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Collection Summary

Repository: Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Creator: Manchester City Hall Restoration Committee, Inc.

Title: City Hall Restoration Committee Records

Collection Number: 9800.005

Accession Number: 2005.11

Dates: 1990-2006 (bulk 1996-1999)

Volume: 2 cubic feet; approximately 200 photographs; 5 oversized items.

Languages: Collection materials are in English.

Related Collections: Sesquicentennial Celebration Committee Collection (2009.36).

Access: Access to collection is open to the public. Please contact the archives for an appointment to view materials. Cite the collection number, box and folder numbers when making an appointment. Videos in this collection are on VHS tapes. The archives may not have the appropriate equipment to provide access.

Digital Note: Photographs have been digitized and are [available online](#). Other digitized items may be available through links listed in the inventory of this finding aid.

Conservation Notes: Not applicable.

Finding Aid Prepared by: Mike Intranuovo, 2016.

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Historical Note

The City Hall Restoration Committee, Inc. was a non-profit charitable corporation that was created on September 15, 1995 in order to raise funds from the private business sector and citizens for the restoration of the City Hall building from approximately 1995 until 1998. The total cost of the restoration project was \$7.3 million, an amount well above what was first estimated. Although the Board of Mayor and Aldermen approved the allocation of a significant amount of money to cover the majority of the project's costs, the Restoration Committee raised funds from private sources to help cover the remaining costs not covered by the BMA's approval. The organization's goal was to raise \$650,000 for the historical restoration of City Hall. Although the committee did not reach its goal, it did raise and donate to the restoration project at least \$150,000 by coordinating various fundraising activities, soliciting donations, and applying for grant funding.

The committee was technically not a local government entity, although it worked closely with the city government in order to efficiently raise funds for the restoration project. Many city officials were involved with the project, most notably Leo Bernier, City Clerk; Richard Houle, Director of the Public Buildings Services Department; and Robert MacKenzie, Planning Director. The committee's primary goal was "to provide financial assistance and appropriate advice and/or guidance to the City of Manchester toward the historical restoration of City Hall during the structure's and City's Sesquicentennial anniversaries through fund solicitation, advertisement, events and other necessary and appropriate activities."¹

City Hall, which was originally built in 1845 and designed by Edward Shaw in a Gothic Revival style, had not undergone a major restoration since the late 19th Century. City Hall was listed on the National Register of Historic Places on June 13, 1975. The City Hall Annex building was constructed in 1904-1905 originally as a county courthouse, and was designed by William M. Butterfield; although the Annex was not the committee's focus, the building was also in less than ideal condition prior to when the restoration project began.

As late as 1996, the exterior of City Hall was still in fair condition thanks to basic maintenance and repairs. The largest concern was signs of deterioration and spallation of the granite masonry. The interior of the building was in poor condition, with multiple concerns including: the deterioration of finishes in public spaces; worn, dirty, and/or damaged carpet, paint, wall treatments, lighting, signs, ceilings, etc.; lack of design uniformity; old mechanical and electrical systems; and non-compliance with the requirements of the American with Disabilities Act.² Additionally, City Hall was no longer accommodating the functional needs of departments, with many offices located in spaces that were not originally designed for their purposes. Public inconvenience resulted from this unfit space.

The City requested proposals from several companies for the restoration project in early 1996. *Harvey Construction Corporation of New Hampshire* located in neighboring Bedford submitted the lowest bid and became the primary contractor, and *Lavallee Brensinger Professional Association* was the architectural firm. Actual restoration activities started in 1997 with the goal of renovating City Hall and City Hall Annex in order to provide a centralized and modern municipal government center for Manchester. The renovation would also accommodate the functional needs of each department while

¹ City Hall Restoration Committee Records. Collection 9800.005. Accession 2005.11. Box 01, folder 27. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

² City Hall Restoration Committee Records. Collection 9800.005. Accession 2005.11. Box 01, folder 03. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

simultaneously incorporating modern technology into a functional layout that was economical, maintainable, and sensitive to the building's original design.³ The project was completed in 1999.

In order to raise funds, the restoration committee heavily publicized the restoration project in a variety of ways. Walter Stiles was constantly seeking donations from companies, foundations, city employees, and private residents; he and the organization applied for grant funding from numerous granting entities; and the committee conducted numerous fundraising activities and outreach events, such as selling commemorative license plates during the City's sesquicentennial.

The City Hall Restoration Committee was made up of volunteers, including Walter A. Stiles (campaign coordinator), Jane Stanton (treasurer), Leo Bernier (clerk), Daniel Sklar (member), Mayor Raymond Wiczorek, and former mayors Sylvio Dupuis (honorary chairman), John Mongan (honorary co-chair), and Emile Beaulieu (honorary co-chair). Walter A. Stiles is credited for being the driving force behind the City Hall's restoration. Stiles was nominated by committee members for a Municipal Volunteer Award from the NH Municipal Association in 1996, and in 2001 a conference room on the City Hall building's second floor was named in his honor to recognize his efforts.

³ City Hall Restoration Committee Records. Collection 9800.005. Accession 2005.11. Box 01, folder 04. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Collection Description

This collection consists of records from the City Hall Restoration Committee, Inc. non-profit organization, and also contains records of its campaign coordinator Walter A. Stiles. It includes construction and design records, general correspondence, grant documents, financial records, photographs, and publicity files from 1990-2006, with a majority of the records created from 1996-1999. No personal records belonging to Stiles are included; only records relating to his work on the committee are included in the collection.

The materials were created by or for the organization for the purposes of raising money for and raising awareness of the City Hall restoration project. It is mainly paper based, but also includes some photographs, videos, and objects.

The collection is a strong representation of the organization's publicity and fundraising activities, especially through the efforts of campaign coordinator Walter Stiles. Records document fundraising activities such as the committee's license plate fundraising sale during the City's sesquicentennial in 1996, the sale of project books and other items, requests for donations and grant-funds, and other activities. It also contains a significant amount of images documenting the interior and exterior of the City Hall and Annex buildings before, during, and after renovations.

Other items of note are the architectural designs of City Hall included in the *Construction and Design* record series, the personal notebooks of Walter Stiles included in the *Publicity Files* record series, a video of the interior of City Hall prior to renovations, and the book titled *The City Hall Restoration Project: A Pictorial Guide to the Restoration of Manchester's Treasured Landmark*, which gives a general overview of the restoration project and includes numerous photographs.

Series Descriptions and Inventory

Series 1: Construction and Design Records, 1990-1997

The majority of this record series was created by the Lavallee/Brensinger Professional Association, which was the architectural firm that was hired by the City for the restoration project. Records include reports, studies, and assessments, most of which contain drawings/designs of the building exterior, floor plans, and room criteria sheets. Other supporting documents may be included, such as correspondence and other planning/construction related documents focusing on the City Hall and Annex buildings. The series also contains some presentation boards, which are cardboard two-dimensional models and renderings of the buildings post-renovation. Some documents include photographs of City Hall's interior prior to renovations.

The series is arranged chronologically.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Space Program for a New City Hall Annex. Report prepared by Ingram/Wallace Architects and Building Diagnostics, Inc., June 15, 1990.	01	01
Proposed Renovations to the Main Lobby Areas (first and second floors). Conceptual study by Lavallee/Brensinger Professional Association, March 1994. Includes interior pictures of City Hall prior to renovations.	01	02
Preliminary Preservation Assessment by Lavallee/Brensinger Professional Association and Elizabeth Durfee Hengen Preservation Consultant, March 28, 1996. Includes interior pictures of City Hall prior to renovations.	01	03
Schematic Submission from Lavallee/Brensinger Professional Association, October 16, 1996.	01	04
Requests for Proposals, 1996	01	05
Renovation Designs to City Hall and City Hall Annex by Lavallee/Brensinger Professional Association, January 21, 1997.	01	06
Blueprints of additions and alterations to City Hall and Annex buildings by Lavallee/Brensinger Professional Association, May 1997.	Map-04	O-1
Layout Plan of Aldermanic Chambers, 1998	Map-04	O-2
Layout Plan of Bench Dedication for Shannon Lee and Charles Bernier, n.d.	Map-04	O-2
Presentation Boards of City Hall and Annex by Lavallee/Brensinger Professional Association, n.d.	Map-04	O-3
Sketches, n.d.	Map-04	O-2

Series 2: General Correspondence, 1996-1998

This series contains correspondence between the restoration committee and other entities, such as the Board of Mayor and Aldermen, the Building Department, and the Special Building Committee. Topics included are various, but are all related to the restoration project.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Board of Mayor and Aldermen, 1996-1997	02	24
Building Department, 1996-1998	02	25
Special Building Committee, 1997-1998	02	26

Series 3: Grant Documents, 1996-1999

The majority of this record series was created by the City Hall Restoration Committee, especially its campaign coordinator, Walter Stiles. Grant funding was sought out to help cover the costs of the restoration project. These files include grant applications and any supporting documents required by the grant foundation. Also included is usually correspondence between Mr. Stiles and the foundation, and press releases for those organizations that awarded funds to the project. Grants were received from the *Norwin S. & Elizabeth N. Bean Foundation (\$50,000)*, *Cogswell Benevolent Trust (\$5,000)*, *Parker Nelson Foundation (\$2,500)* and the *Samuel P. Hunt Foundation (\$30,000)*.

Arranged alphabetically by the name of the grant foundation.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Bean (Norwin S. and Elizabeth N.) Foundation, 1996-1998	01	07
Cogswell Benevolent Trust, 1996-1999	01	08
Continental Cablevision, 1996	01	09
Federal and State Grants, 1996	01	22
Fleet Charitable Trust of New York, 1996-1998	01	10
Hunt (Samuel P.) Foundation, 1996	01	11
Jameson (Oleonda) Trust, 1996	01	12
Kresge Foundation, 1996-1997	01	13
Lindsay Trust, 1998	01	14
McIninch Foundation, 1996-1999	01	15
Parker Nelson Foundation, 1996-1997	01	16
Phillips (Ellis L.) Foundation, 1998	01	17
Putnam Foundation, 1996	01	18
Sidore (Saul O.) Memorial Foundation, 1996-1997	01	19
Silver Charitable Foundation, 1996	01	20
Trust Family Foundation, 1996-1997	01	21

Series 4: Financial Records, 1995-2006

The majority of this record series was created by the City Hall Restoration Committee, or was created for them on behalf of a bank or accountant. Financial records include reports, tax documents, and statements of financial accounts. Reports were created by the committee's accountant and give a general overview of the committee's financial activities and balance of funds. Tax documents include tax returns and form 1099-INT, which is used to document interest earned on income. Statements include those of the committee's checking account and its certificates of deposit accounts.

Arranged alphabetically.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Check to the City from Restoration Committee, 1998	01	23
Reports, 1996-2001	01	24
Statements of Certificate of Deposit Accounts, 1996-2001	01	25
Statements of Checking Account, 1995-2001	01	26
Tax Exempt Status/Charitable Trust Registration, 1998	01	27
Tax Form 1099-INT, 1995; 1997; 2000-2006	01	28
Tax Returns, 1996-1998	01	29

Series 5: Photographs and Video, 1996-2003

This series consists of negative film, black and white photographs, and color photographs of the City Hall's actual renovation and restoration process. It offers exterior and interior images of the City Hall and Annex buildings. Other pictures include related events during and after the restoration project, such as the Grand Re-opening Ceremony and the dedication of the Walter Stiles Conference Room. A video of City Hall was created by the City Clerk's office prior to renovations, and includes footage of the building's interior.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Grand Re-opening Ceremony, 1999	02	20
Merrill Lynch Check Presentation, 1998	02	19
Restoration and Events, 1996-2001	02	21
Restoration and Events, including interior and exterior images of City Hall, 1997-2003	02	22
Video of City Hall and Annex prior to renovations, c. 1997	02	23

Series 6: Publicity Files, 1995-2001

These topical files document the publicity actions of the committee to raise awareness and funds for the City Hall restoration project. The committee publicized their goal through outreach events, fundraising activities, and soliciting donations. Files consist of various items related to a specific topic, including correspondence, lists, photographs, and other related materials. Most of these files belonged to campaign coordinator Walter Stiles, and were used by him to conduct business on behalf of the committee. His marginalia is included on many of the documents.

The series is organized into three sub-series: fundraising files, outreach events, and promotional materials.

6.1: Fundraising Files

These files contain documents directly relating to the committee's efforts to raise funds and donations for the restoration project. Some fundraising activities included the sale of special license plates celebrating Manchester's sesquicentennial in 1996 and the sale of bricks from the City Hall building. The sub-series contains correspondence, personal notes, and lists of donation sources.

Arranged alphabetically by folder title.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Bricks from City Hall, n.d.	01	30
Brochures, n.d.	01	31
Correspondence (A-L), 1996-1998	01	32
Correspondence (M-Z), 1996-1998	01	33
Cote, Raymond, 1998	01	34
Donation Form Templates, n.d.	01	35
Donation Mailing List, n.d.	01	36
Donation Master Lists, 1996-2000	01	37
Donation Negative Responses, 1996-1997	01	38
Donation Thank You Letters, 1996	01	39
License Plate (5 objects), 1996	01	40
License Plate Correspondence and Forms, 1996	02	01
License Plate Designs, c. 1996	02	02
License Plate Registration Lists, 1996	02	03
Notebooks of Walter Stiles, 1995-1997	02	04
Sources of Companies, 1996-1998	02	05
Sources of Foundations, 1996-1998	02	06
Sources of Individuals, 1997-1998	02	07

6.2 Outreach Event Files

Outreach events were planned and executed in order to raise awareness for the restoration project, which would hopefully lead to raising money. Outreach events include a reenactment of the first Board of Mayor and Aldermen meeting, a restoration reception, and the City Hall's grand reopening ceremony in March 1999. The sub-series contains correspondence, lists, programs, artifacts, and other related documents.

Arranged chronologically.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Reenactment of first BMA Meeting, 1996	02	08

Restoration Reception, 1997	02	09
Grand Reopening Ceremony Correspondence, 1998-1999	02	10
Grand Reopening Ceremony Invite List, 1999	02	11
Grand Reopening Ceremony Napkins (object)	02	12
Grand Reopening Ceremony Program, 1999	02	13

6.3 Promotional Materials

Promotional materials include items created to promote the restoration project in general.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
City Hall Poem by Walter Stiles, 1995	02	14
"City Hall Restoration Project: a Pictorial Guide to the Restoration of Manchester's Treasured Landmark" , 2001 (book)	02	15
Municipal Volunteer Award for Walter Stiles, 1996	02	16
Newspaper clippings, 1996-2001	02	17
Press Releases, n.d.	02	18