073,825.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	25,510.90	14,489.10	36.22
TRANSFER TO MSD	200,000.00	200,000.00	-	-
MATURING DEBT	11,926,329.00	7,183,829.41	4,742,499.59	39.76
INTEREST ON MATURING DEBT	6,267,947.00	4,395,635.33	1,872,311.67	29.87
TOTAL NON-DEPARTMENTAL ITEMS	22,628,879.00	14,424,241.15	8,204,637.85	36.26
TOTAL GENERAL FUND	\$ 135,133,337.00	\$ 80,321,309.08	\$ 54,812,027.92	40.56

City of Manchester, New Hampshire
 Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The Seven Months Ended January 31, 2012
 (UNAUDITED)
 Budget Basis
 MNTBUDNBN2

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	FY 2012 MODIFIED BUDGET	FY 2012 OBLIGATIONS TO DATE	FY 2012 UNOBLIGATED BALANCE	FY 2012 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	612,320.00	285,485.13	326,834.87	53.38
CITY CLERK	998,800.00	552,942.07	445,857.93	44.64
MEDO	205,302.00	107,235.18	98,066.82	47.77
CITY SOLICITOR	1,166,697.00	701,567.59	465,129.41	39.87
FINANCE	913,992.00	510,906.82	403,085.18	44.10
CENTRAL FLEET MANAGEMENT	27,619.42	-	27,619.42	100.00
INFORMATION SYSTEMS	1,472,446.00	969,587.14	502,858.86	34.15
MAYOR	220,548.00	126,835.54	93,712.46	42.49
OFFICE OF YOUTH SERVICES	475,955.00	264,000.91	211,954.09	44.53
HUMAN RESOURCES	709,981.00	436,774.88	273,206.12	38.48
PLANNING & COMMUNITY DEVELOPMENT	1,881,408.00	1,059,279.76	822,128.24	43.70
FACILITIES DIVISION	6,111,248.85	3,566,979.36	2,544,269.49	41.63
TAX COLLECTOR	527,617.00	288,972.30	238,644.70	45.23
FIRE	18,486,979.00	10,820,152.22	7,666,826.78	41.47
POLICE	19,115,461.00	11,141,751.24	7,973,709.76	41.71
HEALTH	2,621,823.00	1,374,187.07	1,247,635.93	47.59
HIGHWAY	19,239,584.00	11,051,999.47	8,187,584.53	42.56
WELFARE	1,028,342.00	559,919.77	468,422.23	45.55
PARKS & RECREATION	3,208,922.00	1,785,786.62	1,423,135.38	44.35
LIBRARY	1,934,863.00	1,116,240.44	818,622.56	42.31
SENIOR SERVICES	240,326.00	126,984.37	113,341.63	47.16
TOTAL AGENCIES	81,270,234.27	46,882,587.88	34,387,646.39	42.31
RESTRICTED ITEMS-				
SEVERANCE PAY	700,000.00	271,972.76	428,027.24	61.15
WORKERS COMPENSATION - SALARY	584,000.00	386,056.97	197,943.03	33.89
WORKERS COMPENSATION - MEDICAL	1,800,000.00	1,445,862.07	354,137.93	19.67
HEALTH INSURANCE	12,526,595.00	6,881,798.03	5,644,796.97	45.06
DENTAL INSURANCE	924,414.00	379,410.09	545,003.91	58.96
DEATH BENEFIT	76,415.00	34,703.31	41,711.69	54.59
DISABILITY INSURANCE	72,645.00	39,982.19	32,662.81	44.96
CITY RETIREMENT	4,025,333.42	2,440,976.57	1,584,356.85	39.36
FIRE STATE PENSION	3,813,985.00	2,246,910.34	1,567,074.66	41.09
POLICE STATE PENSION	2,825,033.00	1,682,101.70	1,142,931.30	40.46
FICA	2,819,293.00	1,528,837.79	1,290,455.21	45.77
UNEMPLOYMENT	424,900.00	98,921.88	325,978.12	76.72
TUITION	50,000.00	40,736.78	9,263.22	18.53
CGL INSURANCE	947,131.00	599,001.66	348,129.34	36.76
TOTAL RESTRICTED ITEMS	31,589,744.42	18,077,272.14	13,512,472.28	42.77
NON-DEPARTMENTAL ITEMS-				
MPTS	453,000.00	453,000.00	-	-
CONTINGENCY	885,694.56	-	885,694.56	100.00
MARKERS & PLAQUES	7,500.00	-	7,500.00	100.00
CIVIC CONTRIBUTIONS	140,571.00	60,820.44	79,750.56	56.73
NON-CITY PROGRAMS	68,434.00	68,433.75	.25	-
COMMUNITY IMPROVEMENT PROGRAM	432,000.00	432,000.00	-	-
TRANSIT SUBSIDY	1,101,623.75	1,028,325.00	73,298.75	6.65
EMPLOYEE MEDICAL SERVICES	40,000.00	21,109.55	18,890.45	47.23
MATURING DEBT	11,434,283.00	6,791,963.78	4,642,319.22	40.60
INTEREST ON MATURING DEBT	6,830,225.00	4,652,460.91	2,177,764.09	31.88
TOTAL NON-DEPARTMENTAL ITEMS	21,393,331.31	13,508,113.43	7,885,217.88	36.86
TOTAL GENERAL FUND	\$ 134,253,310.00	\$ 78,467,973.45	\$ 55,785,336.55	41.55

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Department - General Fund
 Non-Property Tax Revenues
 For The Seven Months Ended January 31, 2013
 (UNAUDITED)
 Budget Basis
 MNTREVAGEN

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	FY 2013 MODIFIED BUDGET	FY 2013 REVENUE RECOGNIZED	FY 2013 UNRECOGNIZED BALANCE	FY 2013 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	825,915.00	954,361.32	(128,446.32)	(15.55)
CITY CLERK	2,386,355.00	1,043,835.58	1,342,519.42	56.26
MEDO	188,466.00	103,106.89	85,359.11	45.29
CITY SOLICITOR	690,000.00	334,500.00	355,500.00	51.52
FINANCE	4,887,089.00	1,111,513.49	3,775,575.51	77.26
INFORMATION SYSTEMS	142,000.00	93,579.83	48,420.17	34.10
HUMAN RESOURCES	4,000.00	2,874.24	1,125.76	28.14
PLANNING & COMMUNITY DEVELOPMENT	1,975,000.00	1,007,992.54	967,007.46	48.96
FACILITIES DIVISION	5,543,906.00	1,479,740.82	4,064,165.18	73.31
TAX COLLECTOR	15,432,000.00	8,860,742.86	6,571,257.14	42.58
CENTRAL FLEET MANAGEMENT	30,000.00	8,547.64	21,452.36	71.51
FIRE	656,975.00	564,235.31	92,739.69	14.12
POLICE	1,007,760.00	198,677.12	809,082.88	80.29
HEALTH	2,228,354.00	940,987.12	1,287,366.88	57.77
HIGHWAY	4,329,718.00	3,425,054.65	904,663.35	20.89
WELFARE	18,000.00	12,071.12	5,928.88	32.94
CEMETERY, PARKS & RECREATION	1,115,820.00	259,232.05	856,587.95	76.77
TOTAL AGENCIES	\$ 41,461,358.00	\$ 20,401,052.58	\$ 21,060,305.42	50.80

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type - General Fund
 Non-Property Tax Revenues
 For The Seven Months Ended January 31, 2013
 (UNAUDITED)
 Budget Basis
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	FY 2013 MODIFIED BUDGET	FY 2013 REVENUE RECOGNIZED	FY 2013 UNRECOGNIZED BALANCE	FY 2013 PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	12,710.00	64,071.22	(51,361.22)	(404.10)
INTEREST AND PENALTIES	906,000.00	489,044.95	416,955.05	46.02
CABLE FRANCHISE FEES	1,669,420.00	819,342.12	850,077.88	50.92
TOTAL TAXES, INTEREST AND PENALTIES	2,588,130.00	1,372,458.29	1,215,671.71	46.97
LICENSES AND PERMITS				
AUTO REGISTRATIONS	14,819,000.00	8,568,971.07	6,250,028.93	42.18
LICENSES	473,940.00	99,835.13	374,104.87	78.94
PERMITS	1,948,650.00	1,220,596.41	728,053.59	37.36
TOTAL LICENSES AND PERMITS	17,241,590.00	9,889,402.61	7,352,187.39	42.64
INTERGOVERNMENTAL				
FEDERAL REVENUES	368,000.00	10,033.51	357,966.49	97.27
PAYMENTS IN LIEU OF TAXES	810,415.00	853,128.28	(42,713.28)	(5.27)
STATE REVENUES	2,365,875.00	1,561,458.70	804,416.30	34.00
TOTAL INTERGOVERNMENTAL	3,544,290.00	2,424,620.49	1,119,669.51	31.59
SALES AND SERVICES				
GENERAL REVENUES	127,545.00	84,943.41	42,601.59	33.40
PUBLIC SAFETY	136,875.00	101,441.79	35,433.21	25.89
HIGHWAY	757,750.00	556,202.57	201,547.43	26.60
SANITATION	-	866.65	(866.65)	-
HEALTH	9,000.00	6,415.00	2,585.00	28.72
CEMETERY, PARKS & RECREATION	181,425.00	125,641.75	55,783.25	30.75
ZONING BOARD	37,000.00	22,677.00	14,323.00	38.71
PARKING VIOLATIONS	11,000.00	4,550.00	6,450.00	58.64
COURT FINES	20,000.00	10,387.24	9,612.76	48.06
OTHER FINES	-	(1,636.40)	1,636.40	-
FEES	941,545.00	697,465.51	244,079.49	25.92
WITNESS FEES	85,000.00	30,572.18	54,427.82	64.03
TOTAL SALES AND SERVICES	2,307,140.00	1,639,526.70	667,613.30	28.94
OTHER REVENUE SOURCES				
INTEREST INCOME	195,000.00	224,725.22	(29,725.22)	(15.24)
FUND TRANSFERS	2,788,431.00	-	2,788,431.00	100.00
REIMBURSEMENTS	3,040,202.00	2,117,038.49	923,163.51	30.37
RENTALS & LEASES	941,016.00	145,916.19	795,099.81	84.49
SCHOOL CHARGEBACKS	8,799,109.00	2,541,685.12	6,257,423.88	71.11
MISCELLANEOUS	16,450.00	45,679.47	(29,229.47)	(177.69)
TOTAL OTHER REVENUE SOURCES	15,780,208.00	5,075,044.49	10,705,163.51	67.84
TOTAL	\$ 41,461,358.00	\$ 20,401,052.58	\$ 21,060,305.42	50.80

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type -
 Non-Property Tax Revenues
 For The Year Ended June 30, 2012 And
 Modified Budget FY 2013
 (UNAUDITED)
 Budget Basis
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	ACTUAL FY 2012	MODIFIED BUDGET FY 13	DIFFERENCE ACTUAL 12 VS BUDGET 13	PERCENTAGE DIFFERENCE OF FY12 VS FY13
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	38,247	12,710	(25,537)	(66.77)
INTEREST AND PENALTIES	1,113,885	906,000	(207,885)	(18.66)
CABLE FRANCHISE FEES	1,639,885	1,669,420	29,535	1.80
TOTAL TAXES, INTEREST AND PENALTIES	2,792,017	2,588,130	(203,887)	(7.30)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	15,097,031	14,819,000	(278,031)	(1.84)
LICENSES	610,613	473,940	(136,673)	(22.38)
PERMITS	2,104,438	1,948,650	(155,788)	(7.40)
TOTAL LICENSES AND PERMITS	17,812,082	17,241,590	(570,492)	(3.20)
INTERGOVERNMENTAL				
FEDERAL REVENUES	402,871	368,000	(34,871)	(8.66)
PAYMENTS IN LIEU OF TAXES	813,242	810,415	(2,827)	(.35)
STATE REVENUES	2,649,081	2,365,875	(283,206)	(10.69)
TOTAL INTERGOVERNMENTAL	3,865,194	3,544,290	(320,904)	(8.30)
SALES AND SERVICES				
GENERAL REVENUES	109,515	127,545	18,030	16.46
PUBLIC SAFETY	115,910	136,875	20,965	18.09
HIGHWAY	846,951	757,750	(89,201)	(10.53)
SANITATION	7,535	-	(7,535)	(100.00)
HEALTH	8,674	9,000	326	3.76
CEMETERY, PARKS & RECREATION	204,598	181,425	(23,173)	(11.33)
ZONING BOARD	46,811	37,000	(9,811)	(20.96)
PARKING VIOLATIONS	11,650	11,000	(650)	(5.58)
COURT FINES	15,381	20,000	4,619	30.03
FEES	1,029,880	941,545	(88,335)	(8.58)
WITNESS FEES	80,990	85,000	4,010	4.95
TOTAL SALES AND SERVICES	2,477,895	2,307,140	(170,755)	(6.89)
OTHER REVENUE SOURCES				
INTEREST INCOME	667,248	195,000	(472,248)	(70.78)
FUND TRANSFERS	2,606,064	2,788,431	182,367	7.00
REIMBURSEMENTS	2,694,388	3,040,202	345,814	12.83
RENTALS & LEASES	926,757	941,016	14,259	1.54
SCHOOL CHARGEBACKS	9,177,046	8,799,109	(377,937)	(4.12)
MISCELLANEOUS	25,214	16,450	(8,764)	(34.76)
TOTAL OTHER REVENUE SOURCES	16,096,717	15,780,208	(316,509)	(1.97)
TOTAL	\$ 43,043,905	\$ 41,461,358	\$ (1,582,547)	(3.68)

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type -
 Non-Property Tax Revenues
 For The Seven Months Ended January 31, 2013 and 2012
 (UNAUDITED)
 Budget Basis
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	7 MONTH ACTUAL FY 2012	7 MONTH ACTUAL FY 2013	DIFFERENCE ACTUAL 12 VS ACTUAL 13	PERCENTAGE DIFFERENCE OF FY12 VS FY13
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	14,771	64,071	49,300	333.76
INTEREST AND PENALTIES	367,510	489,044	121,534	33.07
CABLE FRANCHISE FEES	404,778	819,342	414,564	102.42
	<hr/>			
TOTAL TAXES, INTEREST AND PENALTIES	787,059	1,372,458	585,399	74.38
LICENSES AND PERMITS				
AUTO REGISTRATIONS	8,255,214	8,568,971	313,756	3.80
LICENSES	127,737	99,835	(27,901)	(21.84)
PERMITS	1,081,939	1,220,596	138,657	12.82
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TOTAL LICENSES AND PERMITS	9,464,890	9,889,402	424,512	4.49
INTERGOVERNMENTAL				
FEDERAL REVENUES	221,143	10,033	(211,109)	(95.46)
PAYMENTS IN LIEU OF TAXES	810,415	853,128	42,713	5.27
STATE REVENUES	1,817,875	1,561,458	(256,416)	(14.11)
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TOTAL INTERGOVERNMENTAL	2,849,433	2,424,620	(424,812)	(14.91)
SALES AND SERVICES				
GENERAL REVENUES	69,962	84,943	14,981	21.41
PUBLIC SAFETY	70,276	101,441	31,165	44.35
HIGHWAY	513,287	556,202	42,915	8.36
SANITATION	4,437	866	(3,570)	(80.47)
HEALTH	4,935	6,415	1,480	29.99
CEMETERY, PARKS & RECREATION	134,852	125,641	(9,210)	(6.83)
ZONING BOARD	24,591	22,677	(1,914)	(7.78)
PARKING VIOLATIONS	6,250	4,550	(1,700)	(27.20)
COURT FINES	7,962	10,387	2,425	30.46
OTHER FINES	-	(1,636)	(1,636)	-
FEES	708,667	697,465	(11,201)	(1.58)
WITNESS FEES	31,710	30,572	(1,137)	(3.59)
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TOTAL SALES AND SERVICES	1,576,929	1,639,526	62,597	3.97
OTHER REVENUE SOURCES				
INTEREST INCOME	403,479	224,725	(178,753)	(44.30)
FUND TRANSFERS	98	-	(98)	(100.00)
REIMBURSEMENTS	1,688,245	2,117,038	428,793	25.40
RENTALS & LEASES	111,004	145,916	34,912	31.45
SCHOOL CHARGEBACKS	4,129,823	2,541,685	(1,588,137)	(38.46)
MISCELLANEOUS	10,094	45,679	35,585	352.54
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TOTAL OTHER REVENUE SOURCES	6,342,743	5,075,044	(1,267,698)	(19.99)
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TOTAL	\$ 21,021,054	\$ 20,401,052	\$ (620,002)	(2.95)
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City of Manchester, New Hampshire
 Parking Division
 Budgetary basis
 For the seven months ended January 31, 2013

(unaudited)

Object Code Description	2013 Revised Budget	July 2012 - January 2013 Activity	2013 Balance
Charges for Services Total	1,411,000	798,146	612,854
Licenses & Permits Total	2,153,000	1,218,582	934,418
Interest Total	3,500	1,804	1,696
Other Revenue Total	1,219,880	545,660	674,220
Transfer in Total	-	-	-
Grand Total	4,787,380	2,564,193	2,223,187
Salaries & Wages Total	712,739	371,057	341,682
Employee Benefits Total	321,206	224,498	96,708
Purchased Professional Services Total	11,500	7,025	4,475
Purchased Property Services Total	554,397	287,745	266,652
Other Purchased Services Total	58,500	40,415	18,085
Supplies & Materials Total	106,500	48,744	57,756
Capital Outlay Total	-	-	-
Miscellaneous Total	65,000	61,207	3,793
Non-Departmental Total	670,641	550,769	119,872
Miscellaneous-Reimburse City Total	2,259,331	-	2,259,331
Grand Total	4,759,814	1,591,459	3,168,355
Excess (deficit) of revenues over expenditures	27,566	972,733	(945,167)

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's Revolving Loan Fund report and has approved the write-offs for S&H Williams (Make and Take) and Under the Veil.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee

Handout at 2/19/13
Accounts meeting
Item 6



William E. Sanders
Finance Officer

CITY OF MANCHESTER
Finance Department

February 19, 2013

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester NH 03101

Dear Honorable Committee Members,

The following revolving loan customers have filed and been granted bankruptcy protection. The City Solicitors office has determined these loans are uncollectable and recommend write-off.

	Original Loan Amount	Principal Balance Due
S&H Williams (Make and Take)	\$50,000.00	\$38,644.04
Under The Veil	\$20,000.00	\$17,915.48

Respectfully submitted,

Sharon Y. Wickens
Assistant Director-Treasury

**Revolving Loans
Balances as of 02/19/13**

Loan #	Original Loan Date	Original Loan Amount	Current Principal Balance	Current Interest Balance
1	10/3/2008	\$70,000.00	\$10,372.26	\$43.22
2	10/16/2008	\$100,000.00	\$16,635.85	\$69.32
3	12/29/2009	\$30,000.00	\$11,877.47	\$49.49
4	4/16/2010	\$15,000.00	\$7,214.39	\$30.06
5	1/13/2012	\$15,000.00	\$12,059.82	\$50.25
6	1/27/2010	\$30,000.00	\$12,477.55	\$51.99
7	12/23/2009	\$10,000.00	\$4,322.14	\$18.01
8	2/19/2010	\$60,000.00	\$41,643.16	\$2,566.02
9	7/16/2010	\$16,375.00	\$10,310.47	\$285.10
10	10/29/2010	\$50,000.00	\$37,060.85	\$1,270.25
11	5/23/2011	\$75,000.00	\$66,047.54	\$2,984.44
12	9/28/2005	\$75,000.00	\$29,895.56	\$1,004.08
13	9/25/2008	\$41,000.00	\$38,497.39	\$1,748.58
14	1/28/2010	\$43,500.00	\$32,541.89	\$2,268.60
15	5/29/2007	\$210,000.00	\$109,254.61	\$0.00
16	10/30/2009	\$40,000.00	\$36,250.47	\$0.00
17	4/16/2010	\$35,000.00	\$30,212.88	\$2,347.21
18	7/16/2010	\$10,000.00	\$8,501.68	\$584.03
19	12/10/2010	\$30,000.00	\$27,325.43	\$1,754.57
20	7/18/2007	\$50,000.00	\$38,644.04	\$3,816.25
21	10/2/2009	\$20,000.00	\$17,915.48	\$1,767.78
		\$1,025,875.00	\$599,060.93	

SUMMARY NOTES:

Loans 1 thru 6 - Status current and in good standing.

Loans 7 thru 11 - Work-out plan in progress.

Loans 12 thru 14 - Meeting with borrowers to discuss work-out plan.

Loans 15 thru 19 - Forwarded to Solicitor's office.

Loans 20 & 21 - Bankruptcy papers have been received. Submission for write-off.

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the request from the Police Department to sell one of the horses in the mounted unit be approved.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee

Chief of Police
David J. Mara
Assistant Chief
Gary T. Simmons



Commission
Richard M. Bunker
Woullard H. Lett
William M. Clifford
Eva Castillo-Turgeon
Mark E. Roy

CITY OF MANCHESTER *Police Department*

January 30, 2013

Committee on Administration
Alderman Phil Greazzo; Chairman
One City Hall Plaza
Manchester, NH 03101

Dear Alderman and Committee Members;

The Manchester Police Department is requesting to be placed on the next Committee on Administration agenda to discuss the need to sell 'Jerry'; one of our two mounts presently attached to the Community Policing Division's Mounted Unit.

Jerry was purchased from a farm in Buckfield, ME on August 15, 2012 after Shorty needed to be retired due to a degenerative condition that prohibited him from accepting a rider. Shorty had been in the service of the City since 2001. Jerry had been purchased with funds that had been bequeathed to the Mounted Unit in support of the program.

After receiving custody of Jerry, we began a training program designed to enable him to perform various patrol operations. Although he had demonstrated progress throughout his training, culminating in him participating in patrol operations in the downtown area, he unexpectedly resisted accepting a rider. In fact, Officer Lachance was thrown by Jerry while on patrol in Veteran's Park on October 15, 2012.

Despite an effort to work with Jerry, and after consultation with several professionals, we have reached the conclusion that Jerry does not meet our standards as it concerns urban mounted police patrols or special operations.

With approval, we expect to sell Jerry and purchase a new mount in the immediate future with the donated funds that remain in the account in combination with the proceeds generated by the sale of Jerry.

Thank you for your careful consideration.

Sincerely,

Richard Reilly
Captain, Community Policing Division

Michael L. Briggs Public Safety Building
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the agreement between the City Sherriff's Office and the City regarding deputation of certain police officers be approved.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee



Office of the Sheriff

HILLSBOROUGH COUNTY

Sheriff James A. Hardy



Agreement

Between

Sheriff James A. Hardy

Hillsborough County Sheriff's Office

And

City of Manchester, NH

Deputation of Certain Manchester Police Department Officers

This Agreement is made this ___ day of January, 2013 between Hillsborough County Sheriff James A. Hardy and the City of Manchester, NH.

Whereas the City of Manchester, NH has a police department in which certain officers are assigned to duties for the specific purpose of enforcing statutes related to controlled drugs and Internet Crimes Against Children; and

Whereas the City considers it is essential to the mission of the police department that these assigned officers have Statewide law enforcement authority; and

Whereas a Deputy Sheriff has statewide law enforcement authority;

The Parties agree that, subject to the limitations set forth in this Agreement, Sheriff James A. Hardy in his official capacity as the Hillsborough County Sheriff will deputize certain law enforcement officers employed by the City of Manchester. The Parties further agree that Sheriff James A. Hardy, in his official capacity as the Hillsborough County Sheriff, in performing this service at the request of the City of Manchester is acting as a State and Constitutional Officer, and in accordance with the provisions of this agreement is entitled to defense and indemnity from claims arising from the deputations bestowed at the request of the City of Manchester, NH.

Term:

1. This agreement is effective from the date of signature and shall remain in effect until January 7, 2015, unless sooner terminated in accordance with this agreement.
2. Either party may terminate this agreement by thirty (30) days written notice to the other party.

Authority/Credentials/Equipment/Supervision:

3. The City of Manchester shall issue the individuals deputized pursuant to this agreement photo identification and badges in the name of the City of Manchester, NH.

4. The individuals deputized pursuant to this agreement shall use their law enforcement authority as a Deputy Sheriff only as directed by the Manchester Police Department.
5. The City of Manchester shall be responsible for equipping and training law enforcement officers deputized pursuant to this agreement.
6. City of Manchester, agrees that all deputized Manchester Police Department personnel shall be considered City of Manchester employees or agents and the City of Manchester shall be responsible for payment of all worker's compensation, unemployment, social security and other payroll taxes including contributions from them when required by law.
7. The Sheriff or his designee may suspend the law enforcement authority arising from deputation pursuant to this agreement at any time without cause.
8. Throughout the period of deputation, the deputized law enforcement officer shall remain an employee of the City of Manchester, NH and will remain subject to all applicable rules of conduct, performance, training and reporting requirements established by the City of Manchester, NH.
9. The Sheriff, without relinquishing his authority of supervision, hereby assigns authority to supervise arising from his power of appointment to the Manchester Police Department to the extent necessary for the City of Manchester, NH to exercise command and control over the law enforcement activities of the deputized individuals taken pursuant to or employment by the City of Manchester, NH.
10. At all times when acting under the direction of the City of Manchester, NH and acting within the scope of his or her official Manchester duties for the City of Manchester , NH and pursuant to the law enforcement authority arising from deputation pursuant to this agreement, the deputized law enforcement officers shall be an officer or official of the City of Manchester, NH and entitled to defense and indemnification against any claim or civil action brought against him or her when the City of Manchester is obligated to defend and indemnify the officer.
11. Whenever individuals deputized pursuant to this agreement exercise authority as a deputy sheriff, the City of Manchester, NH shall immediately notify the Hillsborough County Sheriff or his designee of the time, place, and details of said exercise of authority.
12. In the event that any law enforcement officer employed by the City of Manchester, NH and deputized pursuant to this agreement is suspended from duty or separated from employment, the City of Manchester is required to notify the Hillsborough County Sheriff or his designees within four (4) hours. Upon notice or information of any pending or actual disciplinary action and/or investigation or separation from employment, the Hillsborough County Sheriff, at his sole discretion, may suspend or terminate the individual's authority as a deputy sheriff.

13. The parties agree and understand that the Sheriff or his designee retains the authority to suspend, terminate or otherwise administratively remove any deputation under this agreement. The Sheriff agrees to notify the City of Manchester within 4 hours of such action.

Firearms Qualifications/Training:

14. The City of Manchester certifies that any individual employed by the Manchester Police Department that is proposed for deputation has successfully completed firearms training and qualifications, and use-of-force training within the past year, which satisfy the requirements of New Hampshire law and the regulations issued by the New Hampshire Police Standards and Training Council, including, but not limited to POL 404.03. The City of Manchester shall ensure that said training is updated annually and provide copies of said certifications within 30 days of submission of said information to the New Hampshire Police Standards and Training Council.

Evaluation of Suitability/Background Investigations

15. The City of Manchester shall provide the Hillsborough County Sheriff with a certification that the individuals proposed for deputation pursuant to this agreement is of suitable character and experience and that the requirements of New Hampshire law and New Hampshire Police Standards and Training Council regulations regarding background investigations and fitness for duty evaluations have been satisfied.
16. The Hillsborough County Sheriff or his designee shall, upon request, be granted full access to the personnel files and files of the New Hampshire Police Standards and Training Council of individuals proposed for deputation and/or deputized pursuant to this agreement and if, at the Sheriff's sole discretion, he determines that an individual is not suitable for deputation, said Hillsborough County Sheriff is under no obligation to deputize or revoke deputation of the individual and his decision shall be subject to defense and indemnification by the City of Manchester

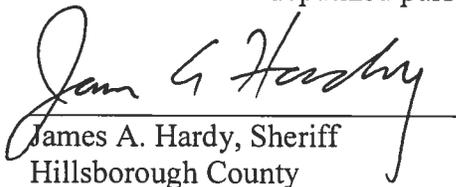
Insurance and Indemnification:

17. The City of Manchester shall provide worker's compensation benefits coverage in an amount sufficient to satisfy the requirements of RSA 281-A or any other applicable law. The parties agree that the Hillsborough County Sheriff shall not be responsible for providing worker's compensation benefits coverage for individuals deputized pursuant to this agreement.

18. The City of Manchester hereby agrees to protect, defend, indemnify and hold Hillsborough County and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by Hillsborough County arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees by Hillsborough County, death or damage to property (including property of Hillsborough County) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of the deputation of members of Manchester Police Department personnel. The City of Manchester agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at the sole expense of the City of Manchester, inclusive of all claims and demands that arise from or relate to the County or its Officials' jurisdiction, authority, role, actions, inactions, or alleged responsibilities in relation to deputized Manchester Police Department officers, as well as all claims which arise from or relate to the actions of the deputized officers themselves, regardless of the alleged capacity in which they acted.

The City of Manchester also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

This agreement is not intended to create any cause of action in favor of any third party against the City of Manchester or Hillsborough County or to enlarge in any way the City of Manchester's liability, but is intended solely to provide for indemnification of Hillsborough County and its Sheriff from defense costs and liability for damages or injuries third persons or property arising from the operations or activities involving Manchester Police Department personnel deputized pursuant to this agreement.


James A. Hardy, Sheriff
Hillsborough County

Theodore L Gatsas, Mayor
City of Manchester, NH

STATE OF NEW HAMPSHIRE
HILLSBOROUGH, SS.

On this ___ day of January 2013, personally appeared Theodore L. Gatsas, Mayor of the City of Manchester, NH in his official capacity, known to me to be individual whose name is subscribed to the foregoing agreement, and acknowledged that he executed same with the full authority for the purpose therein contained.

Before me,

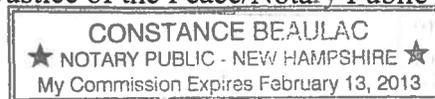
Justice of the Peace/Notary Public

STATE OF NEW HAMPSHIRE
HILLSBOROUGH, SS.

On this 2nd day of January 2013, personally appeared James Hardy, Hillsborough County Sheriff in his official capacity, known to me to be individual whose name is subscribed to the foregoing agreement, and acknowledged that he executed same with the full authority for the purpose therein contained.

Before me,

Constance Beaulac
Justice of the Peace/Notary Public



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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the contract extension between the City of Manchester and Fairpoint Centrex for the City's phone lines be approved.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee

Jennie Angell
Director, Information Services



CITY OF MANCHESTER
Information Systems Department

February 11, 2013

Alderman Phil Greazzo
Committee on Administration and Information Systems
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Greazzo;

I am requesting a recommendation from the Committee on Administration and Information Systems to approve the Fairpoint Centrex contract extension. The majority of the phone lines used by City departments including School come under this contract. The City currently has 679 lines in approximately 80 buildings.

Because of new technology deployed at the Municipal Complex, the City has eliminated 53 lines since last year and anticipates further reductions of 125-185 lines in other departments this year.

There are two modifications to this contract from last year. The first reduces the Monthly Line Rate from \$9.34 per month per line to \$8.52. This reduction is being put in place to offset a new fee of \$.82 for the Access Recovery Charge that is now in place. The second modification allows the City to remove up to 200 lines without penalty which accommodates potential technology upgrades in City phone systems.

The total cost of this service is still the least cost solution for departments that have older phone equipment. The current contract expires on March 26, 2013.

I am available at your convenience if you have any questions.

Sincerely,

Jennie Angell
Director of Information Services

**Fourth Amendment
to
Service Agreement for Centrex Services**

This Amendment of Service Agreement for Centrex Service is made this as of the last signature date below by and between Northern New England Telephone Operations LLC DBA FairPoint Communications-NNE with offices at 521 East Morehead Street, Ste. 250, Charlotte, NC 28202, and City of Manchester, with a principal place of business at 100 Merrimack Street, Manchester, New Hampshire (“Customer”) (hereinafter together “the Parties”).

WHEREAS, Customer and Verizon entered into and executed an Agreement for CENTREX services on February 2, 2003, and amended on December 19th, 2007. The Agreement for CENTREX Services was assigned to FairPoint Communications-NNE on April 1st, 2008 and amended on February 3rd, 2011 and March 8th, 2012.

WHEREAS, Customer and FairPoint Communications-NNE desire to extend the Agreement as set forth below.

NOW, THEREFORE, the Parties hereby to amend the agreement as follows:

- 1) Service Period. The Term for Centrex services is hereby extended and renewed for an additional twelve (12) month period beginning March 27th, 2013 and ending March 26th, 2014 (“Fourth Extended Term”).
- 2) Parties agree to change the Monthly Line Rate to \$8.52 per line to account for the Access Recovery Charge (ARC). Customer will be charged \$.82 per line for the ARC. The ARC rate may be subject to change.
- 3) Customer may terminate up to two hundred (200) of the 679 Centrex lines currently in operation without ordinarily applicable early termination charges.
- 4) All other rates, terms and conditions shall remain in full force and effect.

Agreed and Accepted:

Northern New England
Telephone Operations LLC
DBA FairPoint Communications-NNE

City of Manchester

Print Name: Karen Romano

Print Name: _____

Signature: _____

Signature: _____

Title: AVP, Government and Education

Title: _____

Date: _____

Date: _____

**Third Amendment
to
Service Agreement for Centrex Services**

This Amendment of Service Agreement for Centrex Service is made this 4th day of November 2011 by and between Northern New England Telephone Operations LLC DBA FairPoint Communications-NNE with offices at 521 East Morehead Street, Ste. 250, Charlotte, NC 28202, and City of Manchester, with a principal place of business at 100 Merrimack Street, Manchester, New Hampshire ("Customer") (hereinafter together "the Parties").

WHEREAS, Customer and Verizon entered into and executed an Agreement for CENTREX services on February 2, 2003, and amended on December 19th, 2007. The Agreement for CENTREX Services was assigned to FairPoint Communications-NNE on April 1st, 2008 and amended on February 3rd, 2011.

WHEREAS, Customer and FairPoint Communications-NNE desire to extend the Agreement as set forth below.

NOW, THEREFORE, the Parties hereby to amend the agreement as follows:

- 1) Service Period. The Term for Centrex services is hereby extended and renewed for an additional twelve (12) month period beginning March 27th, 2012 and ending March 26th, 2013 (the "Third Extended Term").

- 4) All other rates, terms and conditions shall remain in full force and effect.

Agreed and Accepted:

Northern New England
Telephone Operations LLC
DBA FairPoint Communications-NNE

City of Manchester

Print Name: Karen Romano

Print Name: Theodore Gatsas

Signature: Karen B Romano

Signature: Theodore Gatsas *Maya*

Title: AVP, Government and Education

Title: Mayor

Date: 3/8/2012

Date: 3/7/2012

**Second Amendment
to
Service Agreement for Centrex Services**

This Second Amendment of the Service Agreement for Centrex Service is made this day of December, 2010 by and between Northern New England Telephone Operations LLC d/b/a FairPoint Communications - NNE ("FairPoint Communications - NNE") with offices at 521 East Morehead Street, Ste. 500, Charlotte, NC 28202, and the City of Manchester, with a principal place of business at 100 Merrimack Street, Manchester, New Hampshire ("Customer") (hereinafter, together, "the Parties").

WHEREAS, Customer and Verizon entered into and executed a Service Agreement for Centrex Services on February 2, 2003 (the "Agreement"), and amended on December 19, 2007 (the "First Amendment"). The Agreement was assigned to FairPoint Communications - NNE as successor in interest to Verizon effective March 31, 2008.

WHEREAS, Customer and FairPoint Communications - NNE desire to amend the Agreement to extend the Service Period and make further revisions as set forth below.

NOW, THEREFORE, the Parties hereby agree to amend the Agreement as follows:

- 1) Section 2 of Exhibit A to the Agreement; Service Period is hereby amended by adding the following text:

Customer shall purchase such Services for a period of not less than twelve (12) months following the execution of the Second Amendment by the Parties and receipt of regulatory approval (the "Second Extended Term"), with an option to renew for up to five additional twelve (12) month periods.

- 2) Section 1 of Exhibit A to the First Amendment; Initial Quantity and Charges is hereby amended by deleting the existing rates under that section and inserting the following rates in lieu thereof, and by adding the following text at the end of the section:

*Monthly Line Rate (including LNP, EAC, Unlimited Local Usage, and, if applicable, LPC) is \$9.34 per line. The monthly line rate consists of the following charges:
Station Line including Local Number Portability (LNP) - \$3.68 per line
Exchange Access (EAC) - \$2.36 per line
Unlimited Local Usage - \$3.30 per line

In addition to the Monthly Line Rate, the Customer will pay the Federal Subscriber Line charge of \$6.16 per line. The Federal Subscriber Line is subject to change.

In addition, the Customer will be responsible for the following taxes and surcharges.

E-911 Surcharge - \$0.57 per line (Capped at 25 lines)
Federal Universal Service Fund - \$0.17 per line
Federal Access Charge - \$1.50 per line

FairPoint Communications - NNE

Taxes and surcharges are subject to change.

Additional charges for the following moves, additions or changes:

Description of Service	Rate
Moves	\$50.00 per line
Adds	\$75.00 per line
Changes	\$75 per line
Changes to a Class of Service or Features	\$15.00 per line
Installation for new lines	\$75.00 per line

- 3) The City of Manchester School District may move its Centrex lines (approximately 282 lines) under its own separate agreement with FairPoint Communications - NNE at the rates, terms and conditions set forth in the Agreement and the First Amendment as amended herein. If the City of Manchester School District exercises its option to move its Centrex lines to its own separate agreement with FairPoint Communications - NNE, the applicable Monthly Line Rate (including LNP, EAC, Unlimited Local Usage, and, if applicable, LPC) will be \$9.84 per line. If this move occurs, the City of Manchester will not be charged ordinarily applicable termination liability nor will this loss of approximately 282 lines count against the City of Manchester's ability to terminate 20% of the remaining lines without termination charges as set forth in the First Amendment.
- 4) All other rates, terms and conditions shall remain as stated in the Agreement and First Amendment for the duration of the Second Extended Term. If the Agreement, as amended, conflicts with the terms in the Response for Telephone Services #10-05, the Response for Telephone Services #10-05 shall take precedence.

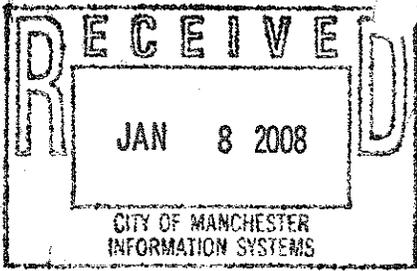
Agreed and Accepted:

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

By: Karen Romano
Print Name: Karen Romano
Title: AVP, Government and Education
Date: 1/27/11

City of Manchester

By: Theodore Gatsas Mayor
Print Name: THEODORE GATSAS
Title: MAYOR
Date: 2/3/11



**FIRST AMENDMENT
TO
SERVICE AGREEMENT
FOR CENTREX SERVICES**

THIS AMENDMENT is made this 19th day of December, 2007, by and between the City of Manchester, with a principal place of business at 100 Merrimack Street, Manchester New Hampshire, (herein called "Customer") and Verizon Business Network Services Inc. on behalf of its affiliate Verizon New England Inc. ("Verizon"), a New York corporation having its principal place of business at 125 High Street, Boston, Massachusetts 02110.

WHEREAS Customer and Verizon entered into and executed an Agreement for CENTREX services on February 2, 2003,

WHEREAS, Customer and Verizon desire to amend the Agreement to extend the Service Period as particularly set forth below.

NOW, THEREFORE, the Parties hereby to amend the Agreement as follows:

- 1) All references to the word Intellipath are hereby deleted in their entirety and replace with the word "Centrex".
- 2) Service Period. Verizon will furnish and Customer will subscribe to, use, and pay for the Services under this Amendment for a period of not less than thirty-six (36) months following the execution of this Amendment by the Parties, installation, and if applicable, receipt of regulatory approval..
- 3) Exhibit A is amended as follows:
 - i) Section 1, Service and Quantities Commitment is hereby deleted in its entirety and is replaced with the Service and Quantities Commitment that is attached to this Amendment.
 - ii) Section 3, Termination Charges, Termination Charges and/or Shortfall Liability, is hereby deleted in its entirety and is replaced with the following:

"3. Termination Charges. Customer shall have the obligation to pay at the rates applicable under this Agreement for all lines of Service provided hereunder, including any additional lines, services or features specified in this Exhibit or subsequently ordered hereunder. During the Service Period, Customer may terminate a total of up to 20% of the total number of lines (i.e. initial quantity plus additional lines) of Service provided hereunder without liability for termination charges. If, prior to expiration of the Service Period, Customer cancels or terminates any Services, other than 20% of the total number of lines provided hereunder, Customer will be required to pay termination charges as follows: full monthly recurring charge for each terminated line, multiplied by the number of months remaining in the unexpired portion of the Service Period at the time of such termination or cancellation."
 - iii) Section 4, Addition Lines and Features is hereby amended by deleting all references of 10% and replacing them with 20%.
 - iv) Section 6, Additional Provisions, the following sub-bullets a, and c, are hereby deleted in their entirety and are replaced with the following;





"a. Conditions. The parties acknowledge that the rates and other terms of this Agreement are based on Customer's unique network design requirements, volume and term commitments, service mix, usage, existing facilities, incremental investment required, average loop length of 10,740 feet for Analog lines and 5,418 for ISDN lines, to the Customer's locations, and other cost and competitive characteristics, including average busy-season busy-hour traffic not exceeding 5 CCS (hundred calling seconds) per Centrex analog line, 36 CCS per Centrex ISDN BRI Line. Local service on the lines of Service provided hereunder will be obtained from Verizon pursuant to applicable tariffs."

"c. Service Continuation. (i) If, at the time of expiration of the Service Period, a new agreement or tariffed service arrangement with Verizon for the Services is not effective as defined above and Customer has not requested, in writing, disconnection of the Services, then the Services will be reverted to applicable tariff or other Commission-authorized rate(s) for the minimum service commitment period available. The applicable tariff or other Commission-authorized arrangement will govern the service arrangement prospectively, including rates, terms and conditions, which may include charges for termination prior to the end of the minimum tariff service commitment period. If there is no applicable tariff or other Commission-authorized service arrangement, then the Service will be subject to disconnection upon the expiration of the Service Period of this Agreement. If, upon expiration of the Service Period, there is a delay in reverting rates to the applicable tariff or other Commission-authorized rate(s), or in disconnecting the Services if no tariff or Commission-authorized service arrangement is available, the Service Period shall be deemed temporarily extended on a month-to-month basis until such reversion of rates or disconnection of Services is completed. In no event, however, will such temporary extension of the Service Period continue more than twelve months after the expiration of the initial Service Period. (ii) If Customer indicates to Verizon in writing that it desires to negotiate a new contract or tariffed service arrangement to continue or replace the Services provided for herein, the Service Period shall automatically be extended for a period not to exceed 60 days from the end of the initial Service Period to allow the parties to finalize a new agreement or to transition to a tariffed service arrangement. Written notice must be provided by Customer at least 30 days prior to the end of the initial Service Period. For purposes of this paragraph only, written notice may be by facsimile or electronic mail."

Except as modified and amended herein all other rates terms and conditions of the Agreement shall remain in full force and effect.

Verizon Business Network Services Inc. on behalf of VERIZON NEW ENGLAND Inc.

The City of Manchester

By: [Signature]

By: [Signature]

Title: Suleiman Hessami
VP Pricing/Contract Management

Title: Mayor

Date: 01/03/2008

Date: 12-19-07





1. **Initial Quantity and Charges.** Customer agrees to purchase Centrex Service ("Service") from Verizon New England ("Verizon") in the quantities, and at the Customer locations and at the rates and charges set forth below during the Service Period. Except as expressly set forth in this Agreement, the Service will be provided in accordance with the provisions of Verizon's applicable Tariffs, including Tariff N.H.-P.U.C.-No.83. Any other work, services or facilities will be provided subject to prevailing tariff rates and charges, or if no tariff is applicable, at Verizon's then-current retail rate. Customer agrees that all local exchange usage originating over the Service shall be purchased from Verizon at the applicable tariffed rates.

<u>Service</u>	<u>Quantity</u>	<u>Amount Attributable To Exchange Access Charge (EAC)</u>	<u>*Monthly Line Rate (including, EUCL, LNP, EAC, and, if applicable, LP)</u>
Centrex Analog lines	741	\$2.36	\$15.57

Standard Feature List:

Authorization Codes, Automatic Line, Automatic Route Selection, Call Forward- All Calls, Call Forward- Busy, Call Forward- Don't Answer, Call Hold, Call Pickup, Call Transfer, Call Waiting, Caller ID-Internal, Cancel Call Waiting, Console Display, Consultation Hold, Direct Inward Dialing, Direct Outward Dialing, Directed Call Pickup, Distinctive Ringing, Dual-Tone Multifrequency (DTMF), Fully Restrictive Service, Intercept to Common Announcements, Line Hunting, Night Service, Speed Dialing- Group Long List, Speed Dialing- Individual Long List, Speed Dialing- Individual Short List, Station-to-Station Dialing, Three Way Calling, and Toll Restricted Service, Attendant Call Transfer, Attendant Conference, Attendant Control of facilities, Attendant Package: Attendant Camp-on, Attendant Direct Station Select, Attendant ID on Incoming Calls, Multiposition Hunt, Non-Datalink Attendant Console, Sourc Billing for Attendant, Uniform Call Distribution ("UCD").

Centrex ISDN line, 2B+D Alternate CSV/CSD, CSD	11	\$2.36	\$56.00
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Standard Feature List:

National ISDN 2 Base RTU (NIS2RTU), NISDN 5E11 Packager per BRI, Standard BRI Base, Deluxe CSD per Standard BRI, Basic Data for CSD & X.25, Delux PSD per Standard BRI, BRI Data Services for D &B Channel Packet, BRCS Supplementary Services, Essential Service Protection per BRI, ISDN Electronic Directory Service, Automatic Customer Station Rearrangement per BRI, ISDN Basic Attendant Service RTU per BRI, ISDN Attnd Group Overload Warning , ISDN Attnd Remote Busy Verification, ISDN Attend Offered Load Statistics.

The following feature will be provided at the following additional rate:

- CallMax Deluxe - \$3.00 per line equipped
- T1 Terminations-\$300.00 per T1 Termination





CENTREX optional features included in the above Centrex line rate:
Caller ID with Number and Name
Virtual Numbers
CMAC
SMDR

*The current tariff exchange usage rate of \$3.30, is included in the per line rates listed above. This rate is subject to change over the term of the Service Period and is billed in accordance with the applicable tariff.

Nonrecurring tariff charges (excluding Premise Work charges) are included in the monthly line rates for the Initial Line Quantity. Tariff nonrecurring charges apply to the installation of additional lines. Tariff nonrecurring charges also apply to changes made to initial and additional lines, including relocations and feature activations.

Monthly Rates. Customer agrees to pay the Monthly Line Rate stated above for Service throughout the Service Period. The Monthly Line Rate includes the Federal End-User Common Line charge ("EUCL"), Local Number Portability Charge ("LNP"), Exchange Access Charge ("EAC"), and Line Port Charge ("LPC") if and to the extent applicable, and such Monthly Line Rate will not change during the Service Period regardless of any subsequent changes in, or elimination of, the applicable EUCL, LNP, EAC, or LPC charges (any increases or decreases in such EUCL, LNP, EAC, or LPC charges will be offset on Customer's bill so that the combined charges for such line, EUCL, LNP, EAC, and LPC will remain the same). The current analog EUCL is \$6.39, the current ISDN EUCL is \$6.39, and the current ISDN Line Port Charge is \$1.90. The Monthly Line Rate is guaranteed against Verizon-initiated change during the Service Period provided Customer maintains the minimum quantity of Services as set forth hereunder. In addition, Customer will pay all applicable taxes and any applicable service connection charges, nonrecurring charges and tariff surcharges, including Exchange Usage charges, that may be required under applicable laws or tariffs.





SERVICE AGREEMENT
(Intrastate ICB)

COPY

Customer Name	City of Manchester ("Customer")	Main Billing Tel. No:	603 624-6300
and address:	100 Merrimack, Manchester NH 03101	ICB Case No.	2002-232230

Services. Customer hereby requests and agrees to purchase from the undersigned Verizon company ("Verizon") the services identified in Exhibit(s) A attached to this Agreement, and as further described in Verizon's applicable tariffs, (the "Services") for the service period stated in the attached Exhibit applicable to such Service (the "Service Period"), subject to Verizon's receipt of any necessary regulatory and other governmental approvals required to provide the Services under the terms hereof. The Services will be provided under the terms of this Agreement to the Customer locations specified in the attached Exhibit(s).

Charges. Customer will pay the rates and charges set forth in the attached Exhibit(s) and shall also pay all applicable taxes, fees, and charges, including Federal End User Common Line Charges, charged pursuant to applicable law, regulations, or tariffs in connection with the Services. If Customer cancels or terminates this Agreement or any Services prior to expiration of the Service Period, Customer will promptly pay to Verizon termination charges as set forth in the applicable Exhibit(s). Any tariffed back billing limitations otherwise applicable to the Services shall not apply under this Agreement.

Notices. Notices under this Agreement shall be sent by first-class U.S. mail, postage prepaid, to Customer at the address specified above, and to Verizon at Verizon National Contracts Repository, MC:HQW02L25, 700 Hidden Ridge, Irving, TX, 75038. Notices shall be deemed effective five business days after such mailing.

Miscellaneous. (a) Neither party will disclose the terms of this Agreement to any other person without the prior written consent of the other party, except as may be necessary to comply with applicable law, regulation, or filing requirements.

(b) In the event of a claim or dispute, the law and regulations of the jurisdiction in which Verizon provides to Customer the particular Service that is the subject of such claim or dispute shall apply. This Agreement and its provisions shall not be construed or interpreted for or against any party hereto because that party drafted or caused that party's legal representative to draft any of its provisions.

(c) No liability shall result from Service failures caused by fires, floods, severe weather, acts of government or third parties, strikes, labor disputes, inability to obtain necessary equipment or services, or other causes beyond such party's reasonable control.

(d) If any provision of this Agreement or the provision of any Service under the terms hereof is illegal, invalid, or otherwise prohibited under applicable law or regulation in any State or jurisdiction, or does not receive any governmental or regulatory approval required by law in any State or jurisdiction, then this Agreement shall be construed as if not containing such provision or requiring the provision of such invalid, illegal, prohibited, or unapproved Service in such State or jurisdiction.

(e) Verizon may assign or transfer part or all of this Agreement to any affiliate or successor to substantially all of its assets in the locations where Service is provided hereunder. Upon reasonable prior written notice to Verizon, Customer may assign or transfer this Agreement to any company that is the successor to substantially all of its assets, provided all charges for Services provided prior to such transfer or assignment are paid in full when due. Except as otherwise required by applicable law or regulation, all other attempted assignments shall be void without the prior written consent of the other party.

(f) Except as otherwise required by applicable law or regulation, the Services provided hereunder may not be resold by Customer.

Tariffs and Limitation of Liability. The terms and conditions that shall apply in connection with these Services, and the rights and liabilities of the parties, shall be as set forth herein and in all applicable tariffs now or hereafter filed with the applicable state regulatory commission and/or the Federal Communications Commission. In no event shall Verizon be liable for any special, indirect, incidental, or consequential damages arising in connection with this Agreement or the provision of any Services, whether claim is sought in contract, tort (including negligence), strict liability or otherwise. This Agreement (including the Exhibits attached hereto) and all applicable tariffs constitute the entire agreement between the parties and shall supersede all prior oral or written quotations, communications, negotiations, representations, understandings or agreements made by or to any employee, officer, or agent of any party on the subject matter hereof. This Agreement may not be modified or rescinded except by a writing signed by authorized representatives of each party.

AGREED AND ACCEPTED:

City of Manchester (Customer)
 By Robert A. Bains
 Name/title Mayor
 Date 2.4.03

VERIZON New England Inc.
 By Carole Levesque
 Name/title Carole Levesque-Regional Sales Manager
 Date January 29, 2003



Verizon company name: Verizon New England Inc. (referred to in this Exhibit as "Verizon")
 State: New Hampshire
 Customer name: City of Manchester
 ICB Case No.: 2002-232230

1. Services and Quantity Commitments. Customer agrees to purchase the following Services from Verizon at the rates set forth below and in quantities set forth below for the Service Period identified below. Any other work, services or facilities required will be provided subject to prevailing tariff rates and charges, or if no tariff is applicable, at Verizon's then-current retail rate.

Intellipath II Centrex Service	Quantity	Amount Attributable to Exchange Access ("EAC")	Monthly Line Rate* (including EUCL, EAC, and, if applicable, LPC)	Non-recurring Charges Intellipath Centrex II
Analog Voice	707	\$4.01	\$17.16	Tariff
Integrated Services Digital Network ("ISDN") 2B+D, Alternate Circuit Switched Voice ("CSV") / Circuit Switched Data ("CSD"), CSD	20	\$4.01	\$62.06	Tariff

***Monthly Rates.** Customer agrees to pay the Monthly Line Rate stated above for Service throughout the Service Period. The Monthly Line Rate includes the Federal End-User Common Line charge ("EUCL"), Exchange Access Charge ("EAC"), and Line Port Charge ("LPC") if and to the extent applicable, and such Monthly Line Rate will not change during the Service Period regardless of any subsequent changes in, or elimination of, the applicable EUCL, LNP, EAC, or LPC charges (any increases or decreases in such EUCL, LNP, EAC, or LPC charges will be offset on Customer's bill so that the combined charges for such line, EUCL, LNP, EAC, and LPC will remain the same). The LNP is not included in this rate and will be added to the above monthly rate as long as applicable. As of the execution of this Agreement, the current analog EUCL is \$7.13, the current ISDN EUCL is \$6.39, and the current ISDN Line Port Charge is \$1.90. The Monthly Line Rate is guaranteed against Verizon-initiated change during the Service Period provided Customer maintains the minimum quantity of Services as set forth hereunder. In addition, Customer will pay all applicable taxes (unless exempt under applicable law) and any applicable service connection charges, nonrecurring charges and tariff surcharges, including Exchange Usage charges, that may be required under applicable laws or tariffs, and Verizon will provide to the City of Manchester 30 days written notice prior to any such changes.

2. Service Period. Service Period and Cutover. Customer shall purchase such Services for a period of sixty (60) consecutive months following the execution of this Agreement, installation of the Service (if not previously installed and cutover), and receipt of all necessary regulatory and other governmental approvals that may be required prior to the provision of such Services under the terms hereof. Billing at the rates set forth herein for any existing lines of Service to be provided hereunder shall commence as of the start of the first monthly bill period following execution of this Agreement by both parties and receipt of all necessary regulatory and governmental approvals. Billing for any new lines to be provided hereunder shall commence as of the date each such line is cutover. Cutover of new lines of Service ordered hereunder will be scheduled to be cutover on a date to be mutually agreed upon by both parties. The Service Period for all lines of Service to be provided hereunder (both new and existing) will be deemed to commence as of the date that cutover of the lines of Service initially ordered hereunder is substantially completed

3. Termination Charges. Termination Charges and/or Shortfall Liability:

During the Service Period, Customer shall have the obligation to pay at the rates applicable under this Agreement for all lines of Service provided hereunder, including any additional lines, services or features specified in this Exhibit or subsequently ordered hereunder. During the Service Period, Customer may terminate a total of up to 10% of the total number of lines (i.e. initial quantity plus additional lines) of Service provided hereunder without liability for termination charges. If, prior to expiration of the Service Period, Customer cancels or terminates any Services, other than 10% of the total number of lines provided hereunder, Customer will be required to pay termination charges as follows: \$17.16 for each terminated Intellipath (analog) line, and \$62.06 for each terminated Centrex ISDN line, multiplied by the number of months remaining in the unexpired portion of the Service Period at the time of such termination or cancellation. . Any such termination liability charge shall be due and payable in one lump sum within thirty (30) days of billing.



4. Additional Lines and Features. Customer may request the addition of up to 10% more lines of Service than the quantity initially ordered hereunder at the locations listed below. Provided Verizon has suitable facilities available to provide such additional Service at such location(s) at costs substantially similar to the cost to provide the initial quantity of Service ordered for the locations listed below, Verizon will provide such Service at the same Monthly Line Rate hereunder, and no written amendment to this Agreement will be necessary. If Customer wishes to increase the number of lines of Service by more than such 10% increase, or increase traffic levels to exceed the 5 CCS referred to below, then Verizon reserves the right to determine if a different Monthly Line Rate will be required. If Verizon does not require a different Monthly Line Rate, then such additional lines may be provided hereunder at the applicable above Monthly Line Rate and a written amendment will not be required unless requested by Verizon. If a different Monthly Line is required by Verizon, then Verizon will determine the applicable rate and present it to Customer for its consideration. Verizon shall not be required to provide any such additional Services until and unless both parties mutually agree in writing to any such different Monthly Line Rate. The Service Period for all such additional lines of Service, or additional services or features, shall be coterminous with the Service Period set forth herein unless otherwise agreed in writing.

If Customer requests an Intellipath line type different from the type(s) of line previously provided hereunder, an amendment to this Agreement, signed by both parties and setting forth the applicable rates and any other additional provisions, may be required by Verizon prior to the provision of any such different line type.

5 Relocation, Additional Locations. During the Service Period, Customer may request that Service be provided to locations in addition to, or in replacement of, the Locations listed below. Provided suitable facilities are available to provide such requested Service to such location(s), Verizon shall determine the additional recurring and/or non-recurring charges to be required for the provision of any such Service to any such locations and, upon Customer's written acceptance of such charges, the requested Service will be provided to such location(s). The charges for Service at any new locations will reflect costs and features associated with such location; and provided Customer commits to an equal or greater number of lines at the new location for an equal or greater term, Verizon will reduce the termination charges that would otherwise apply to the original location based upon Verizon's estimate of the extent to which it will re-use the network facilities at such location to serve other customer(s) within a reasonable period of time. Except as may be otherwise agreed in writing signed by both parties, all of the provisions of this Agreement apply to the provision of any such Service to any such locations.

6 Additional Provisions.

- a. Conditions. The parties acknowledge that the rates and other terms of this Agreement are based on Customer's unique network design requirements, volume and term commitments, service mix, usage, existing facilities, incremental investment required, average loop length of 4,502 feet to the Customer's locations, and other cost and competitive characteristics, including average busy-season busy-hour traffic not exceeding 5 CCS (hundred calling seconds) per Intellipath analog line. Local service on the lines of Service provided hereunder will be obtained from Verizon pursuant to applicable tariffs.
- b. Channels. Tariff rates and regulations apply for intraoffice and interoffice channels and channel terminations.
- c. Service Continuation Upon Expiration of Service Period. If, at the time of expiration of the Services in writing, then the Services Verizon for the Services is not effective, and Customer does not request discontinuance of the Services in writing, then the Services will be continued on a month-to-month basis billed at the month-to-month tariff rates then applicable to such Service, or, if no tariff is applicable, at Verizon's then-current retail rate, except that Services shall then be subject to termination by either party upon thirty (30) days' prior written notice to the other party.
- d. Detariffing. In the event any of the Services are hereafter detariffed, then the terms of the tariffs in effect immediately prior to such detariffing shall be deemed to be incorporated by reference and shall continue to apply to the provision of the Service to the same extent as such tariffs applied hereunder prior to such detariffing.
- e. Facilities. Additional charges may be required if suitable facilities are not available to provide Services at any locations, or if any additional work, services, or quantities of Services are provided. In the event installation of additional network facilities is required to provide Services, Verizon will inform Customer of such applicable charges, and Verizon will install such facilities only
- f. Local and IntraLata usage is in addition to the monthly service charges herein, and are subject to the applicable governing tariff rates.



g. All the features that are in the current contract can be included in this Agreement. Request for additional features will be handled on an individual case-by-case basis.

7. **Locations.** The Services shall be provided to Customer under the terms hereof at the following locations. Other Customer locations may be added to this Agreement only upon mutual assent of the parties.

Location	Analog	ISDN 2B+D
196 Bridge St.	37	
175 Ammon Dr.	11	
765 Brown Ave.	5	
777 Bridge St.	3	
1581 Lakeshore Rd.	6	
567 Cohas Ave.	1	
100 Merrimack St.	33	3
66 Hanover St.	4	1
889 Elm St.	6	
351 Chestnut St.	32	6
33 Harvey Rd.	1	
300 Winston St.	14	1
76 Main St.	6	
405 Pine St.	9	
795 Elm St.	0	0
510 Chestnut St.	7	1
1 City Hall Plaza	80	
480 Hayward St.	3	
657 Dunbarton Rd.	1	
227 Maple St.	14	
203 Beech St.	2	
2021 Goffs Falls Blvd	5	
275 Clay St.	5	
281 Lincoln St.	19	
242 Hookset Rd.	1	
40 Electric St.	2	
32 Cleveland St.	2	
10 Chalet Ct	3	
333 Beech St.	16	
401 Wilson St.	7	
75 Parkside Ave.	15	
207 Lowell St.	23	
9 Notredame Ave.	25	
2519 Elm St.	7	
300 Youville St.	13	
223 James A. Pollack Dr.	6	
112 Reservoir Ave.	10	
1066 Hanover St.	6	
99 Sullivan St.	6	



20 Elm St.	5	
550 Lowell St.	9	
245 Bruce Rd.	5	
275 Jewitt St.	6	
140 S. Jewitt St.	11	
530 S. Porter	15	0
1 Crusader Way	19	
100 Aurora Ave.	7	
130 S. Jewitt St.	4	
625 Mammoth Rd.	8	
775 Elm St.	1	
35 Amherst St.	13	1
400 Kelly Ave.	7	0
1838 Elm St.	4	
50 Bridge St.	8	
1 Airport Rd.	61	1
709 Barrette Dr.	1	
108 Franklin St.	1	
500 Dunbarton St.	2	0
275 Maple St.	3	
555 Auburn St.	7	
148 Belmont St.	1	
169 Walker Rd.	2	1
440 Kelly Ave.	6	1
496 Dunbarton Rd/	1	
1500 S. Willow St.	1	
290 S. Mammoth Rd.	14	
404 Kelly Ave.	2	
74 Trahand St.		1
463 Kimball St.		1
217 Cedar St.	2	0
240 Hookset Rd.	1	
207 Wilson St.	1	1
50 S. Willow St.	1	
402 Kelly Ave.	15	
220 Hackett Hill Rd.	1	
177 Lake Ave.	1	1
121 Main Street	2	
1528 Elm Street	12	0



18.15

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

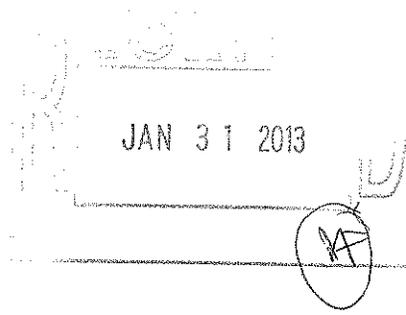
The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the communication from Robert McGuigan on behalf of Rolling Thunder requesting that the City dedicate a POW/MIA chair in a public venue by approved subject to the review and approval of the Parks, Recreation and Cemetery Division.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



Robert McGuigan
Rolling Thunder Member
62 Sagewood Circle
Hooksett, NH 03106
Cell Phone 603 391 1403
email – rjmcguigan@gmail.com

Dear Mayor Gatsas,

My name is Robert McGuigan and I'm writing to you on behalf of the **Rolling Thunder** organization.

Rolling Thunder was incorporated in 1995 as a class 501(c)(4) non-profit organization with over 90 chartered chapters throughout the United States and abroad. The primary mission of Rolling Thunder is to educate the public about the many American Prisoners of War left behind following all wars.

To further our mission an idea was born, and acted upon in other municipalities with corporate assistance/sponsorship, to dedicate a chair to the POW/MIAs at public venues. These chairs have been given prominent places of honor in stadiums, easily visible to an optimum number of people in attendance. They are painted black with the POW/MIA insignia in white. A plaque or letter is usually included with the chair to explain its purpose and as a reminder to every one of the over 92,000 POW/MIAs still missing since WW I. Each chair always remains empty to signify the absence of the POW/MIA member. I have enclosed a few pictures of the Gillette Stadium chair as an example of what it would look like.

Rolling Thunder considers a chair like this to be a strong symbol of the value, dedication, and patriotism of the Veterans that have served and are still missing. We have been told that the chairs help the family and friends of the missing to know that we have not forgotten them or their loved one.

Gillette Stadium and the Edward A. LeLacheur Park, home of the Lowell Spinners, are among those that have dedicated chairs. To view a YouTube video of the Chair dedication ceremony at Gillette Stadium please use the following link <http://www.youtube.com/watch?v=r6rI62fLmY4>

There are also numerous other videos online that show what has been done in other locations.

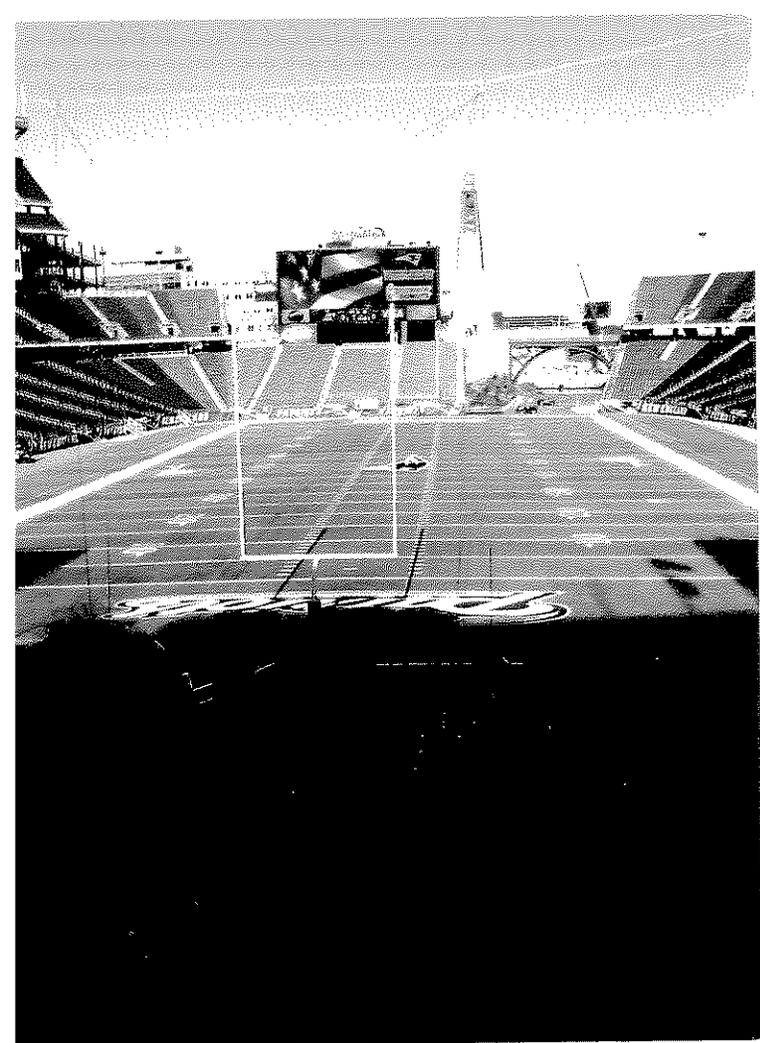
The purpose of this letter is to seek the support of the City of Manchester in our efforts to place a POW/MIA chair in at least one public venue such as the Gill Stadium, or other public venue. We would like to suggest that the unveiling of the chair could be a part of a special media event held in conjunction with the city's centennial celebration of Gill Stadium. Support of this memorial will be widely and positively regarded as a reflection of the City's dedication to all who have served in the military, who are currently serving, and who will serve in the future.

We recognize that financial considerations are important for the City. We believe that the cost for this project will be minimal and we are ready to offer some helpful ideas. The chair need not be new but one that can be painted black with the white POW/MIA logo applied. Rolling Thunder is ready and willing to provide the City with the necessary manpower assistance to reach our goal.

Thank You for your consideration of this request. We look forward to meeting with you and/or the Board to discuss this further at any time. We welcome your thoughts.

Sincerely, on behalf of Rolling Thunder,

Robert McGuigan





CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

February 19, 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) June Trisciani to succeed herself as a member of the Heritage Commission term to expire January 1, 2016;
- (2) Patricia Howard to succeed herself as an Alternate member of the Heritage Commission term to expire January 1, 2016;
- (3) Craig Donais to fulfill a vacancy as a member of the Conduct Board term to expire October 1, 2015;
- (4) Michael Harrington to succeed Joe Dion (resignation) as an Alternate member of the Planning Board term to expire May 1, 2014.

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

June E. Trisciani
<http://www.jellendesign.com>

WORK EXPERIENCE

J. ELLEN DESIGN, LLC, Manchester, NH, October 2008 - Present

Principal, Interior Design Consultant

j. ellen Design, LLC provides a full range of interior design services to both residential and commercial clients. We are passionate about interior design and are dedicated working collaboratively with clients to organize their ideas to make informed design choices when renovating their home or business.

NEW HAMPSHIRE INSTITUTE OF ART, Manchester, NH, June 2009 – Present

Adjunct Faculty, Interior Design

- ◆ Using Technology in your Design Practice, AutoCAD for Interior Designers

2020 ICOVIA, Londonderry, NH, November 2009 – May 2011

Customer Advocate

Icovia provides 2d and 3d space planning software to leading furniture manufacturers, retailers and interior designers.

Responsibilities

- ◆ Manage retail customer implementations, including, but not limited to setting up product data, planner configuration and training.
- ◆ Provide on-line demonstrations to educate customers on product features and available resources
- ◆ Provide customer support to all customers (retailers, interior designers, consumers)
- ◆ Work with product development team to improve current products and launch new product offerings.

CHORDIANT SOFTWARE, INC., Manchester, NH, September 2000 – October 2008

Director, Program Management & Engineering Operations

Director, Presales & Field Operations

Chordiant solutions automate and manage operational business processes for leading service-driven global organizations in retail banking, card services, lending, insurance and telecommunications.

Responsibilities

- ◆ Supervised engineering and professional services consulting teams. Served as Scrummaster for product releases.
- ◆ Preparation of responses to Customer Requests for Proposals.
- ◆ Manage budget and team members assigned to enterprise level software development projects.
 - Determine best use of resources to met schedules and prescribed goals.
 - Work through issues of diverse scope where analysis of situation or data requires review of relevant factors, including understanding of current business trends.
 - Successfully deliver projects on time and on (or under) budget.
- ◆ Serve as customer liaison and project lead for co-development of software products.
- ◆ Preparation of white papers and technical documentation.
- ◆ Responsible for staffing, budgeting and forecasting for customer and internal development activities.
- ◆ Provide guidance to field account managers on project implementations.
- ◆ Work directly with worldwide teams to support activities in all geographies.

Accomplishments

- ◆ Fostered relationship between Engineering, Professional Services and Customers to form effective co-development process.
- ◆ Directly responsible for program and budget for 3 successful Enterprise Level product releases.
- ◆ Management and contribution to Requests for Proposals were direct factors in closing largest US financial services deal (approximately \$10M). Recognized at President's Club for top sales in region.
- ◆ Standardized release and customer communication strategies across multiple departments and geographies; Led team in shift to Agile/Scrum Development methodology

129 Magnolia Road, Manchester, NH 03104

603.502.7800

CEREPOINT, INC., Windham, NH, January, 1999 – August 2000: **Director, Professional Services/Pre-Sales**

DALIM IMAGING SOFTWARE, Bedford, NH, 1996-1998: **Quality Assurance/Technical Documentation/Product Support Manager, Training/Support Manager**

MANCHESTER SCHOOL DISTRICT, Manchester, NH, 1994-1996: **Management/Marketing Instructor**

COLLEGE FOR LIFELONG LEARNING, Newport/Bow, NH, 1994-1995: **Adjunct Faculty**

NEWPORT HIGH SCHOOL/SUGAR RIVER VALLEY TECHNICAL CENTER Newport, NH, 1992-1994: **Business/Computer Instructor/Novell Network Administrator**

PEMBROKE ACADEMY, Pembroke, NH, 1990-1992: **Business Instructor**

NEW HAMPSHIRE JOB TRAINING COUNCIL/INTERCULTURAL FRIENDSHIPS, 1990: **Program Coordinator**

ACADEMY/AGFA COMPUGRAPHICS, 1989-1990: **Corporate Training Consultant**

EDUCATION

Interior Design Certificate

NH Institute of Art

M.S., Business Education

B.S., Business/Computer Education

Southern NH University

Commission Name: Heritage Commission

Name: June Trisciani

Address: 129 Magnolia Rd.

Manchester, NH 03104

Phone: 502-7800

E-mail: info@jellendesig.com

Department Head: David Beauchesne

Patricia Lynn Howard

2264 Elm Street Manchester, NH 03104

Email: pathoward@mindspring.com

Telephone: 603-625-6588

Cell: 603-759-9740

Education:

Registered Nurse, St. Paul's Hospital, Vancouver, British Columbia

BA, University of British Columbia

LL.B. Bachelor of Laws, University of British Columbia

Called to the Bar in British Columbia and Ontario

Present Employment:

Retired

Volunteer Positions in Manchester and surrounding area:

Past Member, Advisory Council Currier Museum of Art

Museum Docent, Currier Museum of Art

Past Chair Guild Executive, Currier Museum of Art

Friends of Stark Park President

Manchester Historic Association, Member of Historic Preservation Committee

Auction Committee Member, New Hampshire Institute of Art

Past Member Curatorial Committee Sharon Art Center, Peterborough, NH

Alternate Member Manchester Heritage Commission

Date: February 10, 2013

Commission Name: Heritage Commission

Name: Patricia Howard

Address: 2264 Elm Street
Manchester, NH 03104

Phone: 759-9740

E-mail: pathoward@mindSpring.com

Department Head: David Beauchesne

CRAIG S. DONAIS, ESQ.

professional contact information:

444 Willow Street | P.O. Box 1778

Manchester, NH 03105 – 1778

Craig.Donais@DonaisLaw.com | (603) 624-7100

Page | 1

Professional

DONAIIS LAW OFFICES, PLLC, Oct. 2009 – Present

BOSTOCK DONAIIS, PLLC, Oct. 2007 – Sept. 2009

GETMAN, STACEY, SCHULTHESS & STEERE P.A., Jan. 2005 – Nov. 2007

N.H. DEPT. OF JUSTICE, ATTORNEY GENERAL'S OFFICE, *Asst. Atty. General*, Nov. 1999 – Jan. 2005

NEW HAMPSHIRE SUPREME COURT

Judicial Law Clerk for Senior Associate Justice William R. Johnson, Aug. 1998 – Nov. 1999

Judicial Law Clerk for Associate Justice Sherman D. Horton, Jr., Aug. 1997 – Aug. 1998

Education

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, Mass. J.D., *cum laude*, *Phi Delta Phi*, 1996

UNIVERSITY OF MASSACHUSETTS AT AMHERST, B.A., Political Science & Economics, *magna cum laude* 1992

Community

DANIEL WEBSTER COUNCIL, BOY SCOUTS OF AMERICA

Council Commissioner, May 2012 – present, *Vice-President*, Apr. 2006 – May 2012, *Executive Board*, Apr. 2001 – present

ST. MARY'S BANK, *Supervisory Committee Member*, April 2011 – present

MANCHESTER HISTORIC ASSOCIATION, *Trustee*, May 2010 - present

FRANCO – AMERICAN CENTRE, *Trustee*, 2003-present and *President* July 2008 – June 2009

QUEEN CITY ROTARY CLUB, Sept. 2005 – present, *President* 2010–11.

SALVATION ARMY *Advisory Board* April 2008 – Sept. 2012.

CITY OF MANCHESTER, N.H. PERSONNEL APPEALS BOARD, attorney member, June 5, 2007 – present

Commission Name: Conduct Board

Name: Craig Donais

Address: 39 Buzzell Street
Manchester, NH 03105

Phone: 289-2235

E-mail: Craig.Donais@donaislaw.com

Department Head: Tom Clark

➔ Michael Harrington, CCIM, RPA ➔
94 Chad Road
Manchester, NH 03104
Cell Phone: (603) 785-8601
Email: Mharrington.ni@gmail.com

Summary of Qualifications 20 Years of Commercial Real Estate Experience

- RPA Designation
- CCIM Designation
- Account Management
- Portfolio Management
- Facility Management
- Experienced Negotiator
- Property Acquisition
- Property Disposition
- Lease Analysis
- Discounted Cash Flow Analysis
- Operating Budgets
- Capital Budgets
- Market Valuation
- Project Management
- Client Relationship Skills

Employment History

Michael Harrington, Broker Manchester, NH 2009 - Present
Owner

I established a boutique commercial real estate consulting firm to assist companies and corporate real estate professionals to implement short and long term strategic real estate objectives. I specialize in representing and advising companies based in the United States seeking to establish, grow or consolidate real estate interests in Europe and the United States. I've travelled extensively throughout the United States and have an established network of business and real estate contacts. I attended and networked with real estate professionals at Real Expo, Munich Germany, 2010 and 2011. I achieved my International CCIM Designation in 2011 and I'm currently enrolled at RICS pursuing a Commercial Real Estate Specialist designation through the APC Program.

CB Richard Ellis-New England, Manchester, NH USA 2003 - 2009
Vice President and Managing Broker

Responsible for managing and organically growing a newly formed brokerage office located in Manchester, NH. I represented national, international and local clients specializing in office and industrial tenant representation, lease negotiations, lease renewals, transaction management, site selection, real estate disposition and acquisition. Through this experience I've developed skills to successfully achieve client driven goals while managing their expectations. I was responsible for building and managing a small staff of sales associates, administration and marketing professionals. Total transaction value in excess of \$100 million. CBRE/New England, NH Broker of the Year in 2005.

CB Richard Ellis – New England, Boston, MA USA 2001 – 2003
Portfolio Property Manager – 1,200,000 Square Feet Managed

Managed approximately 1,200,000 square feet of multi-tenant industrial properties and Class "A" office buildings for Deutsche Bank & JLL Asset Management. Responsible for tenant retention/lease renewals, vendor management, security, lease administration, annual operating and five (5) year capital budgets, expense reconciliations, monthly reporting, project management services and all aspects of the day to day operations and preventative maintenance of the properties. I managed a staff of building engineers and a tenant coordinator.

CB Richard Ellis Corporation, Boston, MA USA 1997 – 2001
Facilities, Facility Management and Account Management – Client; Fidelity Investments

I was continuously promoted by providing superior customer service to Fidelity's Corporate Real Estate Management Team and the various Stakeholders supported at each facility. Promoted from Facility Manager to Senior Facility Manager and ultimately promoted to Account Manager.

As Account Manager, I was the single point of contact for the client identifying long and short term strategic goals then aligning, communicating, implementing and allocating the necessary resources throughout CBRE's on-site facility staff located in multiple campuses. Responsible for providing leadership and inspiration to on-site staff, implementing "Best Practices" methodology to achieve client driven goals and objectives related to the daily operations, maintenance and growth at approximately 3 million square feet (3,000,000 SF) of corporate campus facilities located in five (5) states.

Managed, developed and built a team of 48 facility professionals including base building engineers, project managers, tenant coordinators, move coordinators and help desk operators. Duties included acting as a liaison between the client and the on-site staff, development of annual operating budgets, 5 year capital budgets, periodic budget re-forecasting as business conditions dictated, variance analysis, contractor bid negotiations, vendor management, move management, project management, work order management and preventative maintenance programs. Multiple facilities were business critical 24/7 operations requiring continuous coverage and daily coordination and communication between CBRE staff and the clients in-house engineering, management and security personnel. Business critical functions supported at these facilities included Call Centers, Data Centers, Fixed Income Trading Floor, Training Centers, Internet Operating Center and various back office functions.

Summary of Previous Employment

- Koll Property Management Services Corp., Boston, MA USA 1994 – 1997
- Barnstable RE Corporation, Waltham, MA USA 1989 – 1994

Active Affiliations and Achievements

- RICS, Designee (APC Program) Active
- Certified Commercial Investment Member, CCIM Active
- Building Owners and Managers International, BOMI Member Active
- New Hampshire Real Estate Broker (License # 10824) Active
- CCIM Designation 2011
- Real Property Administrator (RPA) Designation 2001

Community Involvement:

- Intown Manchester, Board of Trustees 2004 – 2008
- Intown Manchester, Chairman 2006 - 2007
- Manchester Master Plan, Sounding Board Committee
- Manchester Girls Softball League, Assistant Coach
- Manchester North Little League, Assistant Coach

Education

- University of New Hampshire (Durham, NH) 1984
Bachelor of Arts

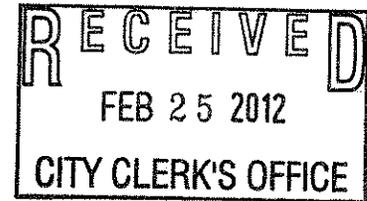
Commission Name: Planning Board
Name: Michael Harrington
Address: 94 Chad Rd.
Manchester, NH 03104
Phone: 785-8601
E-mail: m.harrington.nl@gmail.com
Department Head: Pam Gauher

Manchester Public Television Service, Inc.

1045 ELM ST., SUITE 300 | MANCHESTER, NH 03101 | (P) 603-628-6099 | (F) 603-665-6827

February 25, 2013

Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, N.H. 03101



Dear Mayor and Aldermen:

Please find enclosed quote to provide upgrades to the existing conference rooms and the Aldermanic Chamber. We are requesting that these funds be used from the cable access grant, which currently has \$95,000.

Per our contract, Manchester Public Television Service (MPTS) must receive approval from the Board for any purchase exceeding \$10,000 from this account and can only be used for cable-related equipment. The requested upgrades will provide improvements to the recording of meetings for MPTS, the City Clerks Office, and the Manchester School District Clerk. This will also allow MPTS to record all three venues simultaneously (with only one staff member) while increasing the quality of the production values. The above mentioned upgrades were discussed by the MPTS Board of Directors and approved at our January 15, 2013 meeting.

Thank you in advance for your consideration. Should you have any questions or concerns please feel free to call me at 628-6099 ext. 1.

Sincerely,

A handwritten signature in black ink that reads "Jason Cote". The signature is written in a cursive style with a long, sweeping underline.

Jason Cote
Executive Director
Manchester Public Television Services, Inc.

Proposal

Modified: 2/22/2013
Revision: 4

Proposal For: MPTS, Inc.

Conference Rooms Audio Recording
One City Hall Plaza
Manchester NH 03101

Project # 51216

Presented By:



Red Thread
650 Elm Street Suite 103
Manchester, NH 03101
603 314-4006
Salesperson: Kevin Rand

Proposal

Scope of Work

This proposal includes upgrades to the 2nd and 3rd floor Conference Rooms, and to the Aldermanic Chamber. Access holes may be required to run cabling. The client will be informed of such a situation prior to the work is performed; any repair/patching is the responsibility of the Client.

2nd and 3rd floor Conf Rms (typical of both):

AUDIO SYSTEM - install a professional-grade Compact Flash Digital Network recorder in the existing credenza, on a sliding shelf. Owner-provided network connection will allow for setup and control of the network. Recording sessions can be scheduled and downloaded directly to a computer. Recordings can be saved in MP3 format. One new, ceiling-hung microphone (hangs approximately 12" from ceiling) will allow for audio recording. A mixer, and a headphone have been included for setting the volume control. The audio output of the system will also be available at a new wall plate within the room, and at the new dual cassette player/recorder.

CONTROL SYSTEM - control of volume and recording level will be via the front of the devices on the sliding shelf.

VIDEO SYSTEM - a new, standard-definition ceiling-mounted dome camera will be installed to capture the room. Its composite output will be available at a new wall plate (same as described in AUDIO SYSTEM), located within the room.

VIDEO DISPLAY - a new, 50-inch, consumer-grade LED will be installed on the wall. At the client's request, Red Thread will provide an exposed VGA cable for local laptop connection.

Aldermanic Chamber:

AUDIO SYSTEM - install a professional-grade Compact Flash Digital Network recorder in the existing rack. Owner-provided network connection will allow for setup and control of the network. Recording sessions can be scheduled and downloaded directly to a computer. Recordings can be saved in MP3 format. The existing microphone system will be used for audio pickup and 4/ea. new 8-channel automatic microphones mixers will replace the existing mixers. A mixer, and a headphone have been included for setting the volume control. The audio output of the system will also be available at a new wall plate within the room, and at the new dual cassette player/recorder (replacing the existing defective one).

CONTROL SYSTEM - control of volume and recording level will be via the front of the devices on the sliding shelf.

RECORDING BOOTH VIDEO FEED - a new RGBHV cable will be run between the existing DA in the existing rack, and the Recording Booth. It is assumed that all existing owner-furnished equipment is functioning. If, during testing, equipment is found to be defective a change order will be issued to the client.

Proposal

Mfg / Model	Description	Qty	Unit Price	Ext. Price
2nd Floor Conference Room				
<u>Display System</u>				
Sharp	50in LED Hdtv,1080p,60hz,3-hdmi, 1-usb,pc,1-component,rs-232c	1	\$764.70	\$764.70
Chief	Tilttable Wall Display Bracket	1	\$94.76	\$94.76
O.F.E.	Owner Furnished Display Or Projector Mount	1	\$0.00	\$0.00
O.F.E.	Owner Furnished Display - Sanyo 55" LCD Display	1	\$0.00	\$0.00
<u>Interfaces & Signal Processing</u>				
Liberty Cable	Decora Insert With 3rca, Video + Lr Audio, White, Passthrough	1	\$19.00	\$19.00
Liberty Cable	Decora Single Gang Faceplate, White	1	\$1.14	\$1.14
<u>Rack</u>				
Middle Atlantic	Rotating Sliding Base 14"dp	1	\$135.73	\$135.73
<u>Sound & Audio Processing</u>				
Rane	Mic/line Mixer (3u)	1	\$956.25	\$956.25
Clearone	Ceiling Mic Array - White	1	\$520.21	\$520.21
Listen Technologies	Noise Canceling Headphones	1	\$60.94	\$60.94
<u>Streaming & Recording</u>				
Marantz Professional	Rackmount Installation Digital Audio Recorder/player	1	\$1,337.44	\$1,337.44
TEAC	Double Auto Reverse Cassette Deck	1	\$224.99	\$224.99
Samsung	High-resolution Day&night Varifocal Dome Camera	1	\$211.19	\$211.19
<u>Wire & Connectors</u>				
Red Thread	Misc Cables and Connectors	1	\$175.00	\$175.00
Kramer	15-pin (M) To 15-pin (M) + 3.5mm Micro VGA Cable - 10ft	1	\$25.31	\$25.31
Monoprice	6inch RCA Plug/2 RCA Jack Cable - Black	1	\$0.69	\$0.69
<u>Labor</u>				
Red Thread	Installation	1		\$3,647.50
2nd Floor Conference Room Total:				\$8,174.85

Proposal

Mfg / Model	Description	Qty	Unit Price	Ext. Price
3rd Floor Conference Room				
<u>Display System</u>				
Sharp	50in LED Hdtv,1080p,60hz,3-hdmi,1-usb,pc,1-component,rs-232c	1	\$764.70	\$764.70
Chief	Tilttable Wall Display Bracket	1	\$94.76	\$94.76
O.F.E.	Owner Furnished Display Or Projector Mount	1	\$0.00	\$0.00
O.F.E.	Owner Furnished Display - Sanyo 55" LCD Display	1	\$0.00	\$0.00
<u>Interfaces & Signal Processing</u>				
Liberty Cable	Decora Insert With 3rca, Video + Lr Audio, White, Passthrough	1	\$19.00	\$19.00
Liberty Cable	Decora Single Gang Faceplate, White	1	\$1.14	\$1.14
<u>Rack</u>				
Middle Atlantic	Rotating Sliding Base 14"dp	1	\$135.73	\$135.73
<u>Sound & Audio Processing</u>				
Rane	Mic/line Mixer (3u)	1	\$956.25	\$956.25
Clearone	Ceiling Mic Array - White	1	\$520.21	\$520.21
Listen Technologies	Noise Canceling Headphones	1	\$60.94	\$60.94
<u>Streaming & Recording</u>				
Marantz Professional	Rackmount Installation Digital Audio Recorder/player	1	\$1,337.44	\$1,337.44
TEAC	Double Auto Reverse Cassette Deck	1	\$224.99	\$224.99
Samsung	High-resolution Day&night Varifocal Dome Camera	1	\$211.19	\$211.19
<u>Wire & Connectors</u>				
Red Thread	Misc Cables and Connectors	1	\$175.00	\$175.00
Kramer	15-pin (M) To 15-pin (M) + 3.5mm Micro VGA Cable - 10ft	1	\$25.31	\$25.31
Monoprice	6inch RCA Plug/2 RCA Jack Cable - Black	1	\$0.69	\$0.69
<u>Labor</u>				
Red Thread	Installation	1		\$3,227.50
3rd Floor Conference Room Total:				\$7,754.85

Proposal

Mfg / Model	Description	Qty	Unit Price	Ext. Price
Aldermanic Chamber				
<u>Rack</u>				
Middle Atlantic	Miscellaneous Blanks, Vents, Hardware	1	\$100.00	\$100.00
<u>Sound & Audio Processing</u>				
Shure	Eight-channel Automatic Mixer With Logic Control and EQ Per Channel, AC Only, One Rack Space	4	\$1,225.00	\$4,900.00
Rane	Mic/line Mixer (3u)	1	\$956.25	\$956.25
Listen Technologies	Noise Canceling Headphones	1	\$60.94	\$60.94
<u>Streaming & Recording</u>				
Marantz Professional	Rackmount Installation Digital Audio Recorder/player	1	\$1,337.44	\$1,337.44
TEAC	Double Auto Reverse Cassette Deck	1	\$224.99	\$224.99
<u>Wire & Connectors</u>				
Red Thread	Misc Cables and Connectors	1	\$257.50	\$257.50
<u>Labor</u>				
Red Thread	Installation	1		\$3,555.00
Aldermanic Chamber Total:				\$11,392.12

Proposal

Summary

2nd Floor Conference Room	\$8,174.85
3rd Floor Conference Room	\$7,754.85
Aldermanic Chamber	\$11,392.12
<hr/>	
Subtotal:	\$27,321.82
Sales Tax:	
Grand Total:	\$27,321.82

Client: Jason Cote Date

Standard Terms and Conditions

These Standard Terms and Conditions are hereby incorporated into any order, quotation, proposal or agreement (hereinafter "Order") for goods and/or services from Red Thread Spaces LLC d/b/a Red Thread (hereinafter "Seller") to the party identified as the customer, buyer or purchaser in the Order (hereinafter, "Buyer"). By accepting or entering into the Order, Buyer agrees to be bound by all of the terms and conditions stated herein.

- 1. Payment Terms.** Except as otherwise expressly stated in the Order, a deposit of at least 33% of the Order price is required, and payment of the balance is due and payable 10 days after invoice date. Goods and/or services will be invoiced as delivered and/or provided to Buyer. Buyer is required to pay all sales, use and other taxes on all goods and services provided, and promptly reimburse Seller for such taxes even if not shown on the Order or invoice. Any Buyer claiming to be exempt from taxes must provide Seller with a valid exemption certificate. Buyer must notify Seller within 10 days after the invoice date setting forth in detail the basis of any disputed item. Notwithstanding the existence of any disputed item, payment for all items not so disputed within said 10-day period shall be due and payable 10 days after the invoice date. Interest at the rate of 1.5% per month will accrue on outstanding monthly balances after the date payment is due until paid, and accrued but unpaid interest will be added to the outstanding balance on a monthly basis. Buyer agrees to pay all costs incurred by Seller in collecting any outstanding balances, including but not limited to reasonable attorney's fees.
- 2. Cancellations and Changes.** All Orders are firm and not subject to cancellation or change without Seller's written agreement. If Seller agrees to cancellation or change, Buyer shall pay all cancellation, restocking and handling charges.
- 3. Delivery Dates and Schedule Changes.** If Buyer is unable to receive goods as scheduled, Seller will arrange for storage of goods, if required. All costs of double handling, demurrage, extra trucking, storage, risk of loss and insurance incurred by Seller as a result of such changes or delays will be borne by Buyer. In the event that goods must be stored beyond 10 days, Seller will invoice Buyer for goods as though the Order was delivered to Buyer and such invoice shall be due and payable 10 days after invoice date. Placement of the goods in storage by Seller is deemed delivery by Seller and receipt by Buyer.
- 4. Conditions of Job Site.** At time of delivery or installation, the job site must be clear and free of all debris and other tradespeople. Electric current, heat, hoisting and/or elevator service, and adequate facilities for off-loading, staging, storing, moving and handling of goods to be delivered and installed must be provided by Buyer without charge to Seller. Failure of the job site to conform to these requirements may result in project delays and additional costs and expenses, which shall be borne by Buyer.
- 5. Delivery and Installation.** Unless otherwise stated in the Order, delivery and installation will occur during Seller's normal work hours using non-union labor, paid at non-prevailing wages. Buyer shall be responsible for payment of all costs incurred as a result of Buyer's request for delivery or installation outside of Seller's normal work hours, including but not limited to overtime and any other additional labor costs. Buyer shall pay all costs of job-site trade regulations enforced at the time of delivery and/or installation, including any requirement that delivery and/or installation be completed by on-site tradesman.
- 6. Work by Others.** Buyer shall be responsible for connection of electrical panels or components to the building power source unless separately stated. Buyer shall be responsible for structural integrity of any walls in which product will be mounted, effects of building vibrations on electrical components and for measurements that can't be verified at time of Order placement.
- 7. Responsibility for Delivered Goods.** Goods shall be deemed delivered to Buyer upon delivery to the job site. Buyer shall thereafter bear all risk of loss. Buyer is responsible to receive, unload and inspect product for damage and notify Seller of damage within two days of product receipt if Buyer requested that product be drop shipped directly to Buyer. Damaged goods and packaging must be retained for inspection by the carrier. Seller shall not be responsible for any losses sustained due to Buyer's failure to notify Seller timely. Seller's invoices shall be paid in full by Buyer when due irrespective of pending freight claims.
- 8. Acceptance of Installed Items.** All goods installed by Seller shall be conclusively deemed to be in accordance with Buyer's specifications and accepted by the Buyer upon completion of installation unless written notice to the contrary is furnished to Seller within 3 business days after completion of installation.
- 9. Warranty.** Seller will, to the extent assignable, assign any product warranties supplied or furnished by the manufacturer to the Buyer. Seller will provide labor at no charge to correct any labor deficiency for 60 days from date of installation. Seller will provide labor at no charge to repair or replace defective products and parts during the first 60 days of the manufacturer's warranty period. After 60 days, Seller shall provide labor at no charge to Buyer to repair or replace defective products and parts only if and to the extent such labor is included in the manufacturer's warranty.

NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, ARE EXTENDED BY SELLER. SELLER HEREBY DISCLAIMS ALL OTHER WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

10. Limitation of Liability.

A. Delays and Extensions of Time. No liability shall accrue against Seller from any act or neglect of Buyer, any Order changes requested by Buyer, any delay authorized or caused by Buyer, any strike, lockout, work stoppage or other labor dispute, any fire, accident or other casualty, any unusual delay in deliveries or inability to obtain goods or materials, any act of God, or any other cause beyond Seller's control.

B. SELLER'S LIABILITY FOR GOODS AND SERVICES PROVIDED SHALL BE LIMITED TO THE INVOICED VALUE OF SUCH GOODS AND SERVICES AND IN NO EVENT SHALL SELLER'S TOTAL LIABILITY TO BUYER FOR ALL DAMAGES, LOSSES AND CAUSES OF ACTION (REGARDLESS OF THE LEGAL THEORY) EXCEED THE AMOUNT PAID BY BUYER (IF ANY) FOR SUCH GOODS AND SERVICES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL SELLER BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, PUNITIVE, OR OTHER DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF INCOME, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF BUSINESS REPUTATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF ANY GOODS OR SERVICES PROVIDED BY SELLER TO BUYER, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

11. Miscellaneous

A. Governing Law; Severability. These Standard Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, excluding that body of law applicable to choice of law. Any suit by either party shall be brought only in Massachusetts. The parties hereto waive all rights, if any, to a jury trial in any disputes arising from or relating to Order and waive any argument that venue is not appropriate or convenient. If any provision is found to be unenforceable, the remainder of these Standard Terms and Conditions shall continue in full force and effect.

B. Complete Understanding; Modification. These Standard Terms and Conditions supersede all prior agreements and understandings between the parties with respect to its subject matter. Any amendments to these Standard Terms and Conditions must be in writing and shall not take effect unless signed by an authorized officer of each of the parties.

C. Security Interest. Buyer grants Seller a security interest in products sold until payment in full is received by Seller. Buyer grants Seller all of the rights and remedies of a secured party under the Uniform Commercial Code. Buyer appoints Seller as its attorney-in-fact for the purpose of executing a UCC-1 Financing Statement or other documents as may be necessary to perfect this security interest.

City of Manchester New Hampshire

In the year Two Thousand and Thirteen

A RESOLUTION

“Amending the FY 2013 Community Improvement Program, transferring authorizing and appropriating funds in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950) for the FY 2013 CIP 810613 City Newsletter Costs.”

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 donation from Members First Credit Union for the production costs of the City Newsletter;

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

By adding:

FY 2013 CIP 810613 City Newsletter Costs - \$1,950 Other

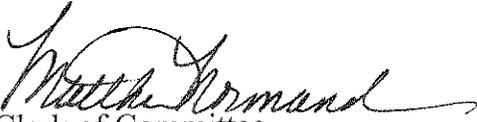
Resolved, that this Resolution shall take effect upon its passage.

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

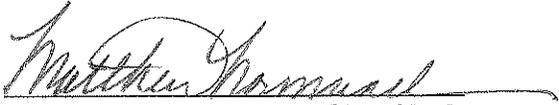
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the petition for release and discharge of a portion of Hayward North Back Street, be referred to a Road Hearing at a date determined by the City Clerk.

(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

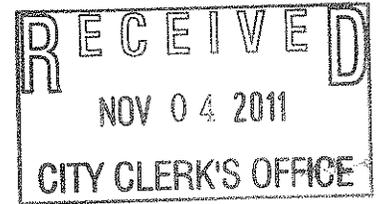
Kevin A. Sheppard, P.E.
Public Works Director

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:

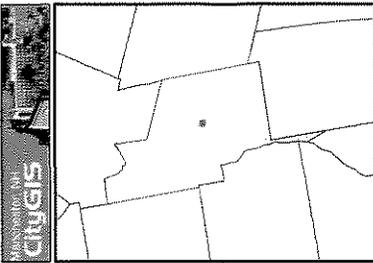
- Hayward North Back Street was originally dedicated as an unnamed alley on plan entitled "Land of Jennie F. Dickey and Phronie A. Woodman" dated July, 1910.
- No acceptance of dedication or return of layout for the street was found in the records of the City Clerk.
- No records of sewer or drain pipes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

- Boundary Lines
- Easements
- Aerial Photos - 2010
- Parcel 1
- Parcel 2
- Parcel 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 as a guide to the general location of the information. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the 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 regular business hours. By using this map, you agree to these terms and conditions.

*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.

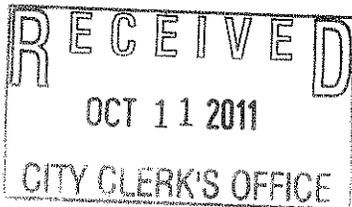
Beginning the intersection of the easterly line of Woodman Street, formerly Mason Street and the southerly line of Hayward North Back Street, thence easterly 328.55' along the southerly line of the back street to its easterly end, thence northwesterly 20xxx to the easterly end of the northerly line of 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.

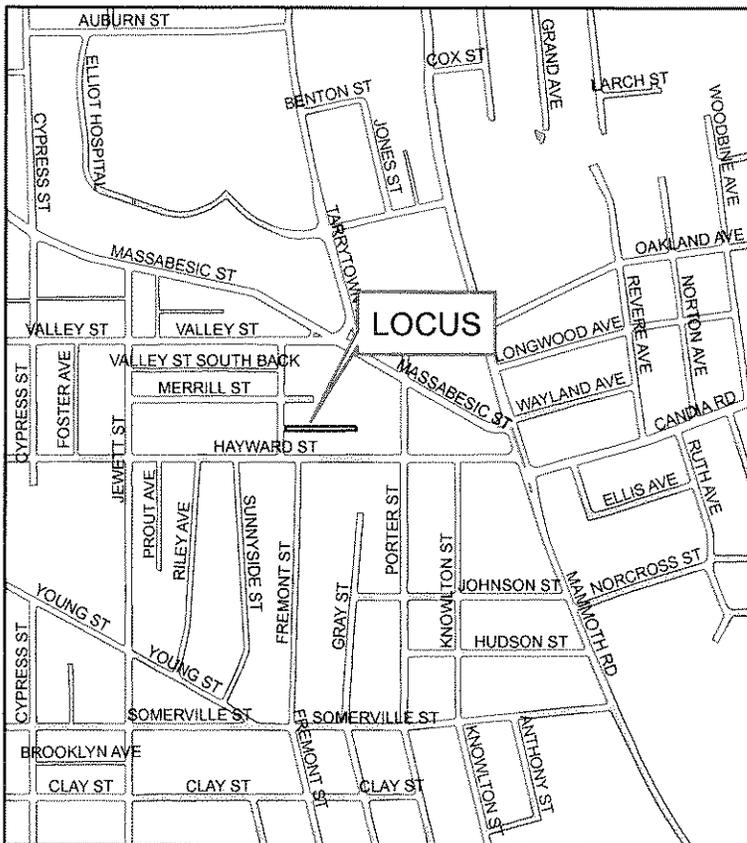
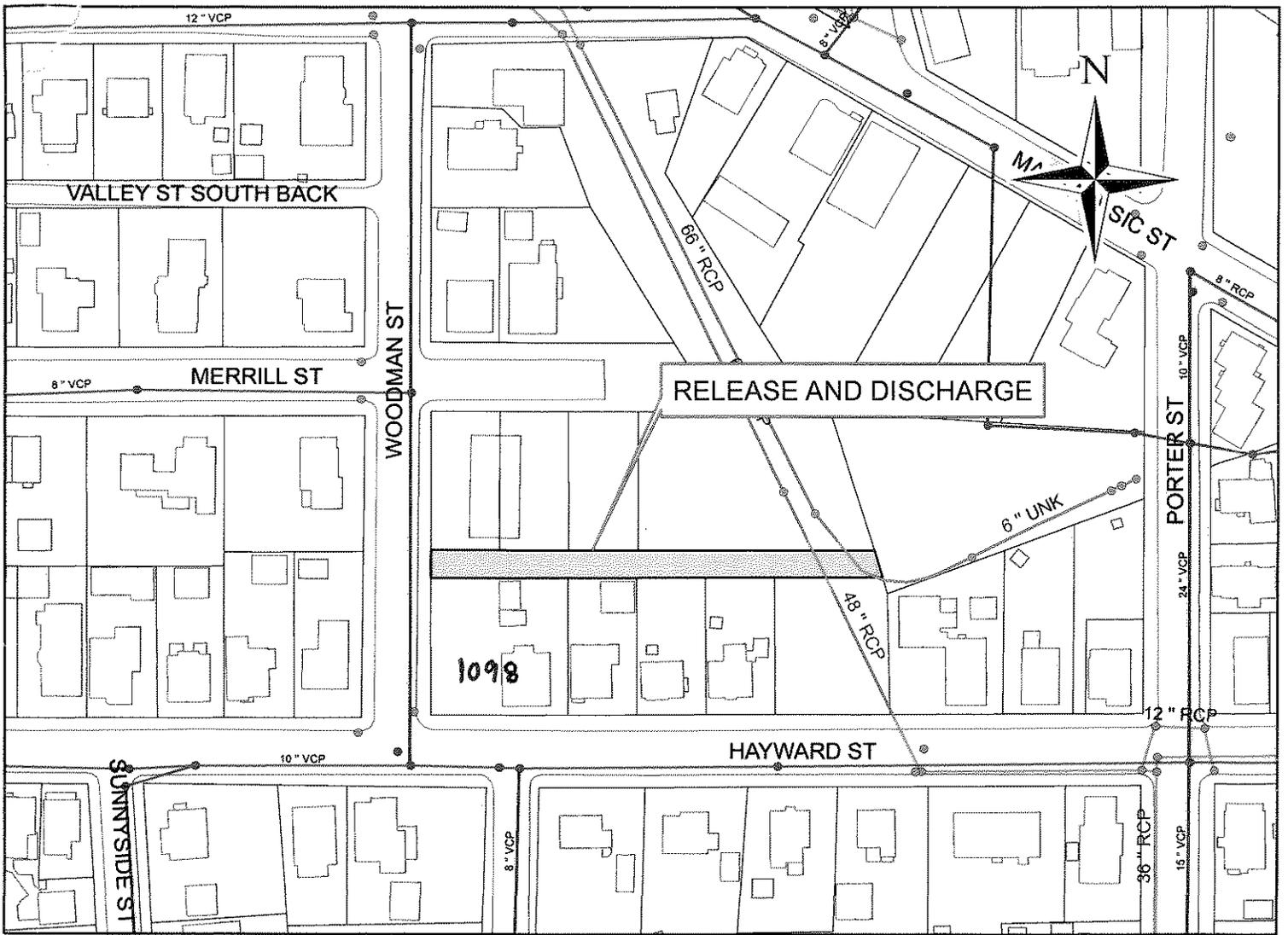
He, therefore, requests you to release and discharge the above-described portion of the unnamed street.

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

