

AGENDA

BOARD OF MAYOR AND ALDERMEN

March 21, 2006

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

1. Mayor Guinta calls the meeting to order in joint session with the Library Trustees.

2. The Clerk calls the roll.

Board of Aldermen: Aldermen Roy, Gatsas, Long, Duval, Osborne, Pinard, O'Neil, Lopez, Shea, DeVries, Garrity, Smith, Thibault, Forest

Library Trustees: Joanne Barrett, Joseph Sullivan, Kevin Devine, Madeleine Roy, Jeffrey Hickock, Karen Sheehan-Lord

3. Mayor Guinta advises that nominations are in order to fill the unexpired term of Mary Heath; such nominations to be made for a term to expire October 1, 2006.

4. Following nominations, a motion is in order to close the nominations.

5. Unless there be a motion to suspend the rules to confirm the nominations, all nominations made shall layover to the next meeting.

6. If there is no further business to come before the joint session, a motion is in order to adjourn.

7. Mayor Guinta calls the regular meeting of the Board to order.

8. The Clerk calls the roll.

9. Presentation by representatives of Texas Instruments informing the Board about its Manchester-based business activities.

CONSENT AGENDA

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

Informational – to be Received and Filed

- A. Communication from Mayor Guinta advising of the implementation of a new process for seeking grants for the City of Manchester.
- B. Communication from Mayor Guinta advising of the City's withdrawal from the United States Conference of Mayors.
- C. Communications from Airport and Highway relative to recent informal polls taken of their respective employees regarding the health care insurance subsidy referendum question adopted at November 2005 Municipal General Election.
- D. Communication from Thomas Lolicata, Director of Traffic, advising of his retirement from the City of Manchester effective April 1, 2006.
- E. Minutes of a Manchester Transit Authority Commission meeting held on January 31, 2006 and the Financial and Ridership Reports for the month of January 2006.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

- F. Resolutions:

“Amending the FY2005 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Five Thousand Seven Hundred Ninety Seven Dollars (\$45,797) for FY2005 CIP 210105 Homeless Health Care Program.”

“Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the 2005 CIP 711705 WWTF Facility Plan Project.”

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Eight Thousand Dollars (\$8,000) for the 2006 CIP 214306 – 6% Incentive Fund Program.”

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 410706 NH DWI Patrol Program.”

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 410806 NH Speed Enforcement Program.”

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 411906 Manchester School Bus Enforcement Patrols.”

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thirty Seven Thousand Three Hundred Seventy Eight Dollars (\$137,378) for FY2006 CIP 412106 Homeland Security Exercise and Evaluation Program.”

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Six Hundred Four Dollars (\$5,604) for the FY2006 CIP 610606 Housing Rehabilitation/Lead Paint Hazard Remediation Program.”

“Amending the FY2005 and 2006 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Hundred Twenty Five Thousand Dollars (\$125,000) for the 2006 CIP 712006 S. Mammoth Phase 3 Project.”

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

- G.** Advising that funding for improvements at the intersection of South Willow and South Maple Streets have been requested at a presently estimated cost of \$80,000 if performed by the Highway Department. The Committee recommends that up to \$50,000 from CIP 411303 South Willow Street Fire Station Re-roofing be utilized towards this project and that the Planning Board be requested to approve \$30,000 from CIP 710227 South Willow Area Improvements and that the project moved forward.

The Committee notes that applicable resolutions and budget authorizations will be submitted directly to the Board at a later date following consideration by the Planning Board and final estimated costs of the project.

(Unanimous vote)

- H.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$45,797 for FY2005 CIP 210105 Homeless Health Care Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

- I.** Recommending that the Board authorize transfer and expenditure of funds in the amount of \$150,000 for FY2005 CIP 711705 WWTF Facility Plan Project, and for such purpose a resolution and budget authorizations have been submitted.

(Unanimous vote)

- J.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$8,000 for FY2006 CIP 214306 – 6% Incentive Fund Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

- K.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$2,697 for FY2006 CIP 410706 NH DWI Patrol Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

- L.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$2,697 for FY2006 CIP 410806 NH Speed Enforcement Program, and for such purpose a resolution and budget authorization have been submitted.
(Unanimous vote)
- M.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$2,697 for FY2006 CIP 411906 Manchester School Bus Enforcement Patrols, and for such purpose a resolution and budget authorization have been submitted.
(Unanimous vote)
- N.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$137,378 for FY2006 CIP 412106 Homeland Security Exercise and Evaluation Program, and for such purpose a resolution and budget authorization have been submitted.
(Unanimous vote)
- O.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$5,604 for FY2006 CIP 610606 Housing Rehabilitation/Lead Paint Hazard Remediation Program, and for such purpose a resolution and budget authorization have been submitted.
(Unanimous vote)
- P.** Recommending that the Board authorize transfer and expenditure of funds in the amount of \$125,000 for FY2006 CIP 712006 S. Mammoth Phase 3 Project, and for such purpose a resolution and budget authorizations have been submitted.
(Unanimous vote)
- Q.** Recommending that a petition to lay out a portion of Lewis Street be referred to a road hearing to be held on Monday, April 17, 2006 at 5:30 PM in the Aldermanic Chambers.
(Unanimous vote)
- R.** Recommending that a request for a sewer abatement for property located at 396-398 Amherst Street be granted and approved in the amount of \$594.00, as recommended by the Environmental Protection Division.
(Unanimous vote)

- S. Recommending that a request for a sewer abatement for property located at 163 South Mammoth Road be granted and approved in the amount of \$295.20, as recommended by the Environmental Protection Division.
(Unanimous vote)
- T. Recommending that a policy for the removal of graffiti on private property, as enclosed herein, be approved.
(Unanimous vote)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- U. Recommending that a revision to the Bright Ideas Program policy, as enclosed herein, be adopted.
(Unanimous vote)
- V. Recommending that an Administrative Services Manager, salary grade 16, at the Library be reclassified to an Administrative Assistant III, salary grade 14.
(Unanimous vote)
- W. Recommending that a request for reorganization of the management structure of the Health Department, which now provides for the reclassification of two positions and the establishment of one full-time position be approved, and for such purpose advising that it has submitted Ordinance:

“Amending Section 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinances of the City of Manchester.”

outlining abolishment and establishment of various positions relating to this reorganization and having approved same recommends that this ordinance be referred to the Committee on Bills on Second Reading for technical review.

(Aldermen Shea, Garrity, Pinard and Duval voted yea; Alderman Gatsas voted nay.)

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

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

12. Confirmation of the nomination of Cathleen A. Schmidt to succeed Scott W. Ellison as a member of the Manchester Development Corporation Board of Directors, term to expire March 11, 2009.
If the Board so desires, a motion is in order to confirm the nomination of Cathleen A. Schmidt as presented.

13. Confirmation of the nominations to the Board of Adjustment as presented:
Michael Langton to succeed George McNamara, term to expire March 1, 2009;
Brian Desfosses to succeed Steve Freeman, term to expire March 1, 2009; and
Joseph K. Levasseur to succeed Brian Desfosses as an alternate member, term to expire March 1, 2007.
If the Board so desires, a motion is in order to confirm the nominations as presented.

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

15. Mayor Guinta calls the meeting back to order.

OTHER BUSINESS

16. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?

17. State Legislative update by Mayor Guinta, if available.

18. Communication from Mayor Guinta recommending the Board adopt an ordinance to provide for an Acting Director of the Traffic Department to allow the naming of Frank Thomas for such position and further recommending that the Board consider a proposed consolidation of the Traffic Department into the Highway Department.
If the Board so desires, motions shall be in order to suspend rules and adopt the ordinance and to refer the consolidation proposal to the Committee on Administration/Information Systems.
19. Communication from Paul Borek, Economic Development Director, requesting \$33,339.70 be held in contingency in the event such funds are needed by the department at year-end due to the retirement of Jane Hills.
Ladies and Gentlemen, what is your pleasure?
20. Communication from Kevin Dillon, Airport Director, requesting authorization from the Board of Mayor and Aldermen to extend his authority to enter into multi-year agreements on behalf of the Airport or City when situations necessitate immediate commitment or approval for another year.
Ladies and Gentlemen, what is your pleasure?
21. Communication from William Sirak, Chairman of the Manchester Development Corporation, requesting the Board's concurrence in providing a grant in the amount of \$6,000 to be funded out of the MDC Restricted Marketing account to the Manchester Convention and Visitors Bureau.
Ladies and Gentlemen, what is your pleasure?
22. Global Economic Development Strategy prepared by Angelou Economics and presented to the Board on March 6, 2006.
(Note: communication from Mayor Guinta enclosed recommending item be referred to the Manchester Economic Development Office for review and recommendations of future actions for the Board.)
Ladies and Gentlemen, what is your pleasure?

23. Downtown Strategic Development Plan prepared by Hillier Architecture and presented to the Board on March 6, 2006.
(Note: communication from Mayor Guinta enclosed recommending item be referred to the Manchester Development Corporation for review and recommendations of future actions for the Board.)
Ladies and Gentlemen, what is your pleasure?

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

“Amending the FY2005 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Five Thousand Seven Hundred Ninety Seven Dollars (\$45,797) for FY2005 CIP 210105 Homeless Health Care Program.”

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If the Board so desires, a motion is in order that the Resolutions pass and be enrolled.

TABLED ITEMS

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

25. Petition to discontinue a portion of Union East Back Street.
(Tabled 12/19/2005 at Road Hearing.)
(Note: report of the Committee on Community Improvement enclosed.)

26. Report of the Committee on Administration/Information Systems advising that it has accepted a report from Manchester Communication Access Media, Inc. (MCAM) indicating they are operational and fully functioning at their current location and submitting a list of expenditures, and is forwarding same to the Board for informational purposes.
(Aldermen O'Neil, Smith, Forest and DeVries voted yea; Alderman Lopez was absent.)
(Tabled 02/21/2006 pending further information. Mr. Lahr has requested this item remain tabled until March 21, 2006 at which time a presentation shall be made.)

27. Report of the Committee on Public Safety and Traffic recommending that the following question:

“Are you in favor of requiring that all drivers in the State of New Hampshire carry motor vehicle liability insurance.”

be forwarded to the voters as a non-binding referendum question at the November 7, 2006 General Election.

(Unanimous vote)

(Tabled 03/03/2006 pending further discussion with the State of NH Insurance Department.)

28. **NEW BUSINESS**

- a) Communications
- b) Aldermen

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



City of Manchester

Office of the Mayor
Hon. Frank C. Giunta

To: All Department Heads
From: Craig Smith, Assistant to the Mayor
Date: March 15, 2006
Subject: New Process for Seeking Grants for Manchester

Below is the new process for seeking out grants that the Mayor would like to implement effective immediately. Please let me know if you have any questions.

Each Dept should identify a Grant Coordinator for the department. This person will be the point person for all grants pertaining to that department. Department Grant Coordinators should be a preexisting member of the department staff who has above average communication skills and a good understanding of the department's subject matter. No additional taxpayer money should be dedicated to this process. The goal is to use preexisting department resources to bring in outside money.

Department Heads are expected to notify Craig Smith (Mayor's Public Affairs Advisor) who their Grant Coordinator is and provide him with all of their contact information. Department Heads should also notify the Mayor's office when/if they ever change their Grant Coordinator.

The Department Grant Coordinator will be responsible for regularly searching for grants, matching up grants with department needs, writing proposals for the grants, and submitting the grant proposal. The Department Grant Coordinator is also the person that will be advertised as the person to contact when someone outside of the Department identifies a grant that may be of benefit to that department.

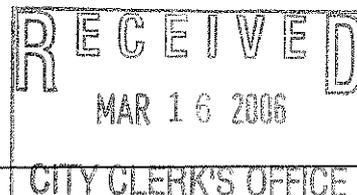
Dennis Hebert or a VISTA Volunteer designee will train each Grant Coordinator on how to find grants and how to write proposals. Writing successful grants is a skill that should be taught and then fine tuned through experience, but can be done. Having a person that deals with the subject matter on a daily basis trained and writing the grants will be much more effective than a third person relying on secondhand information will.

Craig Smith will oversee the Grant process and should be notified of all grants applied for by the Department Grant Coordinator. Each Friday, the Department Grant Coordinator will update Craig on the status of their grants. Craig will keep the data in spreadsheet that will track all of the grants applied for in the City.

Craig will also be actively seeking out new grants, and will notify the appropriate Department Grant Coordinator when he finds something that may help their department.

The Mayor's Office has considerable contacts in both the State and Federal Governments. Once a grant is applied for, if the Department Grant Coordinator feels that a phone call and/or letter from the Mayor would help, one can be arranged. The Department Grant Coordinator would have to notify Craig that a call would be needed, and provide him with as much information about the grant as possible so he can brief the Mayor prior to the call.

Departments should identify a Grant Coordinator and submit to Craig Smith (csmith@manchesternh.gov) that person's name and contact information by Friday, March 24. Once all departments have submitted information, a training schedule will be arranged with Dennis Hebert and the coordinators will be contacted.





THE UNITED STATES CONFERENCE OF MAYORS

1620 EYE STREET, NORTHWEST
WASHINGTON, D.C. 20006
TELEPHONE (202) 293-7330
FAX (202) 293-2352
URL: www.usmayors.org

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RECEIVED

MAR 9 2006

MAYOR'S OFFICE

March 7, 2006

The Honorable Frank C. Guinta
Mayor of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Mayor Guinta:

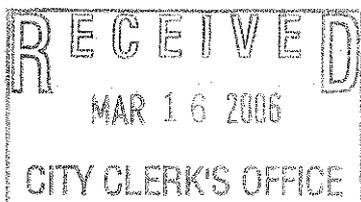
On behalf of the officers and members of The United States Conference of Mayors, please accept this letter as confirmation that we are in receipt of your request to cancel your membership with the Conference. We are disappointed to lose you as one of our valued members. However, thank you for your support and participation over the years.

We have canceled service on the City of Manchester membership and ask that you please disregard any invoices that you receive in the near future. We hope that you rejoin us at some future time.

If I can be of service in the future, please do not hesitate to call me at 202-861-6702 or email me at ddehaney@usmayors.org.

Sincerely,

Debra DeHaney-Howard
Assistant Executive Director



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BEVERLY O'NEILL
Mayor of Long Beach
- Vice President:
MICHAEL A. GUIDO
Mayor of Dearborn
- Past Presidents:
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Mayor of Louisville Metro
RICHARD M. DALEY
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JOSEPH P. RILEY, JR.
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Mayor of Atlanta
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Mayor of Detroit
CARLOS MAYANS
Mayor of Wichita
PATRICK McCRORY
Mayor of Charlotte
LAURA MILLER
Mayor of Dallas
GAVIN NEWSOM
Mayor of San Francisco
MARTIN O'MALLEY
Mayor of Baltimore
BART PETERSON
Mayor of Indianapolis
JORGE A. SANTINI
Mayor of San Juan
JOHN F. STREET
Mayor of Philadelphia
JUDITH VALLES
Mayor of San Bernardino
L. DOUGLAS WILDER
Mayor of Richmond, VA
SHELIA YOUNG
Mayor of San Leandro
- Executive Director:
TOM COCHRAN



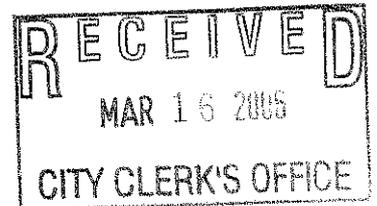
Manchester Airport
One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
<http://www.flymanchester.com>

Kevin A. Dillon
Airport Director

RECEIVED
JAN 10 2006
MAYOR'S OFFICE

MANCHESTER AIRPORT MEMORANDUM

TO: Mayor Frank Guinta
FROM: Kevin A. Dillon, Director
DATE: January 9, 2006
RE: Health Insurance Subsidy Referendum Question



As you are aware, the ballot for the November 8, 2005 City of Manchester General Election included a referendum question regarding the establishment of a Section 401(h) "subtrust" for the payment of a health insurance subsidy to eligible Contributory Retirement System participants.

In the weeks following the election, several City of Manchester Department of Aviation employees began to voice their concerns about the process followed leading up to the passage of the health insurance subsidy by City of Manchester voters. It became quite apparent that a number of airport employees were either unaware and/or unhappy that a small group of retirement system participants took it upon themselves to submit legislation creating the health insurance subsidy without conferring with all Contributory Retirement System participants.

When questions and concerns regarding the health insurance subsidy increased, I determined that it was in the best interest of the airport to provide all City of Manchester Department of Aviation employees with additional information about the health insurance subsidy. I also decided to conduct a survey to determine whether a majority of airport employees perceived the new health insurance subsidy as a "benefit."

In December of 2005, the airport developed and distributed the attached health insurance subsidy information sheet and two-question survey to all City of Manchester Department of Aviation employees. Employees were given two weeks to anonymously complete and submit their surveys. More than 70% of all airport employees responded and I think you'll find the results quite revealing.

When asked if they were aware that a self-appointed group of Contributory Retirement System participants drafted, submitted and successfully lobbied the passage of a bill in the New Hampshire Legislature creating a Section 401(h) "subtrust" for the payment of a health insurance subsidy to retirees:

Survey memo

Page 2.

- **More than seventy-one percent (37 out of 52 survey respondents) answered "NO" they were not aware of the new health insurance subsidy.**
- **Of the 15 survey respondents that answered "YES" they were aware, a vast majority stated that they had either learned about the initiative "just prior to" or "just after" the November election.**

When asked if they supported the Contributory Retirement System Health Insurance Subsidy as proposed:

- **More than ninety-four percent (49 out of 52 survey respondents) answered "NO" they did not support the health insurance subsidy as proposed.**

Mayor Guinta, it's possible that the dramatic results from the airport's health insurance subsidy survey do not adequately reflect the majority opinion of all City of Manchester employees. If I might suggest, there may be some real value in surveying more City of Manchester employees to help determine an accurate level of support for the new health insurance subsidy.

I hope that you will find this information helpful. I am available to discuss this matter further if needed.



**CITY OF MANCHESTER
DEPARTMENT OF AVIATION EMPLOYEES**

CONTRIBUTORY RETIREMENT SYSTEM SURVEY

During the November 8, 2005 general election, the citizens of Manchester passed a referendum question on the ballot that ratified a health insurance subsidy bill passed earlier this year by the NH Legislature. Here are some important facts about the health insurance subsidy passed by Manchester voters.

- An additional 1.25% of your weekly paycheck will be deducted to cover the health insurance subsidy beginning in February. This is not optional!
- A health insurance subsidy of up to \$200/month (indexed annually at 4%) is available for qualified Contributory Retirement System participants upon retirement.
- According to Pension Plan Administrator Gerry Fleury, “approximately 84% of all Contributory Retirement System participants will not use the health insurance subsidy as proposed.”
- A monthly health insurance subsidy of up to \$100/month (indexed annually at 4%) will be paid to past city employees who never contributed to the health insurance subsidy fund.
- The subsidy can only be used for city provided health insurance and cannot be used for anything else. If a retiree elects not to take the City’s health insurance, he/she loses all the money they contributed to the fund.
- The health insurance subsidy is only for the retiree and can only be applied to the retiree’s portion of the City’s health insurance payment. It cannot be applied toward a subsidy for a spouse or beneficiary.
- If employees are not vested (5 years) and leave the city, they lose all the money they contributed to the health insurance subsidy fund.
- The health insurance subsidy is not transferable to a husband, wife or any other beneficiary when the employee dies.
- The proposed health insurance subsidy will cost the City of Manchester taxpayers more than \$15 million dollars over the next decade.

2

Airport Director Kevin Dillon is concerned that City of Manchester Department of Aviation employees were never asked if they wanted a health insurance subsidy (as proposed), nor were they included in any communications about the development, submittal or passage of the health insurance subsidy bill by the NH Legislature.

Please answer the following two questions honestly to help Kevin determine if and when airport employees were first aware of and involved with the health insurance subsidy process. Thank you.

QUESTION ONE:

Were you aware that a self-appointed group of Contributory Retirement System participants drafted, submitted and successfully lobbied the passage of a bill in the New Hampshire Legislature creating a Section 401(h) "subtrust" for the payment of a health insurance subsidy to retirees? Please circle one.

YES

NO

If you were aware, WHEN and HOW did you learn about the health insurance subsidy?

QUESTION TWO:

Do you support the above-referenced Contributory Retirement System Health Insurance Subsidy as proposed? Please circle one.

YES

NO

Please complete the survey and return to the collection box located in Brian O'Neill's office no later than January 6th.

Kevin thanks you for your participation.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

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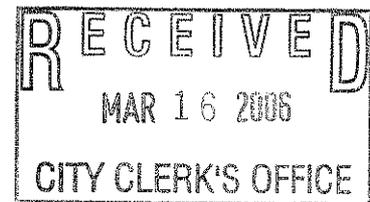
JAN 27 2006

MAYOR'S OFFICE

January 26, 2006

The Honorable Frank C. Guinta, Mayor
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Re: *Health Insurance Subsidy Referendum Question*



Dear Mayor Guinta:

Last week, the employees of the Highway Department participated in a voluntary survey regarding recent changes to our contributory retirement plan. Please note that 85 of our 182 employees participated in the survey. For your information, attached is the survey results.

Sincerely,

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

/cd

Encl.



CONTRIBUTORY RETIREMENT SYSTEM SURVEY

Question # 1

Were you aware that a group of Contributory Retirement System Participants, not the Retirement Board, drafted, submitted and successfully lobbied the passage of a bill in the New Hampshire Legislature creating a Section 401 (h) "subtrust" for the payment of a health insurance subsidy to retirees?

No's -49

No's with comments -5

1. I was under the impression that this was well thought out and endorsed by the Retirement Board. I read a brief write up in the Union Leader, sometime in November or earlier and I voted in favor of it at the November 8th election.
2. Talk at Shop
3. Did hear rumors, membership should have been involved.
4. I was not aware but it seems to me this plan was pushed through to benefit a small percentage of people.
5. I thought the retirement Board drafted the bill

Total number of No's -54

CONTRIBUTORY RETIREMENT SYSTEM SURVEY

Question # 1

Were you aware that a group of Contributory Retirement System Participants, not the Retirement Board, drafted, submitted and successfully lobbied the passage of a bill in the New Hampshire Legislature creating a Section 401 (h) "subtrust" for the payment of a health insurance subsidy to retirees?

Yes's -9

Yes's with comments -21

1. Emails asking for support to hold signs at the polls
2. Informed of what it entailed, week or two before it passed vote, Heard a bit about it when they were looking for money for signs
3. Emailed us for helping at polls before election
4. I knew it was successfully lobbied but I didn't know the bill was put together by the Contributory Retirement System, not the Retirement Board
5. I don't remember how or when.
6. I don't remember how or when
7. Learned from members of the Advisory Committee of the Retirement Board, learned months before going to Concord.
8. Fellow employees
9. Word of mouth
10. Talked about it for years
11. When our Union President informed us prior to elections
12. Five days before the vote I found out from someone from EPD, I work at Highway Dept. I thought the money was coming out of retirement and city funds, not us paying every week at 1.25%.
13. Email
14. August-September 2005 from Retirement Website.
15. Summer 2005, in discussions with co-workers @ Highway
16. I can't recall
17. Work
18. An email was sent out prior to the November election asking for volunteers to hold signs at the polls in support. Several people responded with information, pros, cons, opinions, etc.
19. Word of mouth, I believe members of the Retirement Advisory Committee. Sometime in July or August I know this is something we have been trying to get for years.
20. Several months before the vote from a committee member
21. From postings and retirement board members.

Total number of Yes's -30

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CONTRIBUTORY RETIREMENT SYSTEM SURVEY

Question #1

Were you aware that a group of Contributory retirement Sysytem Participants, not the Retirement Board , drafted, submitted and successfully lobbied the passage of a bill in the New Hampshire Legislature creating a Section 401 (h) "subtrust" for the payment of a health insurance subsidy to retirees?

Blank - 1

Total number of Blanks -1



CONTRIBUTORY RETIREMENT SYSTEM SURVEY

Question #2

Do you support the above-referenced Contributory Retirement System Health Insurance Subsidy as proposed?

No's -54

No's with comments -2

1. In support of the deductions being used fore retired employees who paid into the "system". What happens if the employee is laid off?
2. General membership should have voted on it first. If majority wanted it, then and only then should it have been pursued!

Total number of No's -56



CONTRIBUTORY RETIREMENT SYSTEM SURVEY

Question #2

Do you support the above referenced Contributory Retirement System Health Insurance Subsidy as proposed?

Yes's -29

Total number of Yes's -29

CITY OF MANCHESTER
Department of Traffic



Thomas P. Lolicata
Traffic Director

James P. Hoben
Deputy Traffic Director



Administrative Services Manager
Denise Boutilier
Email: dboutilier@ci.manchester.nh.us

March 1, 2006

Mayor Frank Guinta
City Hall
1 City Hall Plaza
Manchester, NH 03103

Dear Mayor Guinta:

I am writing this letter as confirmation of my retirement from the City as of April 1, 2006.

I have completed forty-three (43) years of service and the time to retire has arrived. It has been a pleasure to work with you as an alderman and for you as a Mayor. It has been a privilege to serve this Board of Aldermen and all the previous boards dating back to 1963. I have worked with every department in the city, many department heads and numerous employees during these years and these relationships have led to many friendships.

I wish you and the aldermen good health and the best of luck on maintaining a good relationship for making Manchester a great city to live in.

Sincerely,


Thomas Lolicata
Traffic Director

480 Hayward St., Manchester, NH 03103 Phone: (603) 624-6580 Fax: (603) 624-6583
E-Mail Address: traffic@ci.manchester.nh.us Web Site: www.ManchesterNH.gov

**MANCHESTER
TRANSIT AUTHORITY**

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



JOHN H. TRISCIANI, CHAIR
DAVID F. JESPERSEN, VICE CHAIR
JOSEPH J. DESELLE
PETER ESCALERA
MAUREEN A. NAGLE

DAVID SMITH
EXECUTIVE DIRECTOR

March 2, 2006

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

Dear Leo,

The MTA Commissioners held a monthly Commission Meeting on Wednesday, March 1, 2006. Enclosed are the approved Minutes of the January 31, 2006 Commission Meeting, and the Financial and Ridership Reports for the month of January 2006.

The next scheduled Commission Meeting will be Tuesday, March 28, 2006 at 5:00 PM.

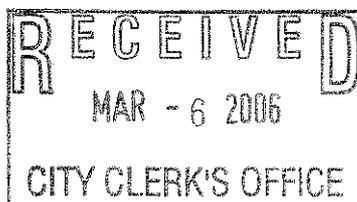
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures



MANCHESTER
TRANSIT AUTHORITY

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JOHN H. TRISCIANI, CHAIR
DAVID F. JESPERSEN, VICE CHAIR
JOSEPH J. DESELLE
PETER ESCALERA
MAUREEN A. NAGLE

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

January 31, 2006 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Vice Chairman David F. Jespersen
Commissioner Joseph J. Deselle
Commissioner Peter Escalera
Commissioner Maureen A. Nagle

PERSONNEL PRESENT:

David Smith, Executive Director
Karyn Bennett, Assistant Executive Director
William J. Cantwell, Supt. of Administration
Evan P. Rosset, Operations Planning Manager
Paul Beauregard, Shop Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
- b. Minutes of January 3, 2006 Commission Meeting. JESPERSEN made a motion to approve the January 3, 2006 Commission Meeting minutes as presented. Seconded by DESELLE. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. Financial Report for December 2005. DESELLE made a motion to approve the Financial Report for December 2005. Seconded by NAGLE.

Transit Operation: CANTWELL reported as of December 31st both divisions are in good shape. The transit operation is under budget, but that will change with fuel and utility costs rising. Transit revenue was \$7,099; 2.72% more than budget and operational revenue from farebox and ticket sales was \$3,374; 12.16% less than budget. Farebox income was \$1,228 less than the budget and approximated

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\$738 per day. Expenses were \$13,684; 4.69% more than budget. Variances were fringe benefits and materials and supplies. Fringe benefit variances were health and dental insurances, and transit operator sick leave utilization. Material and supply variances were related to fueling of MTA vehicles, installation of new alarm system, and repairs to the heating system.

School Operation: CANTWELL reported revenues were \$6,492; 2.76% more than budget due to higher school charter revenue. Expenses were \$31,144; 12.50% less than budget. The variances were wages, fringe benefits, and insurances. Wages are related to the decreased need for training. Since school labor is in line with the budget, there is a decrease in trainer/trainee costs, less drug and alcohol pre-employment testing, and no advertising. Fringe benefit variance was a timing issue related to payment of holidays (Thanksgiving and day after.) Insurance variance will be on-going.

CANTWELL referenced the School Capital Replacement Fund. He explained at the end of December there was \$185.86 remaining in the account. At the end of December he withdrew \$15,000 from that account to cover the December 29th check run and on December 31st the School District paid their December bill.

CANTWELL explained on January 11th our Federal grant for 2006 was executed and he was able to draw down over \$601,000. Our January cash position is in better shape.

TRISCIANI commented on the overtime. CANTWELL explained year-to-date transit operator wages are roughly \$7,000 over budget.

The check register was reviewed. TRISCIANI stated the checks written for daycare reimbursement should be noted with an explanation.

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Accounts Payable register was reviewed. CANTWELL explained most of the outstanding school charter invoices have been paid. He also cleared up the overdue NH Unemployment account; there were \$7,000 in outstanding invoices. SMITH will work on the First Student-Boston invoice. JESPERSEN questioned the \$250 Senior Companion Program check. CANTWELL will research. All Commissioners in favor of approving Financial Report for December 2005.

b. **Operations Reports for December 2005.**

Transit-School Report:

Transit: BENNETT reported December was a quiet month. On December 7th SMITH and ROSSET attended a conference held by the UNH Institute on Disabilities. The purpose of that meeting was to discuss the results of a NH poll regarding transportation needs and the effectiveness of existing transportation. During the month she and ROSSET met with the Valley Street Stop and Shop manager and have since added that store on Wednesday to the Shopping Shuttle schedule. On December 9th we carried 16 passengers free of charge to and from the Mayor's Luncheon. At the end of the month SMITH, ROSSET, BEAUREGARD, and she were involved with a preproduction conference call for the new Gillig buses.

PORTER explained the spare transit bus situation. She said we are down to two spare buses and one spare Stepsaver van. She is looking at ways to shuffle buses around. We have 6 months before the new buses arrive and keeping our fingers crossed for no accidents or engine failures. SMITH explained at the April meeting the Board approved purchasing a used engine. That engine was installed but was bad and had to be returned. Since that time the supplier has not received

a suitable used engine. Another 1991 bus has been permanently placed out of service this past week. Since we are five months from receiving new buses, it is not worth putting money into the out of service buses, but it does put us in a crunch when mechanical problems happen to the remaining fleet.

School: BENNETT reported attendance has been good. We currently have eighty-six active school bus drivers. Training will resume mid March to build up the forces for the spring charter season. They are still meeting weekly with Athletics Director Dave Gosselin. Mr. Gosselin has set up a new system that when changes are made to the athletic charter schedule he e-mails changes to MTA and coaches.

TRISCIANI stated Mr. Gosselin spoke highly of BENNETT at a recent School Board meeting.

Transit Statistics Ridership Report: ROSSET commented there were five missed trips in December; all were weather related. He explained a missed trip is anything over 15 minutes late and although we ran setbacks, at that point they count as a missed trip. He said 94% of our trips are on time and we want to shoot for 95%. At this point there is not a lot we can do to adjust the times because the COA is almost complete, but if it drops further we will have to take steps to address the problem.

ROSSET explained ridership is slightly down for December as compared to last year; but is still up for the year. TRISCIANI asked if we were still using two buses for Verizon events. BENNETT replied we are only sending one bus, but will plan accordingly for a big event.

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Maintenance Report: BEAUREGARD reported there were fourteen transit, two E&H, and twenty-four school bus inspections scheduled and completed. No buses were towed and road calls were down because operators are swinging buses into the yard for repair service and taking out another bus. He said having extra drivers is helping the Maintenance Department from going out and doing road calls. BEAUREGARD reported diesel fuel is going down but gas is still going up; we use mostly diesel fuel and the City uses gas. There were 30 hours in overtime; 90% was for snow removal. City work orders are low but next month will start inspecting about 30 City vehicles. BEAUREGARD reported there were no on the job injuries.

NEW BUSINESS

3. a. **Approved Audited FY 2005 Financial Statement.** CANTWELL referenced the balance sheet explaining this separates the two divisions and breaks down the general and school bus funds as of June 30, 2005. He said at the end of June the school bus fund had \$256,000 in cash and our December financial report reflects the school bus fund was down to \$16,000. The \$240,000 was used to purchase buses, computer equipment, and software. On the income statement the general fund had a loss of \$269,560 for the year. That number includes depreciation, and when depreciation is added back we generated net income of about \$25,000. The school fund had an accounting loss of \$43,448 and when depreciation is added back we generated \$150,000 in revenue. This revenue was used in part to pay for new bus radios. The transit division's capital contributions were \$657,054 for purchase of buses, radios, computer equipment, and accounting software. There was a net change in assets in the transit division of \$388,048 and a loss in the

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school net assets of \$35,523. JESPERSEN asked if the school buses purchased show up on the contributions/gains. CANTWELL said they aren't capital contributions, a capital contribution is what the transit division generates; 80% of the money comes into the company from the Fed's, 20% from the City, and next year the State's match. We purchase school buses with our money from the school bus fund, it is not a contribution. JESPERSEN asked where the intercity terminal is reflected in the financials. It was explained the terminal repairs are on the balance sheet and income from the terminal is on the income statement because we are the recipient of the federal funds. The terminal is a City asset and would be reflected on the City's balance sheet. NAGLE made a motion to approve the FY 2005 Audited Financial Statement. Seconded by DESELLE. All Commissioners in favor.

- b. **Regional Council on Aging – Free Fares for Seniors.** ROSSET said Mr. Phil Valley from the Moore Center contacted SMITH as a representative from the Regional Council on Aging. Mr. Valley said there are transit systems that allow seniors to ride free and asked if the MTA would do this for a one-month trial period. SMITH researched and he couldn't find a transit system that offered free service to seniors. ROSSET and SMITH feel that is too short a time span because that is not an adequate amount of time to get the word out, so if we did do a trial period it should be for three months, during the summer. ROSSET explained the COA's passenger survey indicates seniors are about 11% of our riders. He estimates next summer between 11,000 to 14,000 passengers will be seniors and the estimated loss of fare revenue would be between \$5,000 and \$8,000 for a 3-month trial program. SMITH realizes this is a difficult time for Commissioners to

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offer free service since we don't know what is going to happen with the budget this year, but is seeking their guidance. TRISCIANI feels the timing is bad and he wants more information. NAGLE said if we start giving people free service, every other organization would want the same treatment. SMITH agreed saying it was less than a year ago that the Minority Health Coalition asked for a fare reduction for their clients. JESPERSEN agreed with NAGLE, it would invite a lot of other organizations wanting free rides for their clients. JESPERSEN recommended having the Regional Council on Aging fund a one time only travel training program. They could get 30 or 40 people interested in learning how to use the bus system, we could do the training, and at the end of the class we could give out a free monthly pass to the attendees. This would allow only the seniors going through the program free service for one month. ROSSET said STS and Easter Seals have been working on grant applications for this type of free training and service programs. He said it is hard to find a group that is willing to consistently fund something like this year after year. NAGLE said she believes we should increase ridership as well as our income. JESPERSEN feels the senior passes are discounted enough. TRISCIANI said we should concentrate on the COA right now and suggested the Board defer any decision. NAGLE made a motion to table this request from Regional Council on Aging. Seconded by DESELLE. All Commissioners in favor.

- c. **Nominations Chair and Vice Chair for 2006.** JESPERSEN nominated TRISCIANI to serve as Chairman. With no further nominations, JESPERSEN made a motion for TRISCIANI to serve as Chairman. Seconded by NAGLE. All Commissioners in favor. TRISCIANI nominated JESPERSEN to serve as Vice

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Chairman. With no further nominations, TRISCIANI made a motion for JESPERSEN to serve as Vice Chairman. Seconded by DESELLE. All Commissioners in favor.

OLD BUSINESS

4. a. **Approve School District and MTA 3-Year Contract.** SMITH said there are two remaining open issues in the new contract that the attorneys are now involved with. As to the first issue, he explained in the previous contract there is language that states “the District may require the carrier to remove any driver for just cause.” The School District is objecting to that language and they now want the right to remove anybody, including staff members, without proof of cause. SMITH informed the School District this is not acceptable. SMITH presented the Board with the latest version of the draft contract that our attorney drafted and referenced Section XIII. Staff is comfortable with this language because it gives the School District what they want, but does not limit the MTA. It details how we deal with problems and he would be pleased if the School District accepts this revision. As to the second open issue, SMITH stated he is still waiting for draft language from the School District for Section XXVI, paragraph B, regarding penalties. They propose to fine us \$100 if they notify us of an operating problem and we don’t resolve the problem, requiring the District to intervene. SMITH said he wants them to be specific about what kind of operating problem, what does it mean for them to intervene, and what is advanced notice. He said they can’t explain it, and it’s too vague. All the other penalty issues are very specific, and SMITH does not feel comfortable having something that vague in the contract.

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The Commissioners discussed the first issue, about employee control. SMITH said they also want to pre-approve our new hires. TRISCIANI said we are obligated to do criminal and background checks on new employees by State law. He asked why the School District feels it needs more. SMITH explained we have difficulty getting sufficient manpower. We have paid training and that is an incentive for somebody to start earning money. Applicants will not wait very long from the time they apply to the time they want to start earning money. Anything that slows down the process between the time they make an application and the time they are able to start training encourages them to walk away. He doesn't want the School District affecting our ability to meet their requirements because of their review. NAGLE asked how long it takes to do a criminal background check. SMITH explained every trainee is hired contingent on his or her ability to get the State of NH School Bus Certificate. If they can't get the State's Certificate then they are not eligible to work and they know that when they sign up. The criminal background check comes back during training. BENNETT said our pre-hire screening includes, pre-employment drug testing, DOT physical, and a motor vehicle record check with Concord. Once they have are cleared their pre-employment requirements, we start training and then do the fingerprint/criminal background check, which takes about two weeks. TRISCIANI indicated he doesn't like the fact that they can have office personnel fired. SMITH said if this language were to stay in, there would have to be an investigation. TRISCIANI said there are procedures the Union and management have to follow when someone is fired. NAGLE stated it sounds like they want to take over the school bus operation. She feels we are leaving ourselves open to

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litigation by the employees if they start saying we don't like this person; get rid of him or her. We don't tell them who to hire or fire. SMITH said their position is they are the customer and we are the provider. NAGLE said we provide a service, not the right to come in and tell us how to do it. TRISCIANI said if we did sign this contract and they direct us to remove a particular driver and we remove that driver, the Union has to get involved. The Union would still have to support that driver or that driver could go to the Labor Board, and then the State Labor Board will come after us.

TRISCIANI does not want to give them control over our staff. SMITH asked if the Board would like him to counter propose the old language that they can require us to terminate a driver for just cause. TRISCIANI said he is not willing to vote until he sees the full contract in writing.

SMITH asked if there were other areas of the contract that the Board would like explained or have any problems with. TRISCIANI said everything in this contract is in favor of the School District and it is not a proper contract between two public bodies.

SMITH asked if they want to do more than just reject that one paragraph in penalties. TRISCIANI feels penalties don't have to be dragged out three pages and that there has to be some cooperation from both sides. SMITH said with regard to the penalties, they say they want their penalty language in there because that is what is in private contracts. SMITH said that is true in some big cities, but not true in NH. A private contractor would expect that penalties would impact their profit, but we don't price things to make a profit, in fact the School District ensures we don't make a profit in their negotiation of rates. When we are dealing

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with penalty language we are not dealing with risking less profit, we are dealing with survival of the agency. So they can't make this like a private contract when it is two public bodies. SMITH asked if the Board would like him to limit to rejecting those two items, or do they want him to go beyond those two items. NAGLE agreed it's too one sided. SMITH said the risk of rejecting those two items is that they could go out for bid. However, if they did, SMITH feels they would scare any private contractor away with their contract language. TRISCIANI agreed. TRISCIANI suggested that staff complete those two issues and bring back to the Board. TRISCIANI made a motion to table the contract until the two open items are completed. Seconded by NAGLE. All Commissioners in favor.

- b. **FY 2007 Transit Operating Budget.** SMITH said last month the Board was presented with the preliminary transit budget and it has since been completed and given to the Mayor. The MTA has not been scheduled to meet with the Mayor, but he understands other City Departments are defending their budgets. SMITH said the three areas of concern are the same as last year; health insurance, fuel, and liability insurance. We project the liability insurance at a 20% increase, and fuel at \$2.00 per gallon like other City Departments. CANTWELL explained we reduced the pay rate estimate to a level in line with inflation over the past couple of years, and we cut one Maintenance position. SMITH explained how we were able to reduce one Maintenance position. He said during last fiscal year, we needed to hire a Class B mechanic to replace a Class A mechanic who was retiring and we knew we were going to hire an additional mechanic for another person retiring within the year, so we hired two people at Class B rate until we

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could get past the two retirements. The last retirement will occur this summer. JESPERSEN asked about the depreciation expenses. CANTWELL stated this is the last year the building depreciates. Items are falling off the depreciation schedule as items are being added on. JESPERSEN asked how many buses are depreciating. CANTWELL replied any vehicle purchased since 1998.

NON-PUBLIC SESSION

5. a. **Non-Public Session Per RSA 91-A:3, II. (e).** NAGLE made a motion to go into Non-Public session per RSA 91-A:3, II. (e). Seconded by DESELLE. TRISCIANI, JESPERSEN, and ESCALERA voted yea. The Board went into Non-Public session at 6:47 PM. At 7:10 PM, on a motion by ESCALERA, seconded by JESPERSEN, with TRISCIANI, DESELLE, and NAGLE voting yea, the Non-Public session adjourned. TRISCIANI reported this session was advisory only and no motions were made.

OTHER BUSINESS

6. a. **Date for Next Meeting.** Wednesday, March 1, 2006.

With no further business to come before the Board, ESCALERA made a motion to adjourn the meeting at 7:15 PM. Seconded by NAGLE. All Commissioners in favor.

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Transit

January 2006

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Manchester Transit Authority
Income Statement Transit
For the Seven Months Ending January 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	\$17,803.51	\$15,000.00	\$124,125.85	\$116,250.00	\$7,875.85
Adult Fares	3,315.00	2,300.00	16,012.00	16,100.00	(88.00)
Adult Monthly Fares	3,630.00	2,100.00	17,754.00	14,700.00	3,054.00
Senior Citizens Fares	790.00	800.00	6,881.50	5,600.00	1,281.50
Senior Citizen Monthly Fare	860.00	1,000.00	8,362.50	7,000.00	1,362.50
Disabled Rider Fare	2,004.76	1,500.00	12,043.62	10,500.00	1,543.62
Student Fares	(162.00)	300.00	1,994.75	2,100.00	(105.25)
Total Farebox and Tickets	28,241.27	23,000.00	187,174.22	172,250.00	14,924.22
Shuttle and Excursions					
Shopping Shuttle	1,020.00	1,000.00	7,080.00	7,000.00	80.00
Excursion Revenue			2,591.50	2,400.00	191.50
Total Shuttle and Excursions	1,020.00	1,000.00	9,671.50	9,400.00	271.50
Other Revenue					
Sale of Fuel to City Departments	28,235.10	25,000.00	194,488.33	175,000.00	19,488.33
Sale of Maintenance Service to City	599.87	2,000.00	20,645.17	14,000.00	6,645.17
Advertising Revenue-Bus	5,934.50	5,000.00	43,561.24	35,000.00	8,561.24
Rental of Inncity Terminal	800.00	800.00	5,600.00	5,600.00	
Sale of Vehicles and Equipment			1,427.50		1,427.50
Sale of Scrap Materials	66.30		385.35		385.35
Interest Income	644.80	500.00	4,003.60	3,500.00	503.60
Photo Picture ID Revenue	16.00	25.00	78.00	175.00	(97.00)
Other Non-Transp. Revenue	0.01	25.00	42.52	175.00	(132.48)
Total Other Revenue	36,296.58	33,350.00	270,231.71	233,450.00	36,781.71
Total Operational Income	65,557.85	57,350.00	467,077.43	415,100.00	51,977.43
Operating Assistance					
City of Manchester	89,557.58	89,558.00	626,903.06	626,906.00	(2.94)
Town of Bedford	3,400.00	3,400.00	24,100.00	23,800.00	300.00
State of New Hampshire	4,473.60		34,153.60		34,153.60
Federal Operating Subsidy	116,196.00	106,926.00	786,746.00	748,482.00	38,264.00
Total Operating Assistance	213,627.18	199,884.00	1,471,902.66	1,399,188.00	72,714.66
Total Revenue	279,185.03	257,234.00	1,938,980.09	1,814,288.00	124,692.09
Expenses					
Labor					
Transit Operator Wages	61,106.59	60,853.00	408,015.87	396,878.00	11,137.87
Transit Operator Overtime Wages	4,408.39	4,991.00	39,109.04	35,268.00	3,841.04
StepSaver Operator Wages	11,567.52	11,040.00	81,592.38	77,659.00	3,933.38
StepSaver Operator Overtime Wages	602.06	2,630.00	6,619.74	18,410.00	(11,790.26)
Mechanic Wages	11,708.54	12,720.00	89,234.56	92,675.00	(3,440.44)
Mechanic Overtime Wages	590.05		3,537.84		3,537.84
Transp. Admin Wages	9,043.94	8,989.00	60,069.31	65,491.00	(5,421.69)
Transp. Admin Overtime Wages	321.62	270.00	2,484.17	1,890.00	594.17
Maint. Admin Wages	3,544.51	3,553.00	22,977.10	25,886.00	(2,908.90)
General Admin Wages	7,293.42	5,651.00	46,369.21	41,176.00	5,193.21
Gen. Admin Overtime Wages	97.85	81.00	649.29	567.00	82.29
Payroll Transaction			298.46		298.46

Manchester Transit Authority
Income Statement Transit
For the Seven Months Ending January 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$110,284.49	\$110,778.00	\$760,956.97	\$755,900.00	\$5,056.97
Fringe Benefits					
Health Insurance Expense	45,147.03	40,617.00	300,796.42	284,319.00	16,477.42
Dental Insurance Expense	938.09		7,944.24		7,944.24
Life Insurance Expense	658.94	665.00	4,776.52	4,655.00	121.52
Pension Expense	4,230.00	6,370.00	42,300.00	44,590.00	(2,290.00)
FICA Expense	12,104.52	10,085.26	71,992.09	67,750.97	4,241.12
Worker's Compensation	4,888.00	4,894.00	27,812.02	32,533.00	(4,720.98)
Unemployment Compensation		438.00	2,729.52	3,066.00	(336.48)
Transit Operator Vacation Wages	4,136.80	4,512.00	30,763.56	31,584.00	(820.44)
Transit Operator Holiday Wages	7,745.57	7,057.00	31,480.01	31,758.00	(277.99)
Transit Operator Sick Wages	6,286.28	2,647.00	26,958.44	18,529.00	8,429.44
Mechanic Vacation Wages	1,669.00	1,594.50	13,803.68	11,161.50	2,642.18
Mechanic Holiday Wages	2,581.76	1,143.83	9,519.72	8,006.81	1,512.91
Mechanic Sick Wages	580.89	95.33	4,365.61	667.31	3,698.30
Transp. Admin Vacation Wages	(131.85)	1,076.67	6,051.95	7,536.69	(1,484.74)
Transp. Admin Holiday Wages	1,268.96	703.17	7,375.16	4,922.19	2,452.97
Transp. Admin Sick Wages	852.96	210.92	2,312.10	1,476.44	835.66
Maint. Admin Vacation Wages	65.58	291.83	3,784.40	2,042.81	1,741.59
Maint. Admin Holiday Wages	586.06	379.42	3,375.86	2,655.94	719.92
Maint. Admin Sick Wages		87.58		613.06	(613.06)
Gen Admin. Vacation Wages	721.72	677.00	5,138.63	4,739.00	399.63
Gen. Admin Holiday Wages	894.11	442.83	5,549.49	3,099.81	2,449.68
Gen. Admin Sick Wages		132.83		929.81	(929.81)
Transit Uniform Allowance	698.73	779.00	7,148.56	5,453.00	1,695.56
Maintenance Uniform Allowance	442.55	504.00	890.07	3,780.00	(2,889.93)
Tool Allowance		117.00	999.88	819.00	180.88
License Reimbursement	5.00	25.00	275.00	175.00	100.00
Burden Adjustment	(14,361.71)	(14,553.00)	(85,826.01)	(101,871.00)	16,044.99
Total Fringe Benefits	82,008.99	70,993.17	532,316.92	474,992.34	57,324.58
Services					
Management Consultant	11,354.85	12,142.00	70,655.26	84,994.00	(14,338.74)
Commissioner Expense		83.00	437.55	581.00	(143.45)
Auditing Expense			5,305.50	4,800.00	505.50
Legal Expense	424.55	500.00	1,692.19	3,500.00	(1,807.81)
Service Bureau	41.56	1,000.00	2,919.54	7,000.00	(4,080.46)
Security Service	117.80	100.00	1,112.28	700.00	412.28
Outside Advertising	101.42	333.00	9,110.77	2,331.00	6,779.77
Driver and Criminal Record			308.00		308.00
Drug & Alcohol Testing	400.00	333.00	6,235.00	2,331.00	3,904.00
Pre-Employment Medical		83.00		581.00	(581.00)
Janitorial Service and Supplies	536.05	658.00	5,641.15	4,606.00	1,035.15
Bank Service Charges	678.31	500.00	4,701.84	3,500.00	1,201.84
Total Services	13,654.54	15,732.00	108,119.08	114,924.00	(6,804.92)
Materials and Supplies					
Fuel Operations	17,276.16	14,008.00	128,096.89	98,842.00	29,254.89
Sale of Fuel to City Departments	27,070.90	25,000.00	190,185.10	175,000.00	15,185.10
Maintenance Parts	3,620.51	9,985.00	44,832.94	70,344.00	(25,511.06)
Purchase Discounts	(105.69)	(250.00)	(745.07)	(1,750.00)	1,004.93
Tires Expense	390.00	1,301.00	6,104.16	9,181.00	(3,076.84)
Oil and Grease	322.91	235.00	1,947.75	1,657.00	290.75
Maintenance Supplies	1,282.49	639.00	7,518.54	4,473.00	3,045.54

E

Manchester Transit Authority
Income Statement Transit
For the Seven Months Ending January 31, 2006

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Body Shop Supplies	\$1,046.06	\$148.00	\$8,374.50	\$1,036.00	\$7,338.50
Hazardous Materials		246.00	333.34	1,722.00	(1,388.66)
Outside Parts and Labor	50.00	42.00	381.60	294.00	87.60
Repairs-Inner City Terminal		250.00	493.68	1,750.00	(1,256.32)
Repairs-Building and Grounds	9,534.82	1,425.00	17,505.42	9,975.00	7,530.42
Repairs-Shop Equipment		190.00	1,466.49	1,330.00	136.49
Repairs-Radio Equipment	259.03	83.00	259.03	581.00	(321.97)
Repairs-Office Equipment	155.56	217.00	2,585.64	1,519.00	1,066.64
Office Supplies	163.21	670.00	6,423.18	4,690.00	1,733.18
Transit Schedules and Tickets		584.00	510.33	4,088.00	(3,577.67)
Total Materials and Supplies	61,065.96	54,773.00	416,273.52	384,732.00	31,541.52
Utilities					
Electricity		1,900.00	11,562.52	13,300.00	(1,737.48)
Natural Gas	2,066.38	1,283.00	7,398.63	8,981.00	(1,582.37)
Telephone	846.02	594.00	4,991.28	4,158.00	833.28
Water	184.14	143.00	1,208.25	1,001.00	207.25
Total Utilities	3,096.54	3,920.00	25,160.68	27,440.00	(2,279.32)
Insurance					
Public Liability Insurance	11,764.00	10,583.00	82,357.00	74,081.00	8,276.00
Other Liability	901.00	1,374.00	6,889.23	9,618.00	(2,728.77)
Total Insurance	12,665.00	11,957.00	89,246.23	83,699.00	5,547.23
Other Expenses					
Dues and Memberships		83.00	1,647.28	581.00	1,066.28
Tolls and Parking			200.00		200.00
Training and Meetings		250.00	1,474.63	1,750.00	(275.37)
Grievance Expense	175.00	38.00	175.00	266.00	(91.00)
Depreciation	28,000.00	29,158.00	196,000.00	204,106.00	(8,106.00)
Total Other Expenses	28,175.00	29,529.00	199,496.91	206,703.00	(7,206.09)
Total Expenses	310,950.52	297,682.17	2,131,570.31	2,048,390.34	83,179.97
Net Income (Loss)	(31,765.49)	(40,448.17)	(192,590.22)	(234,102.34)	41,512.12

E



School

January 2006

E

Manchester Transit Authority
Income Statement School
For the Seven Months Ending January 31, 2006

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Student Transportation					
Pupil Contract	\$177,144.78	\$187,550.00	\$912,878.76	\$937,750.00	(\$24,871.24)
Manchester Skill Center	15,229.26	16,031.00	80,599.30	73,921.00	6,678.30
Special Needs	16,029.90	12,824.00	70,709.77	85,493.00	(14,783.23)
Student Tickets	5,314.50	3,600.00	25,415.25	18,000.00	7,415.25
Total Student Transportation	213,718.44	220,005.00	1,089,603.08	1,115,164.00	(25,560.92)
School Charter					
Student Athletics	21,036.25	10,000.00	81,603.97	65,000.00	16,603.97
Student Fieldtrips	5,025.50	5,000.00	47,235.75	42,000.00	5,235.75
Total School Charters	26,061.75	15,000.00	128,839.72	107,000.00	21,839.72
Other Revenue					
Sale of Vehicles and Equipment			5,682.50		5,682.50
Interest Income	23.59	100.00	729.70	700.00	29.70
Other Non-Transp. Revenue	1.03		240.10		240.10
Total Other Revenue	24.62	100.00	6,652.30	700.00	5,952.30
Total Operational Income	239,804.81	235,105.00	1,225,095.10	1,222,864.00	2,231.10
Expenses					
Labor					
School Operator Wages	87,245.03	91,211.00	480,820.55	469,691.00	11,129.55
School Operator Overtime Wages	1,091.71	7,257.00	11,120.62	34,823.00	(23,702.38)
Transit Operator Wages		710.00	44.61	3,406.00	(3,361.39)
Transit Operator Overtime Wages			3.30		3.30
Mechanic Wages	12,924.43	8,840.00	62,279.25	64,401.00	(2,121.75)
Transp. Admin Wages	8,641.05	6,740.00	57,894.51	49,106.00	8,788.51
Transp. Admin Overtime Wages	19.21	270.00	873.53	1,890.00	(1,016.47)
Maint. Admin Wages	3,335.16	3,041.00	20,630.14	22,011.00	(1,380.86)
General Admin Wages	3,819.24	4,255.00	23,539.14	30,998.00	(7,458.86)
Gen. Admin Overtime Wages	16.63	51.00	39.91	357.00	(317.09)
Total Labor	117,092.46	122,375.00	657,245.56	676,683.00	(19,437.44)
Fringe Benefits					
Health Insurance Expense	454.05		3,865.85		3,865.85
Dental Insurance Expense	(0.30)		1,410.11		1,410.11
FICA Expense	7,836.13	8,781.98	44,729.32	48,930.45	(4,201.13)
Worker's Compensation	3,259.00	4,394.00	21,391.00	23,416.00	(2,025.00)
School Operator Vacation Wages			4,267.00	5,773.00	(1,506.00)
School Operator Holiday Wages	8,166.68		18,837.85	12,349.00	6,488.85
School Uniform Allowance		342.00	258.71	2,394.00	(2,135.29)
Maintenance Uniform Allowance			50.00		50.00
Tool Allowance			199.99		199.99
License Reimbursement	5.00	125.00	1,785.00	875.00	910.00
Burden Adjustment	14,361.71	14,553.00	85,826.01	100,389.00	(14,562.99)
Total Fringe Benefits	34,082.27	28,195.98	182,620.84	194,126.45	(11,505.61)
Services					
Management Consultant	11,354.86	12,142.00	70,675.26	84,994.00	(14,318.74)
Commissioner Expense		83.00	448.61	581.00	(132.39)

Manchester Transit Authority
Income Statement School
For the Seven Months Ending January 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Auditing Expense			\$7,958.25	\$7,200.00	\$758.25
Legal Expense	424.55	500.00	2,178.91	3,500.00	(1,321.09)
Service Bureau	41.57	1,500.00	7,104.43	10,500.00	(3,395.57)
Security Service		150.00	586.44	1,050.00	(463.56)
Outside Advertising	52.36	1,250.00	5,430.81	8,750.00	(3,319.19)
Driver and Criminal Record		150.00	2,005.00	1,050.00	955.00
Drug & Alcohol Testing	635.00	666.00	4,805.00	4,662.00	143.00
Pre-Employment Medical		684.00		4,788.00	(4,788.00)
Janitorial Service and Supplies	536.05	658.00	3,818.14	4,606.00	(787.86)
Bank Service Charges	75.50	75.00	527.90	525.00	2.90
Total Services	13,119.89	17,858.00	105,538.75	132,206.00	(26,667.25)
Materials and Supplies					
Fuel Operations	17,383.09	18,862.00	101,628.48	90,719.00	10,909.48
Maintenance Parts	4,411.63	6,843.00	24,636.81	32,911.00	(8,274.19)
Tires Expense	755.36	1,923.00	8,314.32	9,249.00	(934.68)
Oil and Grease	232.85	383.00	1,697.65	1,842.00	(144.35)
Maintenance Supplies	567.71	444.00	4,000.32	3,108.00	892.32
Body Shop Supplies	113.92	103.00	1,628.85	721.00	907.85
Hazardous Materials		171.00	231.62	1,197.00	(965.38)
Outside Parts and Labor		42.00		294.00	(294.00)
Repairs-Building and Grounds	1,024.09	1,075.00	5,483.86	7,525.00	(2,041.14)
Repairs-Shop Equipment	6.42	143.00	1,015.60	1,001.00	14.60
Repairs-Radio Equipment	211.93	83.00	211.93	581.00	(369.07)
Repairs-Office Equipment		200.00	2,243.14	1,400.00	843.14
Office Supplies	147.06	1,005.00	4,037.03	7,035.00	(2,997.97)
School Schedules and Tickets		584.00	3,190.51	4,088.00	(897.49)
Total Materials and Supplies	24,854.06	31,861.00	158,320.12	161,671.00	(3,350.88)
Utilities					
Electricity		1,433.00	9,459.61	10,031.00	(571.39)
Natural Gas	1,690.69	968.00	6,022.40	6,776.00	(753.60)
Telephone	624.35	448.00	3,767.26	3,136.00	631.26
Water	150.66	108.00	757.89	756.00	1.89
Total Utilities	2,465.70	2,957.00	20,007.16	20,699.00	(691.84)
Insurance					
Public Liability Insurance	17,547.00	26,728.00	122,815.00	187,096.00	(64,281.00)
Other Liability	879.00	1,160.00	5,934.04	8,120.00	(2,185.96)
Total Insurance	18,426.00	27,888.00	128,749.04	195,216.00	(66,466.96)
Other Expenses					
Dues and Memberships		167.00	1,168.17	1,169.00	(0.83)
Tolls and Parking			4.00		4.00
Training and Meetings		333.00	1,571.92	2,331.00	(759.08)
Grievance Expense		38.00		266.00	(266.00)
Depreciation	21,000.00	20,000.00	147,000.00	140,000.00	7,000.00
Total Other Expenses	21,000.00	20,538.00	149,744.09	143,766.00	5,978.09
Total Expenses	231,040.38	251,672.98	1,402,225.56	1,524,367.45	(122,141.89)
Net Income (Loss)	8,764.43	(16,567.98)	(177,130.46)	(301,503.45)	124,372.99

E

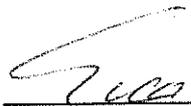
Commissioners Memorandum



To: Commissioners
 From: Evan Rosset, Operations Planning Manager
 Date: February 23, 2006
 Re: Transit Ridership Report – January 2006

Routes	January		% Change	FYTD		% Change	
	Weekdays	2004		2005	FY 2005		FY 2006
	Saturdays	4	4				
Airport- Route #1		971	783	-19.36%	6,864	5,601	-18.40%
Lake-Hanover St. Route #2		2920	3,046	4.32%	21,315	19,317	-9.37%
Goffsfalls Route #3		1173	1,466	24.98%	8,622	10,369	20.26%
Page-Elliot Route #4		1656	1,695	2.36%	12,064	12,803	6.13%
Pinard-Bremer Route #5		863	1,155	33.84%	7,312	7,570	3.53%
Gossler-St. Anselm Route #6		1780	2,521	41.63%	14,445	16,580	14.78%
VA Hospital Route #7		1846	2,404	30.23%	13,226	17,011	28.62%
So. Willow Route #8		2681	3,354	25.10%	22,469	25,879	15.18%
DW Highway-River Rd. Route #9		1881	2,335	24.14%	13,782	16,427	19.19%
Valley-Weston Rd. Route #10		2751	3,070	11.60%	22,515	24,877	10.49%
Front St. Route #11		1355	1,713	26.42%	10,299	13,275	28.90%
So. Beech Route #12		2519	2,662	5.68%	20,229	21,636	6.96%
Bedford Mall Route #13		3530	3,710	5.10%	29,056	29,442	1.33%
Vista Shuttle		0	402		1,925	3,252	68.94%
Hannaford Shuttle		0	591		2,332	4,552	95.20%
Stop & Shop Shuttle			102				
VERIZON SHUTTLE (number of events)			210		2,333	1,424	-38.96%
			6				
Weekday Fixed Route Totals		25,926	31,219	20.42%	208,788	230,117	10.22%
Saturday Fixed Route Totals		2,801	3,348	19.53%	22,242	24,815	11.57%
MTA Specials & Excursions		0	0		420	199	
Fixed Route Weekday Average		1,235	1,487	20.42%	1,443	1,487	3.05%
Total Transit Passengers Served		28,727	34,567	20.33%	231,450	255,131	10.23%
Total StepSaver Passengers Served		785	901	14.78%	5770	5,901	2.27%

The attached graph shows system-wide ridership trends.


 Evan Rosset
 Operations Planning Manager

F + 241

City of Manchester
New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY2005 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Five Thousand Seven Hundred Ninety Seven Dollars (\$45,797) for FY2005 CIP 210105 Homeless Health Care Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2005 CIP as contained in the 2005 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the United States Department of Health and Human Services Health Resources and Services Administration for operation of the Homeless Health Care Program;

NOW, THEREFORE, be it resolved that the 2005 CIP be amended as follows:

By increasing:

FY2005 CIP 210105 - Homeless Health Care Program - \$45,797 Federal
(from \$340,000 to \$385,797)

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

City of Manchester New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the 2005 CIP 711705 WWTF Facility Plan Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2005 CIP as contained in the 2005 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other Sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to identify and allocate funds in the amount of \$150,000 required to complete the WWTF Facility Plan; and

WHEREAS, funds in at least that amount are available from a previously authorized CIP project;

NOW, THEREFORE, be it resolved that the 2005 CIP be amended as follows:

By increasing:

FY2005 CIP 711705 – WWTF Facility Plan Project - \$150,000 Enterprise
(from \$650,000 Enterprise to \$800,000 Enterprise)

By decreasing:

FY2005 CIP 711405 – WSPS – Roof/HVAC/Piping
(from \$1,000,000 Enterprise to \$850,000 Enterprise)

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

F-24

F+24

City of Manchester New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Eight Thousand Dollars (\$8,000) for the 2006 CIP 214306 - 6% Incentive Fund Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept funding in the amount of \$8,000 allocated to Hillsborough County from the New Hampshire Division for Children Youth and Families for the implementation of the 6% Incentive Fund Program;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 CIP 214306 – 6% Incentive Fund Program - \$8,000 State

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

City of Manchester
New Hampshire

F+24

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY 2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars a (\$2,697) for FY2006 CIP 410706 NH DWI Patrol Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the State of New Hampshire Highway Safety Agency to implement DWI Patrols;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 410706 – 2006 NH DWI Patrol Program - \$2,697 State
(from \$17,737.20 to \$20,434.20)

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

F-24

City of Manchester
New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY 2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 410806 NH Speed Enforcement Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the State of New Hampshire Highway Safety Agency to enforce speed laws;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 410806 – NH Speed Enforcement Program - \$2,697 State
From \$40,000 Cash; to \$42,697 (\$40,000 Cash; \$2,697 State)

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

City of Manchester
New Hampshire

F+24

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Six Hundred Ninety Seven Dollars (\$2,697) for FY2006 CIP 411906 Manchester School Bus Enforcement Patrols.”

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 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table I contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the State of New Hampshire Highway Safety Agency to implement School Bus Enforcement Patrols;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 - CIP 411906 Manchester School Bus Enforcement Patrols - \$2,697 State

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

F+24

City of Manchester
New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thirty Seven Thousand Three Hundred Seventy Eight Dollars (\$137,378) for FY2006 CIP 412106 Homeland Security Exercise and Evaluation Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the State of New Hampshire Department of Safety to conduct a Homeland Security Exercise and Evaluation Program at the Manchester Airport;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By adding:

FY2006 - CIP 412106 Homeland Security Exercise and Evaluation Program - \$137,378 State

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

City of Manchester New Hampshire

In the year Two Thousand and Six

F+24

A RESOLUTION

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Six Hundred Four Dollars (\$5,604) for the FY2006 CIP 610606 Housing Rehabilitation/Lead Paint Hazard Remediation Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept loan proceeds in the amount of \$5,604 from the repayment of a project loan for the implementation of the Lead Hazard Control Grant Program;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 610606 Housing Rehabilitation/Lead Paint Hazard Remediation Program - \$5,604 Other From \$200,000 Affordable Housing Trust Fund; to \$205,604 (\$200,000 Affordable Housing Trust Fund; \$5,604 Other)

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

F+24

City of Manchester
New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Amending the FY2005 and 2006 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Hundred Twenty Five Thousand Dollars (\$125,000) for the 2006 CIP 712006 S. Mammoth Phase 3 Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2005 and 2006 CIP as contained in the 2005 and 2006 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other Sources of funds to be used in the execution of projects; and

WHEREAS, funds originally allocated for repairs to portions of the sewer infrastructure in the City are no longer needed; and

WHEREAS, the Board of Mayor and Aldermen desires to provide additional funding to complete the S. Mammoth Phase 3 project; and

NOW, THEREFORE, be it resolved that the 2005 and 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 712006 – S. Mammoth Phase 3 - \$125,000 Enterprise
(from \$500,000 Enterprise to \$625,000 Enterprise)

By decreasing:

FY2005 CIP 711305 – Sewer Infrastructure
(from \$200,000 Enterprise to \$75,000 Enterprise)

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

G

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

The Committee on Community Improvement respectfully advises, after due and careful consideration, that funding for improvements at the intersection of South Willow and South Maple Streets have been requested at a presently estimated cost of \$80,000 if performed by the Highway Department. The Committee recommends that up to \$50,000 from CIP 411303 South Willow Street Fire Station Re-roofing be utilized towards this project and that the Planning Board be requested to approve \$30,000 from CIP 710227 South Willow Area Improvements and that the project move forward.

The Committee notes that applicable resolutions and budget authorizations will be submitted directly to the Board at a later date following consideration by the Planning Board and final estimated costs of the project.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie *sm for RSM*

Date: February 17, 2006

Subject: South Willow/ South Maple Street Improvements

The previous CIP Committee had directed this Department to review potential funding sources for desired right of way improvements estimated to be \$60,000, to the above noted intersection. At this time our efforts have identified two potential sources, the first being the use of \$30,000 from the remaining balance in the CIP 710227 South Willow Area Improvements and an equal amount from the completed CIP 411303 South Willow Street Fire Station Re-roofing.

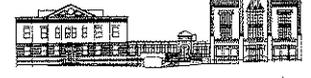
It will be necessary to request and receive approval from the Planning Board in order to use the South Willow Area Improvement funds. Additionally, for your consideration in this matter, it is this Department's understanding that Facilities Maintenance may also be requesting use of some of the Fire Station roofing funds as well. Other than these two sources, though, it does not appear at this time that monies are available from any other CIP Projects.

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



CITY OF MANCHESTER Board of Aldermen

(G) pending estimate from Highway



3/14/05 - " "
4/12/05 - " "
Planning to research
So. Willow funds.
9/13/05 - " "
10/11/05 - " "
12/5/05 - " "

February 2, 2005

Members, Committee on Community Improvement
One City Hall Plaza
Manchester, NH 03101

Re: Improvements to Intersection at So. Willow and So. Maple Streets

Dear Sirs:

The area of the intersection of South Willow Street and South Maple Street has become a serious safety concern that will require improvements and funding. There are serious "blind corner" type issues with the curve and traffic flows.

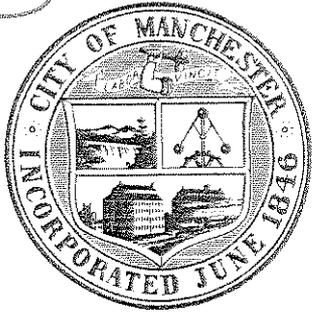
We are asking that the Committee request the Highway Department to review the situation at this intersection and report back to this Committee with recommendations for improvements and estimated costs.

Your favorable consideration of this request would be most appreciated.

Sincerely,

Michael Garrity
Alderman, Ward 9

Daniel P. O'Neil
Alderman At-Large



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

March 14, 2005

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

Attn: Leo Bernier, City Clerk

Re: *Improvements to Intersection of South Willow & South Maple Streets*

Dear Committee Members:

I am writing in response to both Alderman Garrity's request for us to review the referenced intersection as well as a request from the restaurant (P.J. O'Sullivan's) owner to review the speeding traffic onto Maple Street from South Willow Street. We have attached a conceptual plan which would address both of these issues.

This plan eliminates the north/west bound turn lane onto South Maple Street, creating a stop condition. The estimated cost to construct this work is \$190,000.00.

Mr. Frank Thomas or myself are available to address any questions you may have pertaining to this matter.

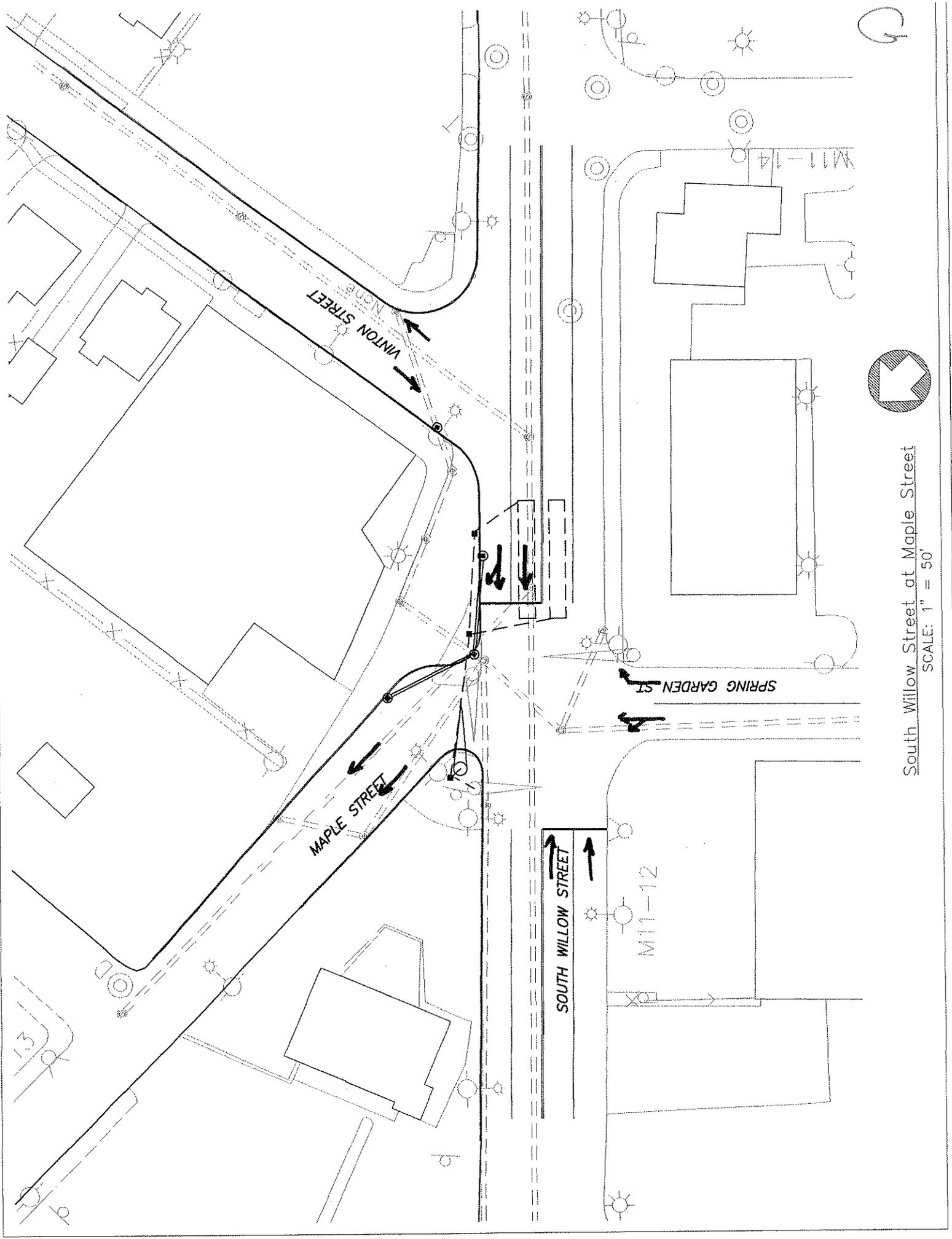
Sincerely,

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

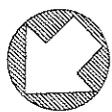
/cd

cc: Frank C. Thomas, P.E.
Alderman Daniel P. O'Neil
Alderman Michael Garrity
Bruce Thomas, P.E.
Thomas P. Lolicata
Robert MacKenzie

Encl.



South Willow Street at Maple Street
SCALE: 1" = 50'



G

South Willow at Maple Street						
BAT	February 14, 2005	Estimate				
Number	Item Description	Price	Quantity	Price	Amount	
Scope of work includes remove island, adjust/add drainage, traffic signal equipment relocation and concrete island work						
202.41	Removal of Existing Pipe , 0-24" Dia	LF	110	\$10.00	\$1,100.00	
202.5	Removal of Catch Basins, Drop Inlets and Manholes	EA	3	\$250.00	\$750.00	
203.1	Common Excavation	CY	723.6	\$12.00	\$8,682.67	
304.2	Gravel	CY	199.3	\$16.00	\$3,189.33	
304.3	Crushed Gravel	CY	230.7	\$22.00	\$5,075.89	
403.11	Hot Bit. Pavement Machine Method	TON	566.1	\$100.00	\$56,609.87	
403.12	Hot Bit. Pavement Hand Method	TON	50.0	\$100.00	\$5,000.00	
417.1	Coldplaning of Bituminous Surfaces	SY	221.1	\$10.00	\$2,211.11	
603.11015	15" HDPE (0-10' Deep)	LF	70	\$40.00	\$2,800.00	
604.24	Catch Basin 4' Diameter	VF	32	\$250.00	\$8,000.00	
604.6	DMH Frame and Cover, 30" Opening	EA	3	\$280.00	\$840.00	
604.82	Frame and Grate, Type B	EA	4	\$250.00	\$1,000.00	
604.87	Frame and Grate, Furnished by Others	EA	5	\$125.00	\$625.00	
608.1	3" Bituminous Sidewalk	SY	487.3	\$35.00	\$17,056.67	
609.01	Vertical Granite Curb	LF	210	\$16.00	\$3,360.00	
614.511	Concrete Pull Box	EA	3	\$300.00	\$900.00	

Number	Item Description	Price	Quantity	Price	Amount
614.7318	3" PVC Conduit, Schedule 40 (Including Specified Excavation)	LF	200	\$30.00	\$6,000.00
615	Reset Traffic Sign	EA		\$250.00	\$0.00
616.101	Traffic Signals	LS	1	\$20,000.00	\$20,000.00
618.109	Uniformed Officers and Flagmen	ALL	1	\$4,000.00	\$4,000.00
619.1	Maintenance of Traffic incl. Dustlaying	LS	1	\$5,000.00	\$5,000.00
619.2	Const. Signs and Warning Devices	LS	1	\$1,000.00	\$1,000.00
620	Calcium Chloride	TON	2	\$100.00	\$200.00
628.2	Sawed Bit. Concrete Pavement	LF	276.5	\$3.00	\$829.50
629	Testing of Materials	ALL	1	\$500.00	\$500.00
632.3106	ReflectORIZED Thermoplastic Pavement Marking 6", Solid Line	LF	432	\$1.50	\$648.00
632.3112	ReflectORIZED Thermoplastic Pavement Marking 12", Solid Line	LF	52	\$2.50	\$130.00
632.3104	ReflectORIZED Thermoplastic Pavement Marking 4", Double Line	LF	316	\$2.00	\$632.00
632.3601	ReflectORIZED Thermoplastic Pavement Arrows, Single	EA	4	\$80.00	\$320.00
641.04	Loam 4 Inches Deep	SY	5	\$3.20	\$16.00
646	Turf Establishment with Mulch	SY	5	\$1.50	\$7.50
692	Mobilization	LS	1	\$5,000.00	\$5,000.00
699	Temp. Proj. Water Pollution Control	ALL	1	\$500.00	\$500.00
	Subtotal:				\$161,983.53
	15% contingency				\$24,297.53
	Total:				\$186,281.06
	Use:				\$190,000

6



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

April 11, 2005

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: *Improvements to Intersection of S. Willow and S. Maple Streets*

Dear Committee Members:

As a follow-up to my March 14th letter, I am attaching an optional estimate for the construction of the referenced project. The attached estimate, in the amount of \$60,000 would be the cost of the work should the construction be performed by City crews.

I will be available to address any questions you may have on this matter.

Sincerely,

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

/cd

cc: Frank C. Thomas, P.E.
Alderman Daniel P. O'Neil
Alderman Michael Garrity
Thomas P. Lolicata, Traffic Dir.
Robert MacKenzie, Planning Dir.

Encl.

ESTIMATE

South Willow St. & Maple St. Intersection Improvemnets
B.A.T. March 15, 2005

G

Project Description:

City Forces Estimate for removing the island, adjust/add drainage, traffic signal equipment relocation and removing the northbound Maple Street slip by lane.

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
ROADWAY MATERIALS				
152	TON	3/8" Wearing Course	\$28.00	\$4,263.27
296	TON	3/8" Base Course	\$28.00	\$8,292.82
697	TON	18" RAP Base	\$6.00	\$4,181.00
180	LF	Vertical Granite Curb	\$12.00	\$2,160.00
30	LF	Curved Vertical Granite Curb	\$18.00	\$540.00

SUBTOTAL \$19,437.09

DRAINAGE MATERIALS:

4	EA	Type B Frames and Grates	\$155.29	\$621.16
4	EA	Round Slab Top 48"	\$85.00	\$340.00
32	VF	48" Dia. Riser	\$40.00	\$1,280.00
4	EA	48" Dia. Base	\$160.00	\$640.00
16	TON	3/4" Stone	\$7.49	\$121.37
18	TON	Sand Fill	\$1.50	\$26.25
70	LF	15" Dia. HDP Pipe	\$4.22	\$295.40

SUBTOTAL: \$3,324.18

MISCELLANEOUS MATERIALS:

0	LS	Erosion Control	\$1,000.00	\$0.00
1	LS	Construction Signs	\$500.00	\$500.00
2	CY	Loam (4")	\$12.80	\$25.60

SUBTOTAL: \$525.60

ROADWAY MATERIALS:	\$19,437.09
DRAINAGE MATERIALS:	\$3,324.18
MISCELLANEOUS MATERIALS	\$525.60

SUBTOTAL (MATERIALS): \$23,286.86

ADD 15% (OF VALUE OF MATL.): \$3,493.03

TOTAL (MATERIALS): \$26,779.89

CONTRACT ITEMS:

1	ALL	Police Officers	\$4,000.00	\$4,000.00
1	LS	Striping	\$865.00	\$865.00
1	LS	Traffic Signals	\$26,900.00	\$26,900.00

SUBTOTAL: \$31,765.00

TOTAL PROJECT: \$58,544.89

USE: \$60,000

H

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 Board authorize acceptance and expenditure of funds in the amount of \$45,797 for FY2005 CIP 210105 Homeless Health Care Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

I

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 Board authorize transfer and expenditure of funds in the amount of \$150,000 for FY2005 CIP 711705 WWTF Facility Plan Project, and for such purpose a resolution and budget authorizations have been submitted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

T

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 Board authorize acceptance and expenditure of funds in the amount of \$8,000 for FY2006 CIP 214306 – 6% Incentive Fund Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

K

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 Board authorize acceptance and expenditure of funds in the amount of \$2,697 for FY2006 CIP 410706 NH DWI Patrol Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

L

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 Board authorize acceptance and expenditure of funds in the amount of \$2,697 for FY2006 CIP 410806 NH Speed Enforcement Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

m

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 Board authorize acceptance and expenditure of funds in the amount of \$2,697 for FY2006 CIP 411906 Manchester School Bus Enforcement Patrols, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

N

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 Board authorize acceptance and expenditure of funds in the amount of \$137,378 for FY2006 CIP 412106 Homeland Security Exercise and Evaluation Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$5,604 for FY2006 CIP 610606 Housing Rehabilitation/Lead Paint Hazard Remediation Program, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote)

Respectfully submitted,

Clerk of Committee

P

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 Board authorize transfer and expenditure of funds in the amount of \$125,000 for FY2006 CIP 712006 S. Mammoth Phase 3 Project, and for such purpose a resolution and budget authorizations have been submitted.

(Unanimous vote)

Respectfully submitted,

L. R. Bernier

Clerk of Committee

Q

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 a petition to lay out a portion of Lewis Street be referred to a road hearing to be held on Monday, April 17, 2006 at 5:30 PM in the Aldermanic Chambers.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

Q



A T T O R N E Y S A T L A W

January 6, 2006

Manchester City Clerk
One City Hall Plaza
Elm Street
Manchester, NH 03101

RE: Petition to Lay Out a Portion of Lewis Street

To Whom It May Concern:

Enclosed please find a Petition of Michael and Mary Card to Lay Out an existing portion of Lewis Street to be filed with the Board of Mayor and Alderman. The purpose of this Petition is to confirm the public status of Lewis Street as constructed.

As part of our research related to this street we have determined that this portion of Lewis Street was dedicated on a plan recorded in the Hillsborough County Registry of Deeds as plan # 327 in September 1914. The street was not constructed until on or about 1964 at the same time that the houses at 90 Lewis Street and 65 Lewis Street were constructed. The City of Manchester at that time also extended public water, drainage and sewer lines into the extended portion of Lewis Street. For some undetermined reason a Petition to Lay Out the new portion of Lewis Street was filed at that time but not pursued by the former land owner. The City of Manchester has been plowing and otherwise maintaining Lewis Street since its construction in 1964.

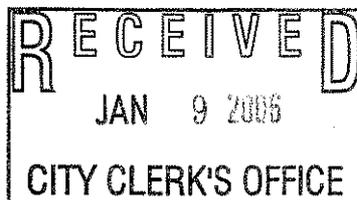
The Petitioners waive any claim for compensation or damages related to this Petition since the street has been utilized as a public way for all purposes since 1964. This Petition is requested to formally confirm the status of Lewis Street as a public way.

The following parties are abutters to the affected portion of Lewis Street:

Patricia M. Mekshes, 28 Pasture Drive, Manchester, NH 03102
Nessly J. and Denise T. Geer, 90 Lewis Street, Manchester, NH 03102-4921

STEBBINS, LAZOS & VAN DER BEKEN
PROFESSIONAL ASSOCIATION

The Daily Mirror Building
66 Hanover Street, Suite 301
Manchester, NH 03101
Telephone (603) 627-3700
Facsimile (603) 641-8900

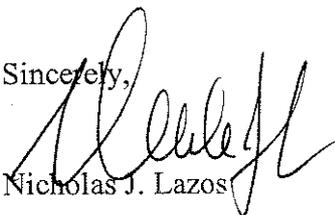


Q

City of Manchester School Department
Joseph and Mary Doucet, 51 Lewis Street, Manchester, NH 03102-4939
Michael and Mary Card, 65 Lewis Street, Manchester, NH 03102

Should you have any questions, please give me a call.

Sincerely,



Nicholas J. Lazos

Enclosure

cc:
Michael and Mary Card
65 Lewis Street
Manchester, NH 03102

Q

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

The Undersigned respectfully petition and represent that for the accommodation of the public that there is occasion pursuant to New Hampshire RSA 231:8 for the formal laying out of a class V highway over a portion of LEWIS STREET, which has been maintained by the City of Manchester for approximately 40 years and is more particularly described as follows:

Beginning at a point on the Northerly line of Lewis Street, 400' Westerly of the Westerly line of Summerside Ave.

Said streets are platted streets on a plan of Summerside Heights, 1914, thence

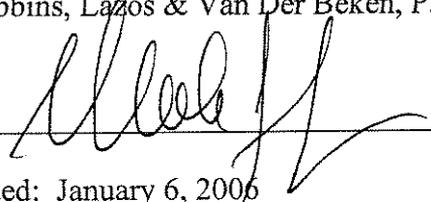
N 83° 37' 40" W, 214.42' to the Westerly terminus of the layed out Highway.

Meaning to describe the Northerly line of the platted Lewis Street and the Highway to be 40' wide.

Meaning and intending to create a public way 40' wide over the platted Lewis Street.

We therefore request that you confirm the legal status of the Highway described above and formally lay out said Highway as a public way.

Michael and Mary Card
By their attorneys
Stebbins, Lazos & Van Der Beken, P.A.

By: 

Dated: January 6, 2006



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

January 26, 2006

Community Improvement Committee of the Board of Mayor and Aldermen
City Hall
c/o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION TO LAYOUT A PORTION OF LEWIS STREET

Dear Committee Members,

Lewis Street runs westerly from Summerside Street, past James A. Pollock Drive, to a dead end. The street was originally dedicated on a subdivision plat entitled "Plan of Summerside Heights" by Frank Gay, September 11, 1914. The easterly 400' of the street was accepted by the City June 27, 1941 and recorded at Roads, Streets and Bridges book 11 page 43. A petition for layout and a petition to establish grade were filed April 27, 1966 asking the City to extend the road westerly 192.37'. Record of the disposition of the petitions by the Board of Mayor and Aldermen was not found.

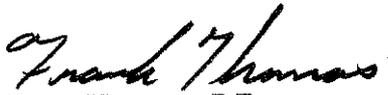
Similarly this petition is asking to layout from the end of the current accepted way and run westerly 214.42' to about 24' beyond the end of the existing pavement. The first 190.25' of the petitioned area is currently paved and has active water, sewer and drainage lines. The remaining 24.17' of the area would be for slopes and snow storage. The Highway Department re-paved this part of the street in 1996 and the street appears to be in good condition.

There are a number of costs associated with the layout of the street by statute. The petitioner should be held to perform required title searches, legal notifications and pay damages due titleholders to the satisfaction the City Solicitor.

Q

The Highway Department supports this petition as the street is currently treated as a public way.

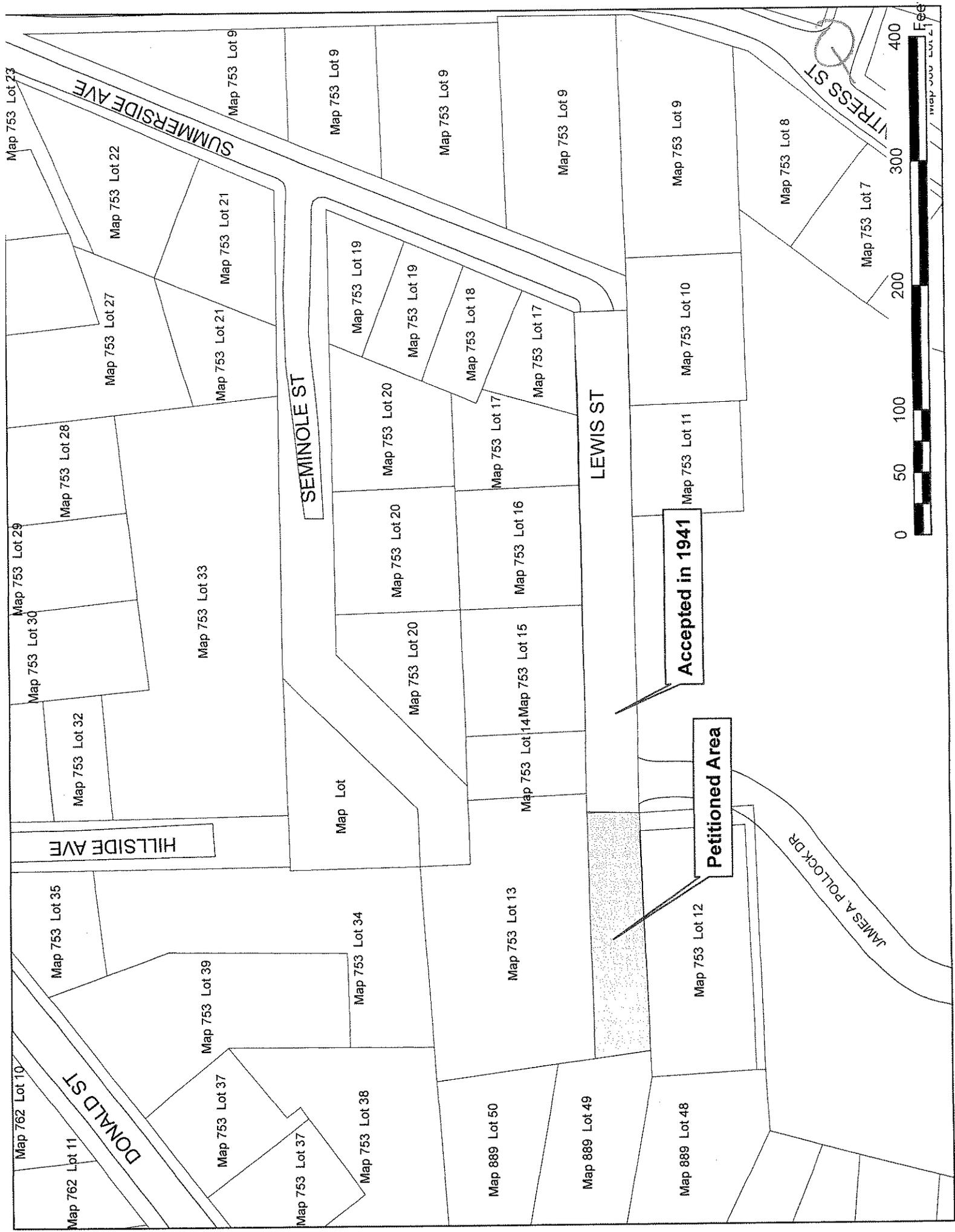
Sincerely,

A handwritten signature in black ink that reads "Frank Thomas". The signature is written in a cursive style with a large, prominent "F" and "T".

Frank Thomas, P.E.
Public Works Director

MJM

cc: File



Accepted in 1941

Petitioned Area



Map 753 Lot 1

R

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 a request for a sewer abatement for property located at 396-398 Amherst Street be granted and approved in the amount of \$594.00, as recommended by the Environmental Protection Division.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

R

John McGrath
396 Amherst Street
Manchester, NH 03104
603-647-0601

11/20/05

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

RE: Waiver Request for Extreme cost on Sewer bill

To Whom It May Concern:

My Name: John McGrath
Address: 396-398 Amherst Street, Manchester
Acct: #132591-67660

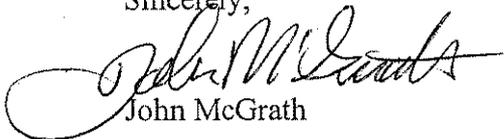
I own the three family house and unfortunately, I had a leak in one of the water heaters in the basement. I received a call from my tenant and was told they were not getting hot water in the apartment. They also told me that, for a few weeks, it took a long time to get the hot water up stairs.

I am asking for a Waiver for the extra-ordinarily high sewer bill based on a faulty water heater. Upon investigation I saw that the tank was leaking on to the floor and draining into a hole in the slab. I have since had the water heater replaced. Please see the enclosed invoice from Trombly Enterprises. The plumber told me that the tanks can leak for a long time before failing and apparently, this happened in my circumstance.

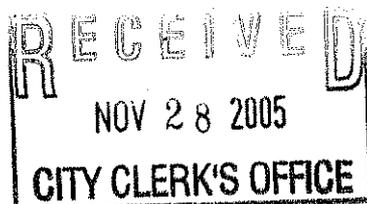
In recent months since I have owned the house the sewer bill has not been more than \$80.00. I am sending a check to the Environmental Protection Division a check for \$80.00 and hope that this will suffice and payment for the billing dated 10/11/05, cycle 01-04.

Thank you for your consideration and feel free to call me on my cell phone if there are any questions, 978-877-0541.

Sincerely,


John McGrath

Cc: My files



R



Payment Mailing Address:
ENVIRONMENTAL PROTECTION DIVISION
CITY OF MANCHESTER, NH
P.O. BOX 4600
MANCHESTER, NH 03108-4600

THIS IS YOUR SEWER SERVICE BILL

Return this stub with your check made payable to:
ENVIRONMENTAL PROTECTION DIVISION

JOHN M MCGRATH
396-398 AMHERST ST, UNIT 1
MANCHESTER NH 03104-5083

Account Number: [REDACTED]
The dash is part of your account number,
please use it on all references.

Service Address: 396-398 AMHERST ST
Bill Date: 10/11/05
Cycle: 01-04
Current Charges: 305.40
Balance Forward: .00
Total Amount Due 305.40

Amount Paid: **\$80.00**

NOTE: These amounts do not include any delinquent amounts due at the Tax Office (please see back of bill).

000132591000067660000000305401

Service Address: 396-398 AMHERST ST

Account Number **	Cycle	Bill Date	Due Date
[REDACTED]	01-04	10/11/05	11/10/05

Last Billed Amount: 67.80
Payments: 67.80-
Adjustments/Transfers to Tax Office: .00
Balance Forward: .00

Payment Mailing Address:
ENVIRONMENTAL PROTECTION DIVISION
CITY OF MANCHESTER, NH
P.O. BOX 4600
MANCHESTER NH 03108-4600
Phone: (603) 624-6522
Office hours: 8 am - 5 pm, Monday-Friday
Web Site: www.ManchesterNH.gov

Service	Service Period	Days	Meter Number	Mult	Units	Current	Previous	Usage	
SU	5/20/05	8/25/05	97 [REDACTED]	1	000 CCF	3133.00	2975.00	158.00	
						USAGE FOR	8/04	32.00	
						Consumption		Total	
SU	SEWER USAGE CHG					158.00	Charge	284.40	284.40
SS	SEWER SVC CHARGE						21.00	21.00	
								Total Current Charges 305.40	
								Past Due .00	
								Total Amount Due 305.40	

JOHN M. McGRATH, JR. 10/03
PO BOX 16161
HOOKSETT, NH 03106

Pay to the order of: Environmental Protection Div Date: 11/21/05 558
Eighty Two \$ 80.00 54-153/114 461

CITIZENS BANK New Hampshire Citizens Circle Account Dollars

For: [REDACTED] *[Signature]*

TROMBLY ENTERPRISES, INC.
76 MAPLE STREET
MANCHESTER NH 03103
TEL. (800) 339-5713

R

1

COPY

Invoice #: 66168
Invoice Date: 10/19/05

JOHN M MCGRATH
396 AMHERST ST.
MANCHESTER, NH 03104

Re: Service Performed At
JOHN MCGRATH
398 AMHERST ST
MANCHESTER NH 03104

Site # : 
Acct # : 
BATCH :

W.O. Date	Call Slip #	P.O. #	Salesman	Terms	Contract #
10/19/05	6034			30	

DESCRIPTION
=====

HOT WATER HEATER LET GO 3RD FLOOR

FOUDN OLD 40 GALLON HOT WATER TANK LEAKING FROM BOTTOM
AND ISNTALLED A NEW 40 GALLON N/GAS HOT WATER TANK

BRADFORD WHITE 40 GALLON N/GAS M#MI403S6FBN
S#BJ6673872, 6YR MANUFACTURE WARRANTEE

AS AGREED 1080.12

RECEIVED- 1080.12
TOTAL \$.00
96
Joaner



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

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

Memo

To: Paula L-Kang
From: Thomas W. Seigle, P.E. 
Date: 01/27/06
Re: Sewer Abatement Request for
John McGrath
396-398 Amherst St.

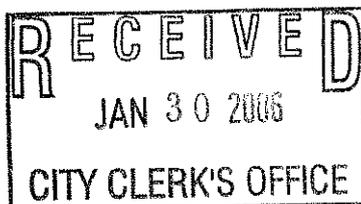
#06-020

In accordance with the attached memo from Lisa Hynes, it is recommended that an abatement in the amount of \$594.00 be granted.

/djv

Attach

cc June George – EPD
Lisa Hynes – EPD



020 R

Date: January 27, 2005

To: June George/Tom Seigle

From: Lisa Hynes, Accountant II *LH*

Ref: Findings/Recommendations for sewer abatement request for 396-398 Amherst St


Reason for Request:

The customer is requesting abatement for the sewer billing periods covering 5/21/05 – 11/28/05 due to excessive water usage from a leaking hot water tank. The customer has made partial payment for the period in question.

Supporting Backup:

Homeowner called EPD on 10/21/05 and a copy of the abatement procedures was faxed. Homeowner provided a copy of bill indicating replacement of hot water tank that had been leaking from the bottom. In addition, EPD sent an inspector out to determine the destination of the accumulated water. *Went into a hole in the ground; not sewer system.* At this time the homeowner has only owned the property for 2 years, so the normal comparison of the corresponding periods from the prior 3 years is not feasible. However, the 5 prior billing periods do show consistent usage at an average of 27ccf per billing period. During the 2 periods referenced above for the abatement, the usage was 158ccf and 226ccf.

Recommendations:

Due to the fact that the water did not enter the city sewer system, I recommend an abatement be granted in the amount of \$594.00 for 330ccf.

OK
JB

Enclosure

OK
T. Seigle
[Signature]

S

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 a request for a sewer abatement for property located at 163 South Mammoth Road be granted and approved in the amount of \$295.20, as recommended by the Environmental Protection Division.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

S

10/4/05

Paula Kang

I would like to apply for
an abatement on this bill
from the E.P.A.

A new turf lawn was
installed which demanded excess
amount of water

Thomas H Kelley

RECEIVED
MANCHESTER CITY CLERK

'05 OCT -4 A9:06

S

177



Invoice

400 Young Street
 Manchester NH 03103
 641-1115

Date	Invoice #
7/23/2005	3844

Frank Kelley
 163 S. Mammoth Road
 Manchester, NH

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	General labor SOD LAWN	2,300.00	2,300.00
<p><i>Done in fall</i> <i>Thank you</i> <i>Sue Brown</i></p>			

Thank you for your business.

Total \$2,300.00



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

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

Memo

To: Paula L-Kang
From: Thomas W. Seigle, P.E. *T. Seigle*
Date: 01/24/06
Re: Sewer Abatement Request for
Thomas H. Kelley
163 S. Mammoth Rd

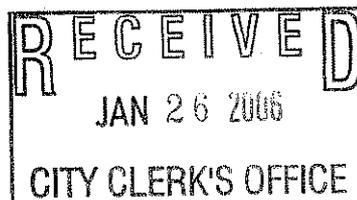
#06-018

In accordance with the attached memo from Lisa Hynes, it is recommended that an abatement in the amount of \$295.20 be granted.

/djv

Attach

cc June George – EPD
Lisa Hynes – EPD



S
Date: January 9, 2006

To: June George/Tom Seigle

From: Lisa Hynes, Accountant II *LH*

Ref: Findings/Recommendations for sewer abatement request for 163 So Mammoth Rd
[REDACTED]

Reason for Request:

The customer is requesting abatement for the sewer billing periods covering 6/24/05 – 9/23/05 due to water usage for the additional irrigation required for the installation of a new lawn. The customer has made partial payments against this billing.

Supporting Backup:

Homeowner contacted EPD about the abatement process. Tom Seigle reviewed the process with the homeowner and proposed that a deduct meter be purchased to reduce future irrigation charges. Homeowner purchased the deduct meter on 10/4/05 and it was set and inspected on 11/3/05.

Comparison of the same billing period over the prior 3 years indicated an average usage of 56ccf. During the period referenced above, the usage was 220ccf.

Recommendations:

Due to the fact that the homeowner has purchased and installed the deduct meter, I recommend an abatement be granted in the amount of \$295.20 for 164ccf.

agree jg

Enclosure

*O/C
T. Seigle
1/23/06
Please send TO
CITY CLERK
with RECOMMENDATION*

T

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

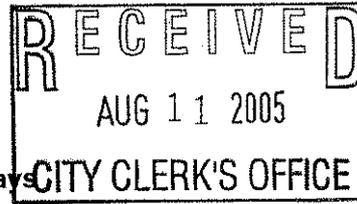
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a policy for the removal of graffiti on private property, as enclosed herein, be approved.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



City of Manchester
Department of Highways

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

RECEIVED

~~AUG 11 2005~~

CITY SOLICITOR'S OFFICE

August 8, 2005

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Re: Graffiti Removal Program

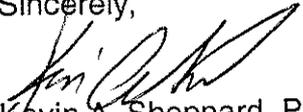
Dear Committee Member:

The Graffiti Removal Program has been very successful. We have removed graffiti from within the City's right-of-way and have worked with the Parks & Recreation Department to remove graffiti within park areas.

We are currently expanding the program to private property and would like the Committee's opinion regarding the proposed policy. Attached, is the policy which states that the graffiti must be visible from the City's right-of-way, we will not remove graffiti above the first floor of buildings and we will not paint over graffiti on private property.

It is the recommendation of the City Solicitor's Office, that we charge a fee for removing graffiti from private property. Your assistance in finalizing our policy would be greatly appreciated.

Sincerely,


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

/cd

cc: Frank C. Thomas, P.E.
Mike Colby
Stephen M. Tierney

Encl.

T

**Manchester Graffiti Removal Program
ENTRY PERMIT TO REMOVE GRAFFITI**

Print out this graffiti access release form, fill it out, mail it or walk it into the Highway Department at 227 Maple Street, 03103. An original signature of the property owner or authorized agent representing the property owner is required.

THE UNDERSIGNED, owner/authorized agent, (circle one) of the improved real property located at:

Manchester, New Hampshire, does hereby authorize City of Manchester employees to enter upon and remove the graffiti (including a brief description of drawing or slogan), located at said address from the _____ day of _____ to one year later, subject to the following terms and conditions:

1. The undersigned acknowledges that he has not caused, allowed or permitted the placement of the aforementioned graffiti, and that the undersigned will cooperate with the City of Manchester in ascertaining the identity of the person or persons responsible for said graffiti, prosecuting said person or persons, and collecting from said person or persons any costs incurred by the City of Manchester in the removal of said graffiti.
2. The City of Manchester, through its authorized employees or contractual agents, is hereby authorized to enter the aforementioned property of the undersigned to remove graffiti from said premises. I understand that the process for removing graffiti is by a high pressure hot water treatment.
3. It is also understood that this authorization is given for the removal of the current incident of graffiti and all future incidents of graffiti which occur within the next one (1) year so long as the undersigned is owner of the subject property. Only verbal verification of continued ownership will be obtained during this one (1) year period for removal of any subsequent graffiti incidents.
4. It is understood that the undersigned shall not be charged for said services and that in consideration of the aforementioned services, the City of Manchester shall not be liable to the undersigned for any damage to person or property occasioned in the removal of said graffiti, including damage to the person or property of the undersigned. The undersigned acknowledges that the City of Manchester does not guarantee either the workmanship or the success of the work of removal of said graffiti or the results obtained and that the City of Manchester, its agents and contractors are released by the undersigned from all claims, damages and suits that the undersigned, or his or her heirs or successors in interest may have by reason of the failure of the City to perform said work of removal in a satisfactory or workmanlike manner or by reason of the failure of the City to exercise ordinary care resulting in damage to person or property of the undersigned.

Dated this _____ day of _____, 20____, at Manchester, New Hampshire.

Print Owner or Authorized Agent's Name

Address of Owner

Owner or Authorized Agent's Signature

Daytime Telephone

POLICY ON GRAFFITI REMOVAL ON PRIVATE PROPERTY

The City of Manchester has made a commitment to clean up graffiti in the City. Including its removal from public areas and private premises visible from the public area. Contact the Highway Department at 624-6444, to report graffiti.

1. A completed owner request form must be submitted to the Highway Department before any work is started.
2. The City will only remove graffiti on private property which is visible from the City's right-of-way and is safely accessible by our equipment and personnel.
3. The City does not remove graffiti from above the first floor of buildings, objects such as garbage containers, or other surfaces as determined by the City.
4. The City utilizes a high pressure water machine for graffiti removal. If determined by the City, that this method of removal is not appropriate, the City will not remove the graffiti, i.e. the City will not paint over graffiti on private property.

T

DRAFT

August, 2005

Re: Graffiti Removal

Dear _____:

It has been brought to our attention that there is graffiti located on your building/property located at _____. The City currently has a program to assist property owners in removing graffiti. Attached are the requirements of this program.

The City of Manchester has made a commitment to improve the local environment by keeping the City clean and free of graffiti from public areas and private premises adjoining the public areas, where practicable. We recommend tht you remove the graffiti from your property or complete the attached form and return it to the Highway Department.

Should you have any questions pertaining to this matter, please feel free to contact me at this office.

Very truly yours,

Stephen M. Tierney
Chief of Hwy. Operations

/cd

Encl.



**City of Manchester
Department of Highways**

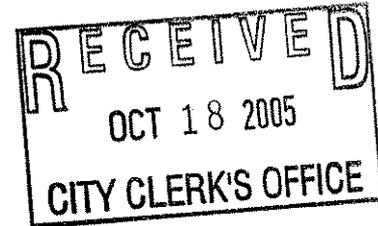
227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

October 17, 2005
#05-097



C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Alderman Daniel P. O'Neil, Chmn.

Re: *City's Graffiti Removal Program*

Dear Alderman:

I thought it would be beneficial to the C.I.P. Committee if I gave my position on the removal of graffiti off private property through the City's Graffiti Removal Program.

I believe our first priority should be the control and removal of graffiti in street right-of-ways, parks and off public buildings. However, I do feel that we must be willing to work with the private sector to also address graffiti on private property if we want to accomplish our ultimate goal of a graffiti free City. This doesn't mean we should be tasked with removing all graffiti off private properties. Our first step should be to correspond with a private property owner and ask that they address graffiti on their property. If we feel that they have the means on their own to address graffiti, they should. (In the future, we may want to develop ordinances giving us enforcement authority to require graffiti removal.) However, I believe I should have the flexibility on a "case-by-case" basis to remove graffiti off private property, with our power washer, if the graffiti is on the ground level and the graffiti is clearly visible to the street. I further feel this service should be provided free of charge, because on many surfaces there may still be some remainder or shading that can't be completely removed. If you charge for this service, the customer will demand a perfect job.

I know some will say that there is enough graffiti on public property to keep us busy for years and that is true. However, I do feel that if I had to remove graffiti off 10 street signs compared to one private building fronting on Elm Street, the removal of graffiti off the Elm Street location would have the greater benefit to the residents of Manchester and the Program.

October 17, 2005

Pg. (2)



By removing graffiti off private structures on a "case-by-case" basis, our Department can make the determination if the work should be done based on the following:

- 1) Is the graffiti a priority for removal because it's an eyesore or offensive to the public?
- 2) Do we feel that the property owner has the resources to remove it on their own?
- 3) Is the graffiti on a surface that we can remove it without causing damage and without having to paint over it? (We will not paint private surfaces.)
- 4) Does the private work fit reasonably with our schedule?

In conclusion, it would be my intent to spend the majority of our time removing graffiti off public properties, while making the private sector aware of their responsibilities and only stepping in when I feel it's in the best interest of the City.

I am available to answer any questions you may have on this matter.

Very truly yours,

Frank C. Thomas, P.E.
Public Works Director

/c

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a revision to the Bright Ideas Program policy, as enclosed herein, be adopted.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



February 16, 2006

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

Re: Bright Ideas Program Policy

Dear Alderman Gatsas and Members of the Committee:

On behalf of the Quality Council, I am requesting a revision to the current Bright Ideas Program Policy. In April, 2003, the Board of Mayor and Aldermen adopted the Bright Ideas Program. This program has two components. The first component is for employees to make suggestions that will improve one or all of the following: Economy, efficiency, effectiveness or safety of City operations. The second component is for extraordinary service.

Since the adoption of the policy, there have been seven suggestions. Unfortunately, none of the suggestions were given an award for varying reasons. Two Airport employees did get an award for extraordinary service in January of 2004. Due to the very low number of suggestions and the fact that no one has received an award, the Quality Council decided to re-look at the current policy. For over a year, the Quality Council has discussed better ways to encourage employees to make suggestions. One of the problems that was identified by the Council was that the current policy will not allow an employee to get an award if the suggestion has anything to do with the employee's current duties and responsibilities. The Council worked very hard to come up with new language that would allow an employee to get an award if the suggestion had to do with his/her position/department, but under strict circumstances.

A second problem that was identified, was that the awards themselves, were quite low in value. The smallest award was \$33 and the largest award could be up to \$4,000 if the suggestion impacted on all four criteria and affected the whole City. The Committee feels that the amount of the awards should be increased. If you will turn to page 3 of the Bright Ideas Program Policy, you will see a revised table for awards. On page 4, you will see a revised table for Extraordinary Service Awards as well.

The third change in the policy is to shorten the number of places that a suggestion is sent to as well as sending a copy to the Mayor. This revision can be found in the Procedures, Terms and Conditions document as well as in the flow chart that is attached to that document. It was felt by the Council that supervisors probably wouldn't have the authority to determine whether or not an idea was acceptable. As such, it was felt that the Department Head should receive all suggestions

February 16, 2006

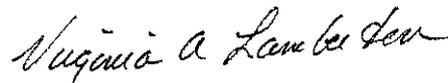
and he/she could then determine who was the best person in his/her department to evaluate the suggestion.

When it is determined that an award should be given, the Committee felt that the funds for the award should come from contingency funds for general funded departments and from departmental budgets when the award was being given to an employee from an Enterprise funded department.

Representatives of the Quality Council will be available at the next Human Resource and Insurance Committee to discuss their proposals as well as to answer any questions that you may have.

Thank you for giving the Quality Council the opportunity to propose revisions to the Bright Ideas Program.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Human Resource and Insurance Committee
Quality Council



Bright Ideas! Program Policy Employee Suggestion and Recognition

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PURPOSE:

The purpose of this program is to reduce the cost of city government, reward active employees who assist in this reduction, and to recognize active employees for extraordinary services or performance in the interest of the city.

A formal evaluation process shall be established, with an evaluation committee to conduct and oversee the process and to make appropriate awards in recognition of outstanding contributions to city government. The program shall recognize suggestions that enhance the economy, efficiency or safety of city operations, or the performance of extraordinary services to the city.

EVALUATION COMMITTEE:

The Evaluation Committee shall consist of five members:

- The Human Resources Director;
- One non-affiliated employee appointed by the Mayor
- One affiliated employee appointed by the Mayor
- The Chairperson of the Quality Council or his/her designee
- One person who is not an employee or an elected official who shall be chosen by the other members of the Evaluation Committee

SUGGESTION AWARD:

A suggestion award may be granted when one or more employees submit in writing a proposal that directly contributes to improved economy, efficiency, effectiveness or safety of city operations. Suggestions that are under investigation by management or those previously suggested shall also not be eligible. If one or more suggestions for the same or similar proposal are submitted on the same day, the suggestions shall be combined and if accepted, the award shall be shared equally.

EXTRAORDINARY SERVICE AWARD:

An extraordinary service award may be granted to an employee for a onetime special act or when his or her work performance far exceeds the normal expectations of the position. Any proposals regarding a onetime special act shall be submitted to the evaluation committee for consideration of an award.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101



Bright Ideas! Program Policy page 2

PERFORMANCE BONUS

An employee may be given a performance bonus or a certificate of extraordinary performance. A performance bonus may be used to reward an employee's special efforts and high performance on projects or special assignments. A Department Head may recommend a cash bonus or certificate to recognize high performance which results in significant and documented cost reductions, savings or income to the City. It may be used to recognize unexpected, self-starting, extraordinary individual accomplishments in support of organizational performance effectiveness occurring out the boundaries of the expected performance of the employee's normal duties. The Department Head shall follow the same procedures that are outlined for granting all other awards by submitting his/her recommendation in writing to the Evaluation Committee.

DEPARTMENT REVIEW PANEL

To facilitate the conduct of the program, and to provide for the most knowledgeable consideration and review process, each department head may establish a Department Review Panel, consisting of not less than three (3) employees of the department. Such panels shall consist of at least one non-management employee. Department heads shall establish term limits and appointment and replacement procedures. The function of the panel shall be to assist the department head in the review of employee suggestions, when they are forwarded with the supervisor's recommendation.

In the absence of such a committee, it shall be the responsibility of the department head to review the suggestion and forward his or her recommendation to the Evaluation Committee. In either case, the department head shall forward his or her recommendation to the Evaluation Committee within 30 days of receipt of the suggestion. If more time is needed to review the suggestion, the department head shall provide written notice to the employee, with a copy to Human Resources and the Mayor. Included in the letter shall be a date that the Department Head intends to submit his/her letter.



City of Manchester
 Quality Council
 Human Resources Department
 One City Hall Plaza
 Manchester, NH 03101

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Bright Ideas! Program Policy page 3

AWARD CRITERIA

The nature of the award shall be dependent upon the potential value of the suggestion to the city; the nature of the condition or problem which the suggestion purports to relieve or correct; and the originality and innovation demonstrated by the author of the suggestion.

Suggestions shall be evaluated under the following criteria. The amount of the award shall increase according to the number of categories the suggestion affects:

1. improved economy;
2. improved efficiency;
3. improved effectiveness and productivity; or
4. improved safety of operations.

In addition to the above, the evaluation committee shall consider the magnitude of the suggestion and shall determine the amount of the award according to whether the suggestion has a minimal, moderate or wide effect. A suggestion shall be considered minimal if it only affects a work unit within the department. A suggestion shall be considered moderate if it affects one or more departments. A suggestion shall be considered wide if it has a citywide effect on all departments. The scale of awards shall be according to the following chart, in which the maximum cumulative award shall be \$6,000:

	SCOPE OF SUGGESTION	MAGNITUDE OF SUGGESTION	SCALE	OF	AWARDS	AWARD AMOUNT
1.	Improved Economy	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
2.	Improved Efficiency	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
3.	Improved Effectiveness & Productivity	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
4.	Improved Safety of Operations	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101



Bright Ideas! Program Policy page 4

EXTRAORDINARY SERVICE

Criteria for awards of extraordinary services in the interest of the City shall be limited to those actions clearly beyond the normal duties and responsibilities of the City employee. Extraordinary service may be related to the employee's primary duties, but the service shall far exceed that which could be expected of the employee involving (1) a sense of prevailing urgency or emergency, (2) personal risk to the employee's own safety and health, and (3) extraordinary competence or proficiency involving abilities demonstrated above and beyond those normally expected. The scale of awards for extraordinary service shall be according to the following chart in which the maximum cumulative award shall be \$1,000.

	EXTRAORDINARY SERVICE FACTORS	SCALE	OF 67%	AWARD 100%	AMOUNT OF AWARD
1.	SENSE OF URGENCY OR EMERGENCY PREVAILING	\$500			\$500
2.	PERSONAL RISKS INVOLVED	\$500	\$500		\$1,000
3.	ABILITIES DEMONSTRATED ABOVE AND BEYOND THOSE NORMALLY EXPECTED	\$500	\$500	\$500	\$1,500

FUNDING FOR AWARDS

When the Evaluation Committee determines that an award is warranted, the Committee shall forward their recommendation to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen shall vote to either approve the award or deny the award. Upon approval of the Board, the employee shall receive his/her award at a regularly scheduled meeting of the Board of Mayor and Aldermen. Funding for all awards shall be taken from contingency funds unless the employee(s) making the suggestion or receiving the award works for a department that is funded by Enterprise Funds. In that instance, the award shall be paid by the applicable Enterprise Funded department.

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BRIGHT IDEAS PROGRAM

PROCEDURES, TERMS AND CONDITIONS

Purpose:

The purpose of this program is to reduce the cost of city government, reward employees who assist in this reduction and to recognize employees for extraordinary services in the interest of the city.

Instructions:

1. Please type or print legibly the following information:
 - a. The way it is now: Identify and explain the present method, process and/or condition.
 - b. I (we) suggest that: Describe your idea for improvement and how it could be implemented. Attach additional information, sketches, charts or pictures to help explain and support your idea.
 - c. Advantages/benefits: Describe how your idea will save money or improve the quality of city services.

2. A. If your suggestion relates to your department:
 - (1) Submit your form and back-up information to your Department Head.
 - (2) Your Department Head will sign that he/she received your proposal and he/she will give you back three signed copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.
B. If your suggestion is for another department:
 - (1) Submit your form and back-up information directly to that Department Head.
 - (2) The Department Head will sign that he/she has received your proposal and he/she will give you back three copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.

3. Department Head Review:
 - A. The Department Head will review your suggestion and determine whether or not your idea is an original suggestion, not something that the department has

u

already been working on or had plans to work on, whether or not it is possible to implement and validate the proposal within thirty (30) days.

- B. If the Department Head needs more time, he/she shall notify you, Human Resources Director and the Mayor. He/she will tell you when he/she will have his/her evaluation completed.
- C. If you have concerns about the length of time it is taking or how your proposal is being handled, please contact the Human Resources Director at 624-6543.

Evaluation Procedure:

- A. The Evaluation Committee shall review all suggestions.
- B. If the Department Head adopts your suggestion, the Evaluation Committee shall evaluate your suggestions impact to determine if you are eligible for an award. The Evaluation Committee is solely responsible for determining the value of any award.
- C. If the Department Head does not adopt your suggestion, the Evaluation Committee shall review that decision. If the Evaluation Committee disagrees with the Department Head, your suggestion will be returned to that Department Head with recommendations to implement.
- D. The Evaluation Committee shall notify the employee in writing of it's decision with copies to the Human Resource Director and the Mayor.

Protection of Suggestions:

- A. Suggestions that are evaluated and not adopted are protected against identical submissions for a period of one year following the date of receipt of the suggestion by the Human Resources Director.
- B. At the conclusion of one year, the suggestion is no longer eligible for award consideration.
- C. You may resubmit your suggestion if you still feel it has value after the one year period if you believe it should be re-evaluated for implementation.

Note: When submitted to the City of Manchester, suggestions become the property of the City. Use by the City shall not form a claim against the City.

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Bright Ideas! Program



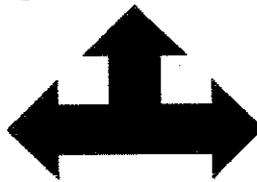
1. Employee submits Form to Department Head



If suggestion is for another dept. employee submits directly to that dept: gets signed copies from dept staff

2. Department Head signs and makes 3 copies:

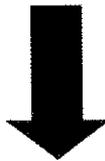
Human Resources/Mayor



Employee

Within Ten (10) Days

3. Department head reviews and forwards his/her recommendation to Evaluation Committee



Within Thirty (30) Days

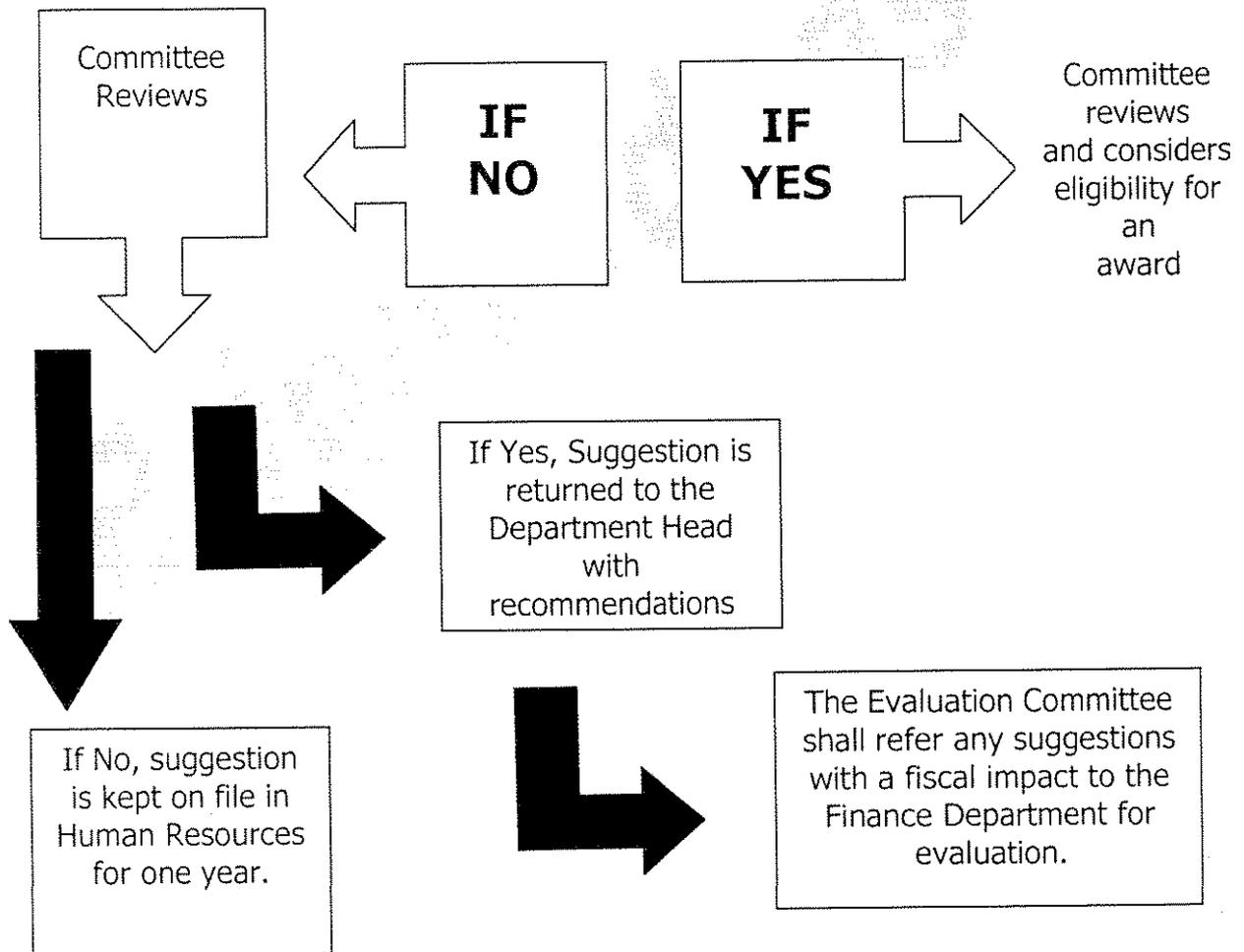
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Bright Ideas! Program

page 2



4. Evaluation Committee reviews Department Head Recommendation



5. Evaluation Committee notifies employee in writing of final recommendation.

Bright Ideas! Application



u

The way it is now:



I (we) suggest that: (attach additional sheets if necessary)

Advantages/benefits:

I (we) believe my (our) idea will:

improve economy

improve efficiency

improve effectiveness and productivity

improve safety

Name: _____ Date: _____

Dept.: _____ Phone: _____

Signature: _____

Your signature indicates agreement with the terms and conditions listed on the reverse side of this form.

Attach additional names if necessary

u

Bright Ideas! Application



Department Head Review:		
Name: _____		Date: _____
Signature: _____		
Determination: <input type="checkbox"/> Adopt <input type="checkbox"/> Not Adopt		Comments attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Evaluation Committee:		
Review and Recommendation: (only when departments do not adopt)		
<input type="checkbox"/> Adopt <input type="checkbox"/> Not Adopt		
Committee Representative:	Award Amount:	Date Awarded:

✓

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that an Administrative Services Manager, salary grade 16, at the Library be reclassified to an Administrative Assistant III, salary grade 14.

(Unanimous vote)

Respectfully submitted,



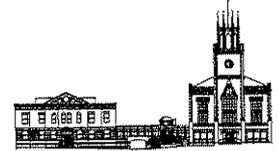
Clerk of Committee



CITY OF MANCHESTER

Human Resources Department

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



February 21, 2006

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

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

On behalf of Denise M. van Zanten, Interim Director of the Library, I am requesting the reclassification downward of the Administrative Services Manager, salary grade 16, to an Administrative Assistant III, salary grade 14.

For the past several months, Ms. van Zanten and I have discussed whether or not the Administrative Service Manager classification is appropriate for the Library. After reviewing the needs of the Library, it is our conclusion that the position would best meet the needs of the Library if it were to be reclassified to an Administrative Assistant III.

As you will note from Ms. van Zanten's letter, this proposal has been discussed with the Library staff as well as the Administrative staff. It has been their observation that the position has essentially functioned as an Administrative Assistant over the years. Therefore, it would be in the best interest of all concerned to have the appropriate classification for this position. This would ensure that the next incumbent would clearly understand the duties and responsibilities of the position.

The position is currently vacant. The estimated savings by reclassifying this position downward would be \$7,432.91. However, one needs to keep in mind that if an individual is promoted from within, those savings might be less. It is impossible to be precise until such time as an incumbent is selected. However, there will be a savings regardless of whether or not the position is filled from within.

Alderman Ted Gatsas

- 2 -

February 21, 2006

I am attaching copies of the current class specification as well as the proposed class specification for your review and information. Also attached is Ms. van Zanten's letter requesting the reclassification.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

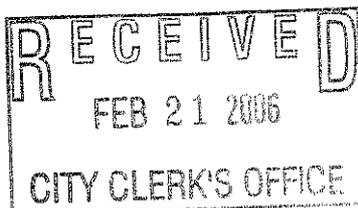
Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: HRIC

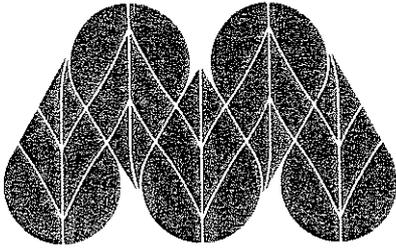
Denis van Zanten, Interim Director



V

RECEIVED

FEB 15 2006



**City of Manchester
City Library**

Carpenter Memorial Building
405 Pine Street
Manchester, New Hampshire 03104-6199
(603) 624-6550

Ms. Virginia Lamberton
Head of Human Resources
City of Manchester
City Hall Plaza
Manchester, New Hampshire 03101
February 14, 2006

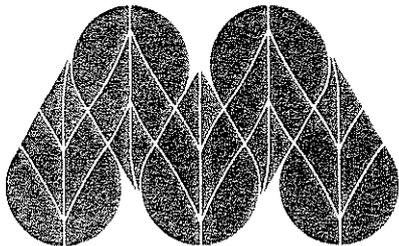
Dear Ms. Lamberton,

Over the past two months as the Library's Interim Director I have had the opportunity to observe and evaluate the workflow and job duties of the library office staff. Currently there are three support positions that work directly with the Library Director, an Administrative Services Manager, an Accounting Technician and an Office Assistant. Our Administrative Services Manager position has been vacant since October. With the recent situation at the Library the review of this position was unfortunately delayed. At this time it would be my recommendation that the Administrative Service Manager (Grade 16- 6NO) position in the library office be reclassified to an Administrative Assistant III (Grade 14- 6LO).

My request for reclassification of this position is based on the following:

- The job classification for an Administrative Services Manager has many overlapping duties with that of the Library Deputy Director and other Division Heads within the library department. Historically it has been the Library's Director, Deputy Director and Division Heads who have completed budget preparation and overseen the fiscal expenditures and encumbrances for the department. Also, the Accounting Technician handles many of the Library's daily financial duties that are listed in the job specifications.
- After careful discussion with the remaining library office staff and library administration it became quite clear that the Administrative Services Manager position in the library has functioned mainly as an Administrative Assistant to the Library Director. Thus it would be more efficient and economical to have this position reclassified as an Administrative Assistant III which is more in keeping with the general duties of providing "confidential administrative support to a Department Head".

V



**City of Manchester
City Library**

Carpenter Memorial Building
405 Pine Street
Manchester, New Hampshire 03104-6199
(603) 624-6550

- Lastly there would be an estimated savings of \$7,432.91 per year in our salary line. This is based on the earnings of the previous Administrative Service Manager versus the starting salary for an Administrative Assistant III.

Based on this information I respectfully request that our proposal for reclassification be reviewed and forwarded on to the appropriate committee. If you should need further information concerning this request please contact me at 624-6550 X329.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise M. van Zanten". The signature is fluid and cursive, with a long horizontal stroke at the end.

Denise M. van Zanten
Deputy Director/ Interim Director

cc: Joanne Barrett



City of Manchester, New Hampshire

Class Specification

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

Class Title	Administrative Assistant III
Class Code Number	1070-14

General Statement of Duties

Performs a variety of general office clerical and confidential administrative support duties for a Department Head within a municipal Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support to a Department Head in addition to customer service to the public. The work is performed under the supervision and direction of the Department Head but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Administrative Assistant II by the performance of confidential secretarial duties for a Department Head. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Performs confidential secretarial duties for a Department Head, including assuming direction or oversight over other Department personnel in distributing directives and monitoring programmatic activities;
- Schedules appointments for the Department Head and maintains appointment schedule;
- Organizes meetings and conferences;



- Prepares correspondences, reports, lists and other documents as instructed and requested by designated office personnel;
- Interprets and applies Departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Transcribes or prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports and performs shorthand as required;
- Composes correspondence for designated office personnel as requested;
- Collects information used in budget compilation;
- Prepares special reports as requested;
- Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
- Answers Department telephone calls, receives and greets visitors to the Department and provides information to or refers callers and visitors to other appropriate Departments or City personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested using traditional filing systems or databases as necessary;
- Processes accounts payable, accounts receivable and/or payroll as necessary;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Listens to and directs comments and complaints from the public relating to Department operations and takes appropriate action to resolve and refer such complaints;
- Requisitions supplies and materials for the Department as requested;
- Oversees petty cash account;
- Maintains personnel files and completes necessary paperwork for personnel changes;
- Supervises, trains, evaluates and coordinates the work of other designated office personnel as directed;
- Provides staff support to special commissions and boards as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;
- Ability to serve in a confidential work relationship;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to complete financial processing procedures;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by additional training in office management; and
- Extensive experience in general office operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;



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

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

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

Class Title	Administrative Services Manager
Class Code Number	1130-16

General Statement of Duties

Provides administrative support within the area of fiscal administration and related in a City Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional standards are used in the administration of all assigned Departmental functions. The work is performed under the supervision and direction of an assigned administrator and/or Department Head but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in accounting and related support function activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public. The principal duties of this class are performed in a general office environment.

Traffic Department: Position may require the handling of hazardous wastes.

Examples of Essential Work (illustrative only)

- Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related;



- Oversees and participates in plans for the procurement of monies from outside funding sources, including community services, grant development and administration and related;
- Coordinates the implementation of new computer systems and related technology in the Department;
- Prepares specialized analytical reports relating to a core function of a Departmental operation for use in policy development and evaluation of existing programs and initiatives;
- Participates in policy development with the Department Head and other Departmental managers as requested;
- Performs special projects as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of financial office procedures and practices;
- Thorough knowledge of the functions of assigned Department or speciality area within City government;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

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

Acceptable Experience and Training

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

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of material in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas of the City.

Approved by: _____ Date: _____

Revision Approved by: _____ BMA _____ Date: 4/20/04

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, a request for reorganization of the management structure of the Health Department, which now provides for the reclassification of two positions and the establishment of one full-time position be approved, and for such purpose advising that it has submitted Ordinance:

“Amending Section 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinances of the City of Manchester.”

outlining abolishment and establishment of various positions relating to this reorganization and having approved same recommends that this ordinance be referred to the Committee on Bills on Second Reading for technical review.

(Aldermen Shea, Garrity, Pinard and Duval voted yea; Alderman Gatsas voted nay.)

Respectfully submitted,



Clerk of Committee



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



January 31, 2006

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

Re: Request for Reorganization and Reclassifications, Health Department

Dear Alderman Gatsas and Members of the Committee:

On behalf of Fred Rusczek, Director, Health Department, I am requesting a minor reorganization of the management structure of the Health Department, the reclassification of two positions, the establishment of one full time position and one part time position. If approved, this request would also include the elimination of the class specification and position of Deputy Public Health Director as well as the elimination of the class specification Public Health Preparedness Administrator.

If approved, this reorganization would eliminate one level of management. As you will note from the current organizational chart, the current structure has three tiers of administrative management. The proposed structure, reduces the reporting levels to two within the administrative areas. The Deputy Director position would be eliminated and the duties that have been assigned to that classification, would be divided and shared by two current administrative positions. Specifically, one Public Health Specialist III, salary grade 21 position, and the Public Health Preparedness Administrator position, salary grade 23, would be reclassified to a new class specification titled Public Health Administrator, salary grade 24. Please see proposed organization chart dated, January 2006. In the absence of the Director, one or the other of these positions would be responsible for management of the Department.

The establishment of one full time Public Health Specialist II, salary grade 19, and one half time Customer Service Representative II, salary grade 12 will be assigned to the Community Epidemiology and Disease Prevention Division and School and Youth Health Divisions respectively. The authorization of the Public Health Specialist position will be to meet pressing public health needs.

W

This proposed reorganization will not cost the City any additional funds. Rather, the net savings will be \$8,615.

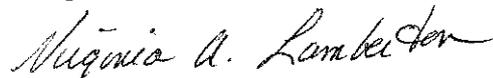
In summary the proposed reorganization would result in the following changes:

- Abolish the Deputy Public Health Director position
- Establish new class specification, Public Health Administrator
- Reclassify Public Health Specialist III to Public Health Administrator
- Reclassify Public Health Preparedness Administrator to Public Health Administrator
- Establish one full time Public Health Specialist II position
- Establish one part time Customer Service Representative II position
- Abolish Public Health Preparedness Administrator class specification

I am attaching a copy of the current organizational chart as well as the proposed organizational chart. Also attached is the proposed Public Health Administrator class specification as well as the financial information for this reorganization.

Your favorable approval of these requests would be greatly appreciated.

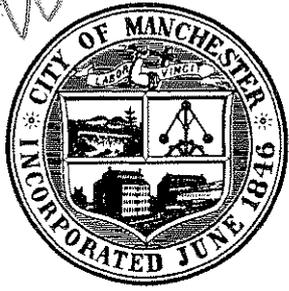
Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Cc: Fred Rusczek, Director

Attachments



CITY OF MANCHESTER
Department of Health

1528 Elm Street
Manchester, NH 03101-2106
Telephone: (603) 624-6466
Administrative FAX: (603) 628-6004
Community Health FAX: (603) 665-6894
School FAX: (603) 624-6584
www.ManchesterNH.gov

BOARD OF HEALTH
Nicholas Skaperdas, D.M.D., Clerk
Jazmin Miranda-Smith, M.Ed.
Carol Bednarowski
Laura Smith Emmick, M.D.
Mary Mongan, R.N.

Frederick A. Rusozek, M.P.H.
Public Health Director

Richard DiPentima, R.N., M.P.H.
Deputy Public Health Director

January 24, 2006

Virginia Lamberton, Director
Human Resources Department
One City Hall Plaza
Manchester NH 03101

RE: Reorganization of Health Department to Deal with Impending Retirement of Deputy Director

Dear Ms. Lamberton:

With the impending retirement of Richard DiPentima, the Health Department seeks to reorganize its staff in order to meet current work needs.

At no time in memory has the need for knowledgeable and skilled public health workers been so important to the protection of the public. Mr. DiPentima had a broad array of public health knowledge and skills that was developed over a career in public health. We are fortunate to have several professionally prepared staff who can provide quality public health services to the community for many years to come. With our proposed reorganization, we plan to redistribute the deputy director's duties to senior managers and to raise staff salaries commensurate with new duties. This will free up the resources needed to hire a public health specialist and a part time clerk which are necessary for our operations, while expanding the expert knowledge of existing staff.

There are three intended outcomes of this reorganization:

1. The financial resources of the Deputy Director position will be utilized to meet pressing public health needs, through the creation of a lower pay level public health specialist position and a part time customer service representative to support administrative functions.
2. Existing health department staff will subsume Deputy Director responsibilities in this reorganization, and in the process will increase the depth of public health management skills with the department.
3. Create a cost savings, albeit modest.

The work that the deputy completes for the department is necessary work. Our organization is such that we don't use duplicative staff to complete duties, so there isn't anyone else who has been working with the deputy director who can automatically assume this role. The Department also strives to use staff at the fullest extent of their professional expertise. For example, the

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Department's Medical Director position is structured so that professional skills of a physician are not lost to administrative matters that staff at a lesser pay level can complete.

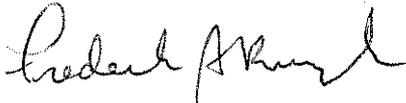
For this reason, the most practical and cost efficient resolution to how to complete the duties of the deputy position is to expand the duties of two qualified individuals currently on staff rather than continue the deputy position. This also serves the benefit of developing staff to handle the administration of Department matters and oversight of public health programs. To create the capacity of these two staff to complete the additional duties assigned with the elimination of the deputy position, the department seeks to create a public health specialist II position.

The part time customer service representative position that we desire to fill with the savings generated by this reorganization is necessary to complete clerical and receptionist duties. This 20 hour position was part of our staffing complement until we needed to abandon it in our FY 02 budget to meet appropriation levels. Among other duties associated with growing services, the position will enable us to complete new evening clinical duties without having to pay overtime.

Enclosed is a job description for a proposed public health administrator position that expands the duties of the public health preparedness and environmental health administrator position. Also enclosed is the proposed organizational chart and a spreadsheet that details the costs and savings of these changes.

Please feel free to call me at any time if you have any questions on this matter.

Sincerely,



Frederick A. Rusczek, MPH
Public Health Director

cc: Sean Thomas, Mayoral Assistant

W

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinance of the City of Manchester.”

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

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Abolish Deputy Public Health Director
Establish Public Health Administrator

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Abolish Deputy Public Health Director, Grade 25
Establish Public Health Administrator, Grade 24, exempt
Reclassify (1) Public Health Specialist III, Grade 21 to Public Health
Administrator, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Abolish Deputy Public Health Director, Class Code 7107
Establish Public Health Administrator, Class Code 7114

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



City of Manchester, New Hampshire

Class Specification

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

Class Title	Public Health Preparedness Administrator
Class Code Number	7119-23-24

General Statement of Duties

Establish strategic leadership, direction, coordination and assessment of activities pertaining to bio-terrorism, infectious *and chronic* disease outbreaks and other public health threats and emergencies. Plans, directs, coordinates and supervises all environmental public health activities as assigned, to the Manchester Health Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure that all environmental *public* health concerns are addressed according to professional standards and that environmental laws are enforced. The work is performed under the supervision and direction of the Public Health Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees within a major division, or divisions within the Department the classes of Environmental Health Specialist I and II, Public Health Specialist I and II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials, business owners or managers, other City employees and the public.. The principal duties of this class are performed both indoors and outdoors, often in hazardous situations.

Examples of Essential Work (illustrative only)

- Assess public health system capacities by conducting an integrated assessment of public health and legal system capacities;
- Assist in the development of a statewide emergency response plan including mutual aid agreements, and the provision for regular exercises to test response proficiency;

- ~~Develop a city/regional plan to respond to acts of bio-terrorism, infectious disease outbreaks and other public health threats and emergencies;~~
- ~~Coordinate with federal response assets to develop a plan to receive and manage items from the National Pharmaceutical Stockpile;~~
- ~~*Maintain*~~ Develop a formal system to receive and evaluate urgent disease reports from all parts of the state and city on a 24 hour per day, 7 day per week basis;
- Rapidly and effectively investigate and respond to a potential terrorist event, *or other public health threat*, as evidenced by ongoing response to naturally occurring individual cases of urgent public health importance;
- ~~Develop and implement a jurisdiction-wide program to provide rapid and effective laboratory services by assisting the State Public Health Laboratory in improving relationships with clinical laboratories in Manchester and establish operational relationships with the Manchester Fire and Police Departments to provide laboratory support;~~
- Plan *Coordinate* a Health Alert Network that provides a 24/7 flow of critical health information among hospital emergency departments, state and local health departments, City agencies and others;
- Ensure ongoing protection of critical data and secure exchange of information by assessing and developing policies and procedures for protection of critical information and continuity of operations;
- Provide needed health/risk information to the public and key partners during a terrorism event or other public health emergency;
- Deliver appropriate education and training to key public health professionals, infectious disease specialists, emergency department personnel and other health care providers;
- Plans, directs, coordinates and supervises *public* environmental health activities *involving multiple programs*;
- ~~Performs environmental health, industrial hygiene, sanitary, disease control and epidemiological inspections;~~
- ~~Investigates complaints and inspection problems resolving them via standards, regulations and policies;~~
- Initiates and reviews inspection *public health* reports, *including communicable and chronic disease studies*;
- Initiates enforcement proceedings and testifies at legal proceedings;
- Reviews and authorizes issuance of permits and licenses;
- ~~Reviews and approves complex septic system plans;~~
- ~~Performs environmental health specialist duties as needed;~~
- Evaluates and recommends public health standards and legislation;
- Advises governmental, community organizations and individuals on environmental health, technical standards and departmental services;
- Plans and conducts professional level environmental and public health education training programs;
- Performs supervisory and personnel tasks relating to the division;
- Prepares, analyzes, reviews and critiques reports, records, correspondence, statistical data and related records;
- Assumes responsibilities of the Public Health Director as needed;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.
- *Plans, develops and coordinates public health policies and procedures;*
- *Coordinates all aspects of the Public Health Improvement/Community Assessment Division;*
- *Coordinates all Federal and other grant programs of the Department;*
- *Confers with Department staff to track implementation of policies and make specific recommendations and suggestions on Division or Departmental operations;*
- *Coordinates various committees relating to community health issues, including the "Healthy Manchester Coordinating Council;*
- *Develops interventions to meet community needs, including creating evaluation methods to assess progress of interventions;*
- *Collects and organizes data to identify community health needs;*
- *Conducts studies and surveys to assess community health needs;*
- *Organizes community support for public health activities;*
- *Performs special projects for the Public Health Director as requested;*
- *Serves as the Public Health Director during an absence;*

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

- Comprehensive knowledge of the practices, principles and methods of environmental and public health administration;
- Thorough knowledge of environmental *public* health practices, bioterrorism and industrial hygiene *disease prevention* principles;
- Thorough knowledge of epidemiology, communicable diseases control, and insect vector control practices;
- Thorough knowledge of applicable Federal, State and Municipal laws and regulations related to environmental and public health;
- ~~Thorough knowledge of and ability to complete complex septic system design and inspection reviews;~~
- ~~Thorough knowledge of hygiene matters and indoor air quality issues;~~
- Thorough knowledge of supervisory practices and techniques;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- *Thorough knowledge of disease control programs;*
- *Thorough knowledge of preventative initiatives in public health areas;*
- *Thorough knowledge of current principles and practices of public administration;*
- *Thorough knowledge of budgetary principles within a municipality;*
- *Thorough knowledge of public/media relations principles;*
- *Ability to provide administrative direction within a municipal Department;*
- Ability to analyze ~~environmental~~ *public health* situations, to interpret findings in relation to public health, and to recommend effective and appropriate measures of control of environmental hazards;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Some knowledge of labor relations, public relations, and budget activities;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in ~~Environmental Sciences~~, Public Health or a closely related field; and
- Considerable experience in public or environmental health work, including some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- New Hampshire Designer of Subsurface Disposal System License;
- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

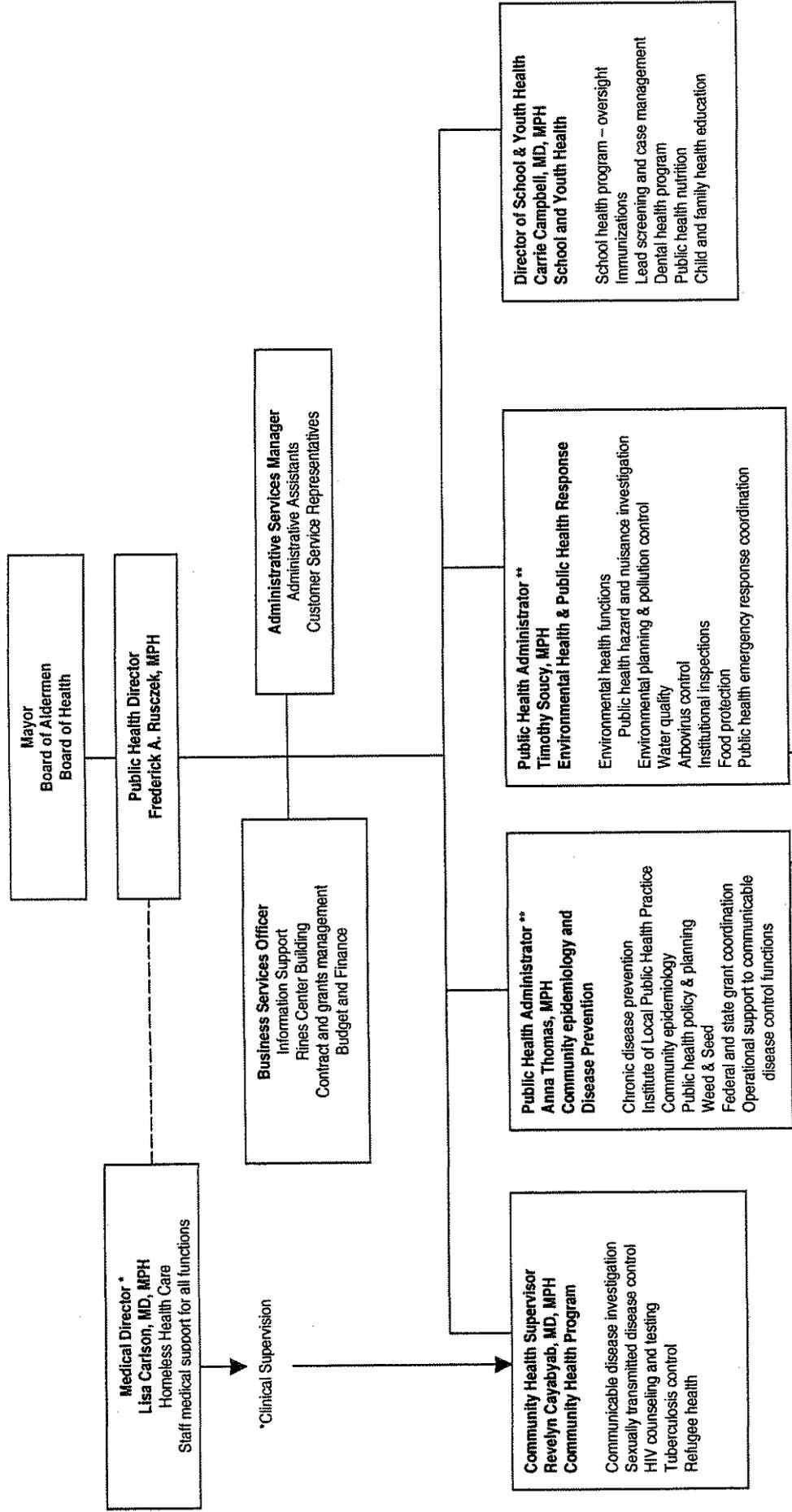
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in review a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: BMA Date: 11/19/02

Date Established: 11/19/02

Proposed Chart

MANCHESTER HEALTH DEPARTMENT ORGANIZATIONAL CHART



**** Public Health Administrator additional responsibilities**
 Administrative backup to Department Director
 Examples: Board of Mayor and Aldermen/City Meetings
 Negotiations
 Budget (policy decisions when Director absent)

W

FINANCIAL CONSIDERATIONS OF HEALTH DEPARTMENT RESTRUCTURING

Elimination of Deputy Public Health Director Position

Resultant Savings:

Approximate FY 05 Salary and benefits for deputy position \$111,000

New costs:

1. Upgrade two senior staff to new public health administrator classification (salary and benefits): \$21,408

2. New positions
.5 FTE customer service representative \$23,332

Public health specialist II 42,700 14,945 \$57,645
(benefits @ 35 %)

Total New Costs \$0

Net Savings: \$8,615

W



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Virginia Lamberton
Human Resources Director

From: *Leo R. Bernier*
Leo R. Bernier
City Clerk

Date: February 9, 2006

Re: Reorganization of the Management Structure of the Health Department

Please be advised that at the January 6, 2006 meeting of the Committee on Human Resources/Insurance, it was voted to table item 4 relating to the above-referenced request.

Chairman Gatsas requested that the Human Resources Department provide additional information regarding two scenarios as outlined in the enclosed copy of an excerpt of the minutes regarding this matter.

Please forward your response to the committee in care of this office.

Enclosure

W

Alderman Shea moved for discussion. Alderman Pinard duly seconded the motion. The motion carried.

Ms. Lamberton stated since I wrote this letter and it was sent to the City Clerk's office Tom Bowen asked me to change this one thing on the WTP Chief Operator class specification.

Chairman Gatsas asked do I have a motion?

Alderman Duval moved to approve the recommended updates for class specifications in the Water Works Department. Alderman Garrity duly seconded the motion. There being none opposed, the motion carried.

Chairman Gatsas asked Ms. Lamberton for item 4 relating to the Health Department request could you do two work ups so that we see them one that we would put in a new Deputy Director and what that salary range would start at...putting those two people in their flow charts as they are, what that is and a price work up.

Ms. Lamberton stated you mean if it was one or the other of those two people.

Chairman Gatsas stated it doesn't matter if we started somebody and just upgraded those two people at the levels we were talking about in today's situation and not putting in the part-time and the full-time specialist.

Alderman Duval stated I hold Mr. Rusczek in the highest regard...I'm just concerned, I just want to make sure that the efficiencies that he's proposing we are indeed going to experience and that was the reason for the line of question. If indeed a department has worked diligently on trying to come up with ways to run their department more efficiently then I think we should applaud their efforts and I respect the questions asked by Alderman Shea as well and I just want to make sure that if indeed it results in a savings then we experience those savings.

Chairman Gatsas addressed item 7 of the agenda:

7. Communication from Leo Bernier, City Clerk, seeking recommendation to the full Board that the position of City Clerk be established at a Salary Grade 27, effective December 6, 2005.



CITY OF MANCHESTER

Human Resources Department

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



February 24, 2006

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

Re: Item 4, Additional Information

Dear Alderman Gatsas and Members of the Committee:

At the Human Resource and Insurance Committee meeting on February 6, 2006, additional financial information was requested for the Health Department Reorganization, Item 4.

I am attaching the information that the Committee requested. As you will note, there will be a minimal savings by replacing the Deputy and a larger savings if the proposed reorganization is approved.

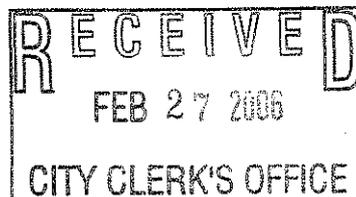
Please let me know if you need any additional information.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: HRIC Committee
Fred Rusczek, Director



Financial Considerations of Health Department Restructuring

Elimination of Deputy Public Health Director Position

Resultant Savings:

FY 06 Salary and benefits for deputy position:
(Richard DiPentima)

Salary	\$86,260
Benefits	\$25,572
Total Salary and Benefits	<u>\$111,831</u>

New costs:

- Upgrade two senior staff to new public health administrator classification (salary and benefits):

Staff impacted:	Current Salary	Current Benefits	Total Sal & Ben.	Proposed Salary	Salary Increase	Additional Benefits*
Timothy Soucy	79,931	25,863	105,794	83,035	3,104	621
Anna Thorntas	69,815	23,601	93,416	73,775	3,960	792

Total reclassification cost: \$8,476

- New positions

.5 FTE customer service representative

\$23,332

Public health specialist II**

42,700

19,705

\$62,405

Notes:

* Additional benefits calculated at 20 % of increase, since health and dental costs do not change with increase

** Public Health Specialist II Benefits are based on "worst case" scenario as detailed below:

PHS II benefits:

MT-	\$11364.00
Dental -	\$1238.99
Life -	\$59.00
Disability -	\$ 53.00
City Retire -	\$3723.44
FICA -	\$3266.55

Total - \$19704.98

Manchester Health Department

Review of Current and Proposed Organization Models

Current Deputy Model

Personnel:

1 Deputy Public Health Director

2 Public Health Administrators from upgrade of existing staff
 1 Public Health Specialist II (new) replacement for deputy position
 .5 FTE Admin Assistant currently covered by revenue from School District will revert to City Public Health & replaced for school program with school term .5 FTE customer service representative

Cost/Savings. (FY 06 salary figures)

FY 06 Deputy Director Cost \$ 111,831
 Replacement cost:
 Minimum salary & benefits to be above subordinate, per City Ordinance 33.051- \$ 108,871
 Deputy replacement savings (assumes level benefit cost) \$ 2,960

Cost/Savings

Upgrade two senior staff to new public health administrator classification (salary and benefits): \$8,476
 New positions \$23,332
 ~.5 FTE customer service representative for school program; (reassign .5 FTE Admin Asst from school program to City)
 ~Public health specialist II \$57,645
 Salary \$ 42,700; benefits \$ 14,945 (benefits estimated @ 35 %)

Total \$89,453
 Savings per year (over current budget) \$22,378
 (over replacement of deputy) \$19,418

Pros/cons:

Does not require reclassification process and ordinance change

Continues simple chain of command, and single backup for department head

Future considerations - Department will have one potential candidate for Department Head in the future

Creates greater depth in organization to handle public health issues from the expansion of duties for 2 senior managers; this depth will be necessary in the event of a flu pandemic, or other public health crisis.
 Public health specialist II position picks up displaced work of public health administrator which further develops

Future considerations - Department will have two fully prepared candidates for deputy director and/or director position



City of Manchester

W

Office of the Mayor
Hon. Frank C. Guinta

February 23, 2006

Human Resources & Insurance Committee
City Hall
One City Hall Plaza
Manchester, NH 03101

RE: Restructuring of Health Department following retirement of Deputy Director

Dear Chairman Gatsas:

I have reviewed the proposed restructuring of the Health Department following the retirement of its deputy director and support this reorganization as detailed below.

The proposed restructuring eliminates the deputy director position and reassigns duties, with a commensurate pay increase and reclassification, to two existing staff, as well as creates a lower level public health specialist position to pick up displaced duties. This will enable the Department to complete its public health work and will create greater depth within the organization to handle the City's public health issues. While I understand the reasons behind the Department's request to use some of the savings for a part time customer service representative, I do not support filling this support staff position at this time. My staff and I will continue to examine alternatives to address the Health Department's support staff needs in the FY 07 budget preparation.

As proposed, the Health Department reorganization will result in a savings of *at least* \$ 17,600 over the FY 06 budget for the deputy position. By holding the customer service representative position open at this time, the resultant savings will be over \$ 40,000. Most importantly, essential public health services will be continue to be provided to the City.

I therefore request that the Human Resources Committee act upon this matter as soon as possible and urge your approval of this important request.

W

If you have any further questions regarding this matter, I would be glad to assist the committee. Please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank C. Quinta". The signature is stylized with a large, sweeping "F" and a long, horizontal stroke at the end.

Frank C. Quinta
Mayor



City of Manchester

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Nominated 02/21/2006

Office of the Mayor
Hon. Frank C. Guinta

February 21, 2006

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

To the Honorable Board:

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

- held over 03/07/06** (1) Cathleen A. Schmidt to succeed Scott W. Ellison as a member of the Manchester Development Corporation Board of Directors, term to expire March 11, 2009;
- Confirmed 03/07/06** (2) Nick Soggu to succeed William Sirak as a member of the Manchester Development Corporation Board of Directors, term to expire March 11, 2009;
- Confirmed 03/07/06** (3) Alderman Armand Forest to succeed Alderman Henry Thibault as aldermanic representative to the Manchester Development Corporation, term to expire January 1, 2008.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of these nominees is appreciated in advance.

Sincerely,

Frank C. Guinta
Mayor

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Cathleen A. Schmidt

603-645-4376 home
603-634-7500 office
617-448-1541 cell

4 Waterford Way
Manchester, NH 03102

EXPERIENCE

- Citizens Bank New Hampshire
Manchester, New Hampshire
President & CEO January 2006
to present
- Citizens Bank of Massachusetts
Boston, Massachusetts 2002-2006
Executive Vice President, Retail Director
- Responsible for sales, service and operations
 - 150 branch network with \$20 billion in deposits
 - 1350 colleagues
- M&T BANK (\$31 billion in assets) 1995-2002
Buffalo, New York
Administrative Vice President, Regional Manager (04/00-present)
- Rochester, New York - 50+ Branch Offices
 - Retail Sales Director. Responsible for development and implementation of retail sales process across 450+ branch network
- Area Branch Manager (06/98-04/00)**
Buffalo, New York 19+ Branch Offices
- Sales Training Manager (11/97-06/98)**
Buffalo, New York
- Developed retail sales process and implemented training across the entire M&T Retail Banking Network (branches, mortgage, business banking, can center, M&T Securities)
- Branch Administrator (05/95-11/97)**
Ithaca, New York
- Integrated newly acquired bank into M&T.
 - Oversight of 25+ branch offices
- OLD STONE BANK (\$3.5 billion in assets) 1981 to 1995
Providence, Rhode Island
Senior Vice President, Retail Banking (07/90-05/95)
Responsibilities included oversight of three functional areas:
- Branch Operations: provided administrative support for the 35+ branch network including operational procedures, product development, automated services, money room, training, security, telemarketing, staffing.
 - Retail Marketing: primary accountability for liability/deposit gathering strategies, product/branch profitability, branch sales support and market research.
 - Guild: President of Guild. Responsible for the administration of this three branch "savings Boutique" division of Old Stone with \$350 million in deposits and a sales team of 23 persons

Vice President-Regional Manager (01/86-06/90)

- Management responsibilities for 18 branches with a focus on sales, customer service, security, training, community involvement
- Member of Old Stone Asset/Liability Management Committee
- Chairperson of PRIDE program - employee recognition program
- Coordinator of the Liability Marketing Council
- Director of the Annual Branch Manager Event

Branch Manager (10/82-12/85)

- Responsible for the day to day management of a retail branch location, deposit gathering, consumer loans, mortgage orientation

Retail Management Trainee (07/81-09/82)

- Completed full training program with exposure to all areas of banking
- Loaned Executive to the United Way

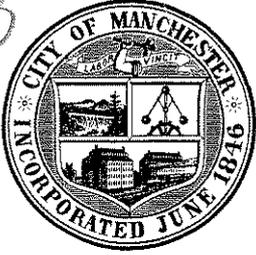
EDUCATION

BOSTON COLLEGE Chestnut Hill, MA
Bachelor of Arts, Cum Laude, 1981
Majors: Economic and Psychology
Dean's List, all semesters

LONDON SCHOOL OF ECONOMICS, London, England
Institute of European Studies, Spring 1980
Received full term credit for studies concentrating in economics and public policy.

PROFESSIONAL ASSOCIATIONS

- Manchester Chamber of Commerce
- New Hampshire Business and Industry Association
- Bank Marketing Association
- Bank Administration Institute - 2002 Speaker at National Conference on Branch Delivery and Sales
- United Way



City of Manchester

Nominated 03/07/2006

Office of the Mayor
Hon. Frank C. Guinta

March 7, 2006

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

To the Honorable Board:

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

- (1) Michael Langton to succeed George McNamara as a member of the Board of Adjustment, term to expire March 1, 2009;
- (2) Brian Desfosses to succeed Steve Freeman as a member of the Board of Adjustment, term to expire March 1, 2009;
- (3) Joseph K. Levasseur to succeed Brian Desfosses as an alternate member of the Board of Adjustment, term to expire March 1, 2007.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of these nominees is appreciated in advance.

Sincerely,

Frank C. Guinta
Mayor

13

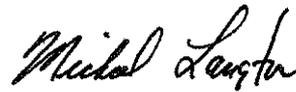
March 12, 2006

Mayor Frank Guinta
One City Hall Plaza
Manchester, NH 03101

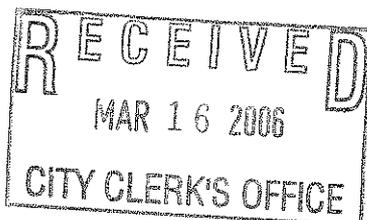
Mayor Guinta,

Per our conversation, attached you will find my resume for the Zoning Board position. If you have any questions, please don't hesitate to call.

Sincerely,



Michael Langton
170 Birchwood Rd
Manchester, NH 03104
Home - 669-8338
Cell - 315-4404



13

Michael Langton
170 Birchwood Rd
Manchester, NH 03104

1975 Manchester Memorial Graduate

1976 – 1979; United States Army

1980 – present; United States Postal Service

1982 – present; Invested in real estate
purchased numerous multi-family buildings for
investment and income
purchased, renovated, and resold income property

1987 – present; General Contractor
custom built homes and additions in the Manchester
area, Portfolio available upon request

1996 – 2000; Little League coach, Manchester North Little League

May 2005 – December 2005; Ward 2 School Board Member,
Manchester, NH

Brian Desfosses

Professional Licenses

- NH Licensed Civil Engineer #11558
- NH Licensed Real Estate Broker - #050430
- NH Licensed Subsurface Systems Designer - #1412 (Septic Systems)
- NH Licensed Subsurface Systems Installer - #3865 (Septic Systems)
- NH Surveyor-In-Training #607

Experience

**6/2004 – Present Eric C. Mitchell and Associates, Inc.,
Bedford, NH**

Civil Engineer

- Project management, design of large and small-scale residential & commercial sites; including project management, meeting presentations, storm drainage design, sewer and water design, road design, land planning, and technical reports.

10/2001 – 6/2004 Sublime Civil Consultants, Inc., Derry, NH

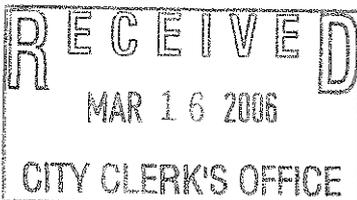
Civil Engineer

- Design of large and small-scale residential & commercial sites; including storm drainage, sewer and water design, road design, land planning, and technical reports.

8/2000 – 10/2001 Regal Companies, Bedford, NH

Project Manager / Project Designer

- Design & management of large and small-scale residential neighborhoods
- Profit / loss calculations for developments
- Assuring compliance with state / local ordinances
- Maintain positive relationships with the community and local boards



13

1998-3/2000 Bedford Design Consultants, Inc.,
1995-1997 Londonderry, NH

Engineer In Training/ Project Manager

- Worked on almost all aspects of residential & commercial planning & design, including project management
- Have been a part of many marketing exercises

1997-1998 Millette, Sprague, & Colwell, Inc.,
Portsmouth, NH

Draftsman / Civil Engineering Technician

- Drafted & designed projects under a project manager
- Was involved in many team building exercises

Education

1995-1997, 2001-2002 University of New Hampshire Durham, NH
▪ Bachelor's of Science in Civil Engineering

Many courses and seminars regarding AutoCAD, business management, income property appraisal, real estate, mortgages, and financing.

Volunteer Efforts

- Manchester Zoning Board of Adjustment Alternate Member
- Interviewer for St. Paul's School Summer Program, Concord, NH

Awards Received

Leroy Johnson Scholarship – UNH: 1995-1997, 2001-2002
Eagle Scout: 1995
Ralph McIninch Scholarship – Central High: 1995
Robert Crowley Memorial Scholarship (Excellence in Science): 1995
St. Paul's School Advanced Studies Program: 1994
Holy Cross Book Award: 1994

13

Joseph Kelly Levasseur
Attorney-At-Law
119 West Merrimack Street
Manchester, NH 03101
Tel. 603-622-7575

JRWAA2@aol.com

Fax: ~~603-641-3433~~
602-3575

Honorable Mayor of Manchester
Frank C. Guinta
1 City Hall Plaza
Manchester, NH 03101

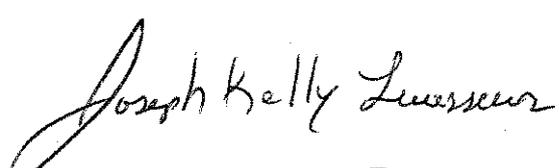
RE: RESUME: NOMINATION: ZONING BOARD OF ADJUSTMENT

Date: 3-15-06

Dear Mayor Guinta:

Please find attached a copy of my resume. I would like to personally thank you for showing confidence in my ability by nominating me to serve the City of Manchester as an alternate on the Zoning Board of Manchester. Please send a copy of my resume to the aldermen. I hope that they to will understand and support my continuing commitment to serve my community. Thank you again for your confidence.

Sincerely


Joseph Kelly Levasseur, Esq.

RECEIVED
MAR 16 2006
CITY CLERK'S OFFICE

13

JOSEPH KELLY LEVASSEUR, ESQ.

866 Elm Street-Manchester-NH-0310-Home-626-088-Restaurant- 622-6400-Law Office-622-7575

Requested Resume updated as of 3-15-06

**POSITION NOMINATED:
ALTERNATE: ZONING BOARD OF ADJUSTMENT**

MANCHESTER TAXPAYER--1988--current--

MANCHESTER NATIVE--born and raised --1960--

LOCAL CHARITIES AND CONTRIBUTIONS--\$5,000.00 to William Cashin Senior Center, various yearly contributions to New Horizons, Union Leader Santa Fund, Salvation Army, & various local charities.

JUSTICE OF THE PEACE --2000--current--Duties include marrying residents of New Hampshire, taking oaths for formal documents, & swearing in witnesses at judicial functions ie. superior and district courts or quasi-judicial hearings (ie. ZBA).

ATTORNEY-AT-LAW --2001--current--

GRADUATE OF MASSACHUSETTS SCHOOL OF LAW --1997-2000--

MASTER OF BUSINESS ADMINISTRATION --MBA--GRADUATE OF SOUTHERN NEW HAMPSHIRE UNIVERSITY --1994-1996--

BACHELORS DEGREE--BA--GRADUATE OF NEW HAMPSHIRE UNIVERSITY SYSTEM --1991--

ASSOCIATES DEGREE --AA---GRADUATE OF MERIMACK VALLEY BRANCH (Manchester Community College) --1995--

HIGH SCHOOL DIPLOMA --MANCHESTER MEMORIAL HIGH SCHOOL --1979--

MEMBER OF THE NEW HAMPSHIRE BAR ASSOCIATION --2003--current

MEMBER OF THE MASSACHUSETTS BAR ASSOCIATION --2001--current

GENERAL PRACTITIONER: OWNER-JOSEPH KELLY LEVASSEUR AT-LAW--
2003--current: General Practitioner--sole owner of law practice--attend court hearings on behalf of clients, appear in front of judiciary on frequent basis/work with low to middle income residents of Manchester on a variety of cases and law related areas including contracts/family/criminal/business/real estate/discrimination/employee termination/constitutional/city/town/landlord-tenant etc.

MEMBER OF ATLA: Association of Trial Lawyers Association: --2005--current

New Hampshire Criminal Defense Association: --2004-2006--

OWNER JOE KELLY's RESTAURANT --1986--current—small business owner in downtown Manchester--responsible for payroll, hiring, firing, cooking, menu planning, prepping, community relations, paying bills, etc.

PROPERTY OWNER-LANDLORD --1988--currently own and operate three-three brick unit buildings in historic downtown Manchester. All three have undergone substantial renovations.

GENERAL CONTRACTOR --1988--current—have personally owned and renovated over 25 multi family buildings and single family homes since 1988. Duties include finding and hiring sub-contractors ie. plumbers, electricians, carpenters, finish carpenters, laborers, painters, masons, landscapers, consultants etc. Work with city officials and department heads to maintain certificates of occupancy, retain building permits and to request help with issues surrounding ownership issues.

ALDERMAN City of Manchester --2000-2002--responsibilities include: working on a city budget in excess of two hundred million dollars, work closely with aldermen & department heads to provide and work on budgets, snow and trash removal, policy issues and procedure, zoning & community improvement projects. Constant and continuous constituent service, (hundreds of phone calls per year, personally visiting and helping senior citizens, home & business owners, and apartment dwellers on a frequent basis with city & state related issues) attend full board meetings (100% attendance rate) and special meetings called by the Mayor or aldermen, mostly after 4:00 p.m. Given key to the City by Mayor Bob Baines.

ALDERMANIC SUB COMMITTTES :

Riverfront Activities --2000-2002--work on riverfront issues, report to full BMA

Accounts & Enrollment --2000-2002--knowledge based information of audits, all city-departments accounts payable and receivables, report to full BMA

13

Finance Committee: --2000-2002--worked on two city budgets, including school budgets both totaling over two hundred million per year. Weekly and sometimes daily budget preparations/negotiations from January until June

Manchester Neighborhood Housing --2000-2002--work on purchasing, accumulating, and renovating Manchester properties for low to middle income families.

Intown Manchester --2000-2002--worked on downtown Manchester issues, including, trash pickup and removal, downtown weekly events, budget issues and constraints.

CIVIC CENTER COMMITTEE: --1999-2001--work along side many business and community leaders to win approval from city residents to build the Civic Center. One of the most rewarding achievements in my life and one of the proudest moments of my life was when the first puck was dropped at the Verizon Wireless Arena.

MANCHESTER CHAMBER OF COMMERCE --1988-1990 & 1999-2002--

MEMBER OF CONCERNED TAXPAYERS ASSOCIATION --1999-2005--

SECRETARY OF CONCERNED TAXPAYERS ASSOCIATION --2003-2004--

CHAIRMAN OF MANCHESTER CITY REPUBLICAN COMMITTEE --2003-2004--community relations, organizing, fund-raising.

HOST OF THE JOE KELLY LEVASSEUR SHOW --MCTV/MCAM--1999--current...proudly keeping a watchful eye over Manchester city government, its politics and politicians.

MANCHESTER EXECUTIVE HEALTH & FITNESS --1988--1999 & 2005--current

MANCHESTER BOYS CLUB--1970-1979--

MANCHESTER KEYSTONE CLUB --1977-79--raise money for purchase of necessary items for Manchester Boys Club--community spirited organization.

MANCHESTER MEMORIAL TRACK & CROSS COUNTRY TEAMS—1975-1979--



City of Manchester

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Office of the Mayor
Hon. Frank C. Guinta

March 14, 2006

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

To the Honorable Board:

With the recent news of the retirement of Mr. Thomas Lolicata as Director of the Traffic Department, I have solicited the input of various public officials as well as leaders of the business community in order to help me determine the future of that department. I have considered both keeping it as a separate department as well as consolidating its functions into the Manchester Highway Department.

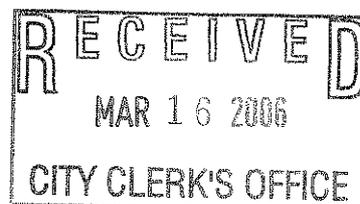
It is my considered opinion that in the interest of the public good as well as in the best interests of our taxpayers that a consolidation of the Traffic Department into the Highway Department occur forthwith, pursuant to Section 3.01(a) of the City Charter. I am therefore making the following recommendations:

1. I am recommending that the Board of Mayor & Aldermen adopt the attached ordinance allowing me to name Mr. Frank C. Thomas as acting Director of the Traffic Department. I believe Mr. Thomas' appointment to this position will more easily facilitate a consolidation.
2. I am recommending that the city effectuate a consolidation of the Traffic Department based upon the attached worksheet provided to my office by Mr. Frank Thomas per my request. I have made some slight changes to the original proposal resulting in net savings of \$418,782 for FY 2007. (Please note that this proposal considers moving some parking operations into a soon to be announced Parking Enterprise.)

I am referring these recommendations to the Committee on Administration and ask the Board's consideration of this proposal.

Sincerely,

Frank C. Guinta
Mayor



18

City of Manchester
New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"An ordinance authorizing the appointment of an Acting Director of Traffic."

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

- I. Acting Traffic Director. In the event of a vacancy in the office of Traffic Director the Mayor is hereby authorized to appoint Frank Thomas as Traffic Director to perform all duties assigned the Traffic Director by ordinance or the Board of Mayor and Aldermen. The Acting Director shall serve until a Traffic Director is appointed and qualified or until the Traffic Department is reorganized or consolidated pursuant to provisions of the City Charter. No additional compensation shall be provided to Frank Thomas for his appointment.

In conformance with the provisions of the City Charter, this ordinance shall require eight (8) affirmative votes by the Aldermen.

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

TRAFFIC FUNCTIONS INTO THE HIGHWAY DIVISION OF DPW

Proposal(based on FY07 salaries): This proposal notes what can ultimately be accomplished assuming a shift of parking responsibilities out of the traffic operation.

1. Not filling the Traffic Director's Position and reassigning its duties to the Public Works Director. **Saving – salary/benefits = \$108,429**
2. Elimination of the Deputy Directors Position. **Savings – salary/benefits = \$94,991**
3. Assuming that parking issues will be assigned to the enterprise operation, the Administrator Service Manager position can be reassigned to the enterprise operation or the position can be phased out. Financial duties, traffic/signage ordinances, and other administrative duties would be assigned to the Highway Division Administration (supported by engineering). **Savings – salary/benefits = \$73,827**
4. Move parking meter collection to a parking enterprise operation. This proposal would involve one Parking Meter Supervisor and one Traffic Meter Technician, as a minimum. One Technician would remain to perform meter repairs and to coordinate meter replacements and the addition of new meters with the sign/painting/maintenance crew. (We should be able to charge 100% of this employee's salary to the enterprise operation.) **Savings – salary/benefits = \$96,099.** An alternative would be to also include meter maintenance into the enterprise operation for additional savings - **\$45,434.**
5. Sign/Painting Section has 7 approved positions. I would propose an annually funded contract for line painting at a minimum of \$50,000. The sign/painting section could be reduced by one employee, which would cover the cost of an annual painting contract. **No Cost. Additional savings by not having to replace in the future a 20-year old painting truck at \$200,000 plus.** (Continue to use it now to paint roads resurfaced during the year – minor amount.)
6. The Signal Section has presently 3 employees. However, HR indicates that one position was added when an existing employee was seriously ill and by rights that position should be eliminated upon retirement. I would recommend keeping 3 employees in this section due to the amount of signals in the City.

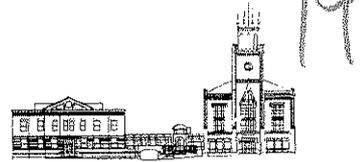
18

DOLLAR SAVINGS SUMMARY

1. Eliminate Director's Position	\$108,429
2. Phase out Deputies Position	\$94,991
3. Phase out Admin. Service Manager	\$73,827
Subtotal	\$277,247
4. Reassign Parking Meters to Enterprise	\$141,533
5. Reduce Sign/Painting by One Tech Position	\$53,699
6. Add Annual Painting Contract	(\$53,699)
7. Keep 3 Signal Tech's	No Cost
Total	\$418,780



CITY OF MANCHESTER
Manchester Economic Development Office



March 9, 2006

Mayor Frank C. Guinta
Board of Alderman
One City Hall Plaza
Manchester, NH 03101

Dear Mayor Guinta and Members of the Board of Alderman:

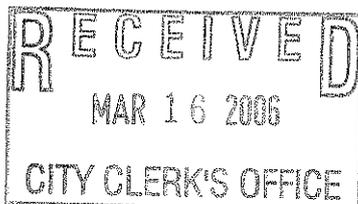
The Marketing and Retention Specialist in our office will be retiring as of April 1, 2006. The severance pay for this retiring individual is approximately \$33,339.70.

As you know, the Economic Development Office is very small and cannot absorb this severance. Therefore, I am requesting that \$33,339.70 be held in Contingency in the event that we are not able to absorb this amount at year-end.

Thank you for your consideration of this matter.

Sincerely,


Paul J. Borek
Director



20



Manchester Airport
One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
<http://www.flymanchester.com>

Kevin A. Dillon
Airport Director

March 9, 2006

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

Re: Airport Agreements

To The Honorable Board:

I am requesting your annual review and approval of my authority to enter into multiyear agreements on behalf of the Airport and City when situations necessitate immediate commitment or approval. As you are aware, authority to enter into multi-year agreements was conveyed to me by The Board of Mayor and Aldermen on October 19, 2004 (reference the attachment) with the stipulation that the authority would be subject to annual review and renewal. Please recognize that when I exercise that authority, I'm obligated to report such approvals to the Board of Mayor and Aldermen on a monthly basis.

Therefore, I respectfully request that the Manchester Board of Mayor & Aldermen extend the same authority to me for calendar 2006 with the same stipulations that allow me to enter into multi-year agreements on behalf of the Airport or City when situations necessitate immediate commitment or approval.

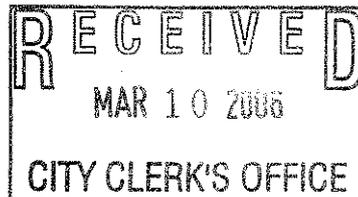
I will be available to answer your questions regarding this request at the next Board Meeting scheduled for March 21, 2006. I thank you for your time and consideration.

Sincerely,

Kevin A. Dillon, A.A.E.
Airport Director

Attachment

C: Dave Bush





Manchester Airport
One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
<http://www.flymanchester.com>

Kevin A. Dillon
Airport Director

September 16, 2004

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

Re: Airport Agreements

To The Honorable Board:

I am requesting your annual review and approval of my authority to enter into multiyear agreements on behalf of the Airport and City when situations necessitate immediate commitment or approval. As you are aware, authority to enter into multi-year agreements was conveyed to me by The Board of Mayor and Aldermen on October 7, 2003 (reference the attachment) with the stipulation that the authority would be subject to annual review and renewal. Please recognize that when I exercise that authority, I'm obligated to report such approvals to the Board of Mayor and Aldermen on a monthly basis.

Therefore, I respectfully request that the Manchester Board of Mayor & Aldermen extend the same authority to me for another year with the same stipulations that allow me to enter into multi-year agreements on behalf of the Airport or City when situations necessitate immediate commitment or approval.

I will be available to answer your questions regarding this request at the next Board Meeting scheduled for October 19, 2004. I thank you for your time and consideration.

Sincerely,

Kevin A. Dillon, A.A.E.
Airport Director

Attachment

C: Dave Bush

IN BOARD OF MAYOR & ALDERMEN

DATE: October 19, 2004

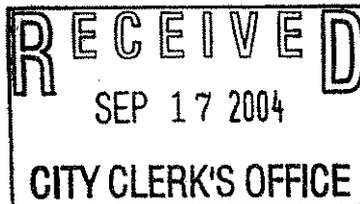
ON MOTION OF ALD. O'Neil

SECONDED BY ALD. Porter

authorize the Airport Director to
VOTED TO enter multi-year agreements when

CITY CLERK

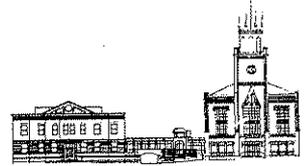
immediate commitment or approval is
necessary.



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CITY OF MANCHESTER
Manchester Economic Development Office



March 9, 2006

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

Honorable Mayor and Aldermen:

At its regular monthly meeting on November 18, 2005 the Board of Directors of the Manchester Development Corporation (MDC) considered and voted to approve a request (see attached) from the Manchester Convention and Visitors Bureau (CVB) for a \$6000 marketing grant to be funded out of the MDC Restricted Marketing account.

The funds in the Restricted Marketing account are private sector contributions donated to the Greater Manchester Development Corporation in the early 1990s for the purpose of undertaking a marketing initiative. Due to changes in the structure and staffing of GMDC shortly thereafter, these funds have never been utilized as envisioned to support marketing activities for the City of Manchester. The companies who donated these funds were given the option of having them returned at the time of the GMDC-MDC transition; most responded that the funds could be kept by MDC for future marketing purposes only.

The opportunity for the CVB to partner with the State Division of Travel and Tourism in a major marketing campaign came unexpectedly following completion of the CVB's budgeting process for FY 2006, and no existing organizational funds could be reallocated to these important initiatives.

The Board of Directors of the Manchester Development Corporation asks the concurrence of the Board of Mayor and Aldermen in providing this grant, which will promote Manchester as a destination for conferences, conventions and visitors.

Thank you.

Very truly yours,

William N. Sirak, Chairman
Manchester Development Corporation

October 17, 2005

William Sirak
Citizens Bank
875 Elm Street
Manchester, NH 03101

Dear Mr. Sirak,

Thank you for allowing me to the opportunity to speak to the Manchester Development Corporation Board about the activities, successes and challenges of the Manchester Area Convention & Visitors Bureau.

As I mentioned, one of our upcoming challenges is to acquire funding in order to partner with the New Hampshire State Department of Resources and Economic Development's Division of Travel and Tourism Development. Traditionally our state's international marketing initiatives have focused on the White Mountains and the Lakes Region. However, given that the Manchester area is home to businesses and organizations (such as the Manchester Airport, the Verizon Wireless Arena and several sports teams) that act as an economic stimulus for the entire state, it is vitally important that the area be adequately represented on an international level.

I am seeking \$6000.00 to cover sales and marketing costs, and related travel expenses. I have attached an overview of the specific initiatives these funds will cover.

Thank you for your consideration. If you have questions or require additional information, please do not hesitate to contact me.

Sincerely,



Marcia Snively
Executive Director

REC'D OCT 20 2005

New Hampshire Division of Travel and Tourism Development

International Gold Level Package

- ❖ Attend Pow Wow May 6-10, 2005 / Orlando Florida-
New Hampshire Booth
- ❖ Attend Discover New England March 20-22, 2006 / Boston Massachusetts
MACVB Booth/ New Hampshire section
- ❖ Inclusion in the DTTD's international partners cd-rom, which will be used
as collateral at key tradeshow and events
- ❖ Inclusion in international partners printed itinerary
- ❖ Immediate access to leads received from all international tradeshow
- ❖ One piece of New Hampshire clothing and nametag ribbon to be worn at
shows

Canadian Silver Level Package

- ❖ Attend New Hampshire Sales Blitz March 27 -31, 2006 /
Ontario, Quebec and the Maritimes
- ❖ New Hampshire brochure distribution including Addison Toronto Show,
Toronto travel & Leisure Show, Atlantic Canadian Show, and sales calls
- ❖ Immediate access to all leads from the events listed above
- ❖ One piece of New Hampshire clothing and nametag ribbon to be worn at
shows

About Pow Wow

TIA's International Pow Wow is the travel industry's premier international marketplace and is the largest generator of Visit USA travel - it is NOT a typical trade show. In just three days of intensive pre-scheduled, computer-generated business appointments, more than 1,000 U. S. travel organizations from every region of the USA, and representing all industry category components, and close to 1,500 International and Domestic Buyers from more than 70 countries, conduct business negotiations that result in the generation of over \$3.5 billion in future Visit USA travel. At International Pow Wow, buyers and sellers are able to conduct business that would otherwise be generated only through an exhaustive number of around-the-world trips.

About Destination New England

Tour operators from Canada, the United Kingdom, France, Germany and other countries are invited to attend and meet with New England destinations. All New England state departments of tourism attend along with their destination marketing organizations to meet one on one with tour operators.



City of Manchester

22+23

Office of the Mayor
Hon. Frank C. Guinta

March 14, 2006

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

To the Honorable Board:

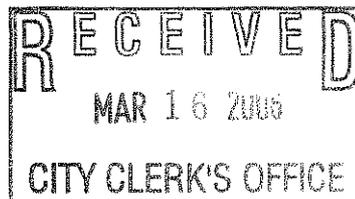
Having allowed a week to pass in order to allow the Board of Mayor & Aldermen and the community to digest the significance of the Global Economic Development Strategy and the Downtown Strategic Development Plan, I would like to make the following recommendations to the Board:

1. Refer the Global Economic Development Strategy prepared by Angelou Economics to the Manchester Economic Development Office. I believe that the implementation of the economic strategy outlined in this report will best be accomplished by Mr. Paul Borek and his staff and I believe that his office is in the best position to work with the business community to attract the industries Manchester needs to remain competitive in the future.
2. Refer the Downtown Strategic Development Plan prepared by Hillier Architecture to the Manchester Development Corporation. The MDC has shown great interest in the implementation of many of the recommendations made in the Downtown Plan and possesses I believe significant community talent to enact many of the proposed projects envisioned by Hillier. As a public-private entity, the MDC is in the best position to work with both city government and the private sector to continue the redevelopment and economic expansion of our Downtown.

I am extremely optimistic that these plans will result in great benefit and prosperity for our citizens for many years to come. I believe that we are in the right place and the right time to implement these proposals and also believe that by working with the private sector, we can continue to build upon the successes that Manchester has become recognized for.

Sincerely,

Frank C. Guinta
Mayor



25

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 a petition for the discontinuance of a portion of Union East Back Street be referred to a road hearing to be held on Monday, April 17, 2006 at 5:30 PM in the Aldermanic Chambers.

(Unanimous vote)

Respectfully submitted,

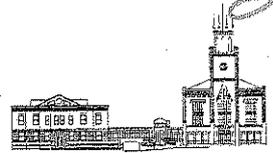


Clerk of Committee



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

January 30, 2006

Douglas W. Draper
430 Walnut Street
Manchester, NH 03104

Re: Petition for Discontinuance

Dear Mr. Draper:

As you are aware your petition for discontinuance was tabled at the road hearing held on December 19, 2005 pending reports from the Committee on Community Improvement and City Clerk's office.

Please be advised that this matter will be deferred until the March 7th meeting of the Committee on Community Improvement allowing additional time for the Clerk's office to research this matter further.

Sincerely,

Leo R. Bernier
City Clerk

25

10/1/05 10-11-05
+ Referred to
CIPDante +
City Clerk's Office

RECEIVED
MANCHESTER CITY CLERK

Douglas W. Draper
430 Walnut Street
Manchester, NH 03104

'05 AUG 29 09:49

August 29, 2005

Community Improvement Committee
% Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Petition for Discontinuance

Attn: Paula LeBlond-Kang

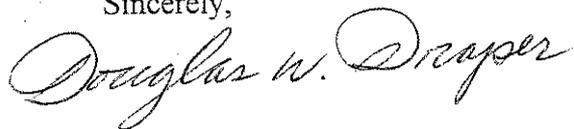
Dear Mrs. LeBlond-Kang:

I am enclosing a current Tax Map of my property at 432-430 Walnut Street, Manchester, NH. The red crosshatched area is the area that I am petitioning the Community Improvement Committee for discontinuance. I want to acquire the rights to this land and I need the Committee to Quiet Title.

My neighbors at 953 Union Street has already acquired 10 feet of this City-owned 20' right-of-way and I want to acquire the other ten feet that abuts my property. Enclosed is also a MEMO ONLY copy of a map entitled, PRIVATE LAND SEWERAGE dated January 24, 1923, page 3702. This map indicates that at that date, the 20' City-owned right-of-way, separating my property at 432-430 Walnut Street and my neighbor's property at 953 Union Street was, in fact, 20' wide at that time. Since that date, it is obvious that at some point in time, between now and then that these same neighbor's acquired ten feet of that passageway.

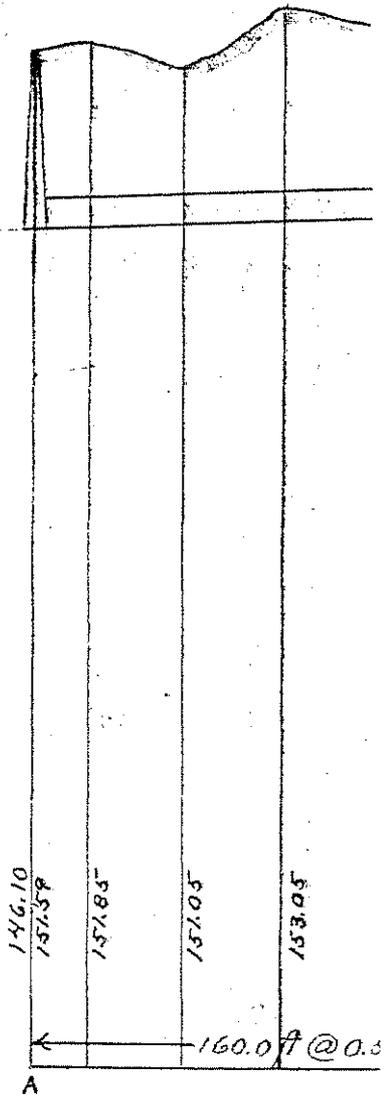
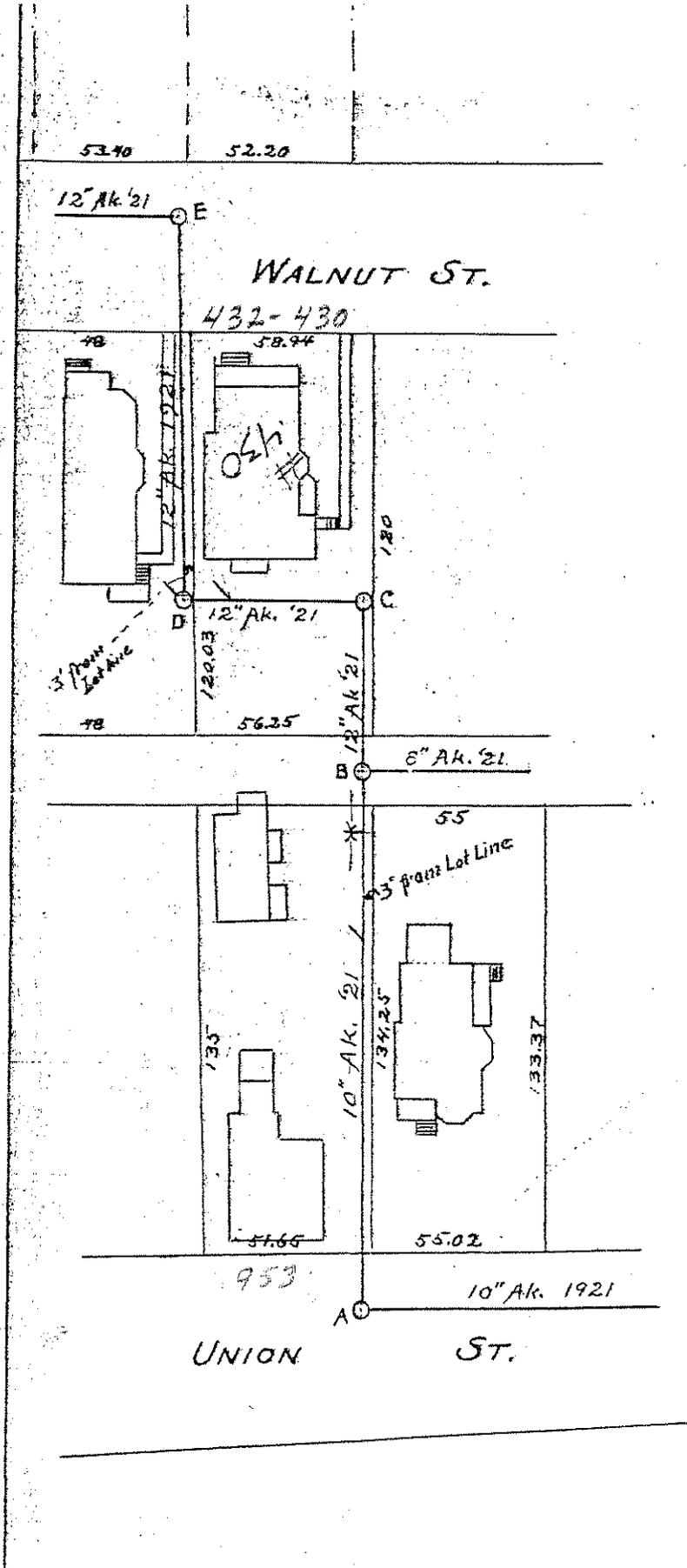
I am respectfully asking the Committee to allow me the same courtesy of acquiring the other 10' of that passageway which directly abuts my property.

Sincerely,



Douglas W. Draper

25



MEMO ONLY

9



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

25
Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

September 27, 2005

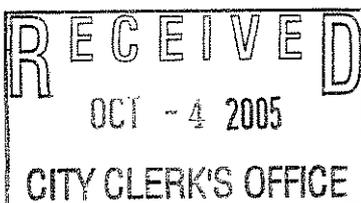
Community Improvement Committee of the Board of Mayor and Aldermen
c/o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION TO DISCONTINUE A PORTION OF UNION EAST BACK STREET

Dear Committee:

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

- Union East Back Street was dedicated by a subdivision plan entitled "Land of Mrs. H.C. Lowell" by George H. Allen dated October 13, 1892.
- There are no acceptances or return of layout for Union East Back Street in the records of the City Clerk.
- This portion of Union East Back Street does not appear to have been opened or built for public travel.
- Since the dedication of this street is before 1893, it would need to be released and discharged by the Board of Mayor and Aldermen.
- There is a sewer line crossing a part of the area of the petition also crosses the Draper property. No written easement was found for the sewer line despite having been installed in 1921.



25

- 2 -

September 28, 2005

The Highway Department supports this petition if provision is made for a 20' sewer-drain easement, centered on the existing pipe, is provided by the owner.

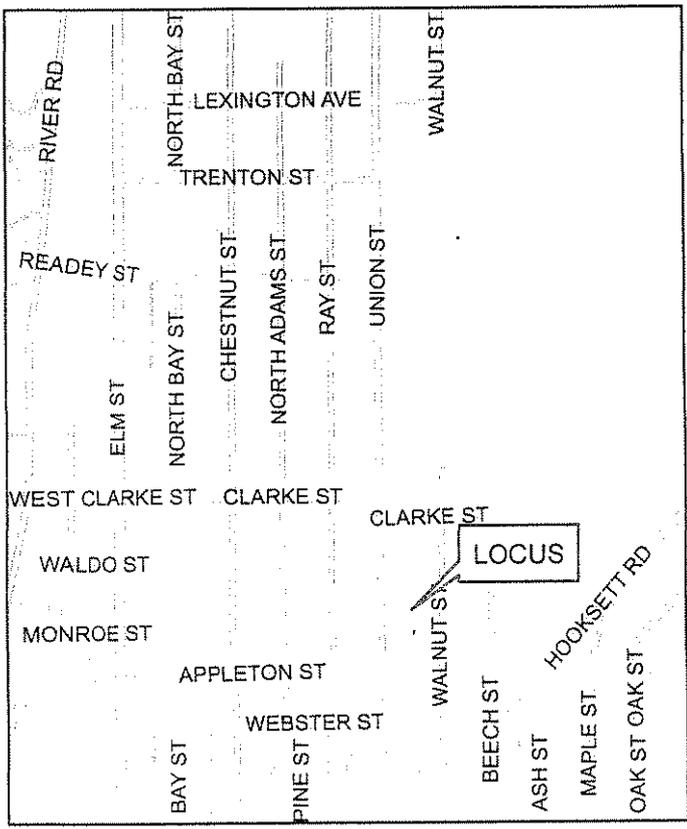
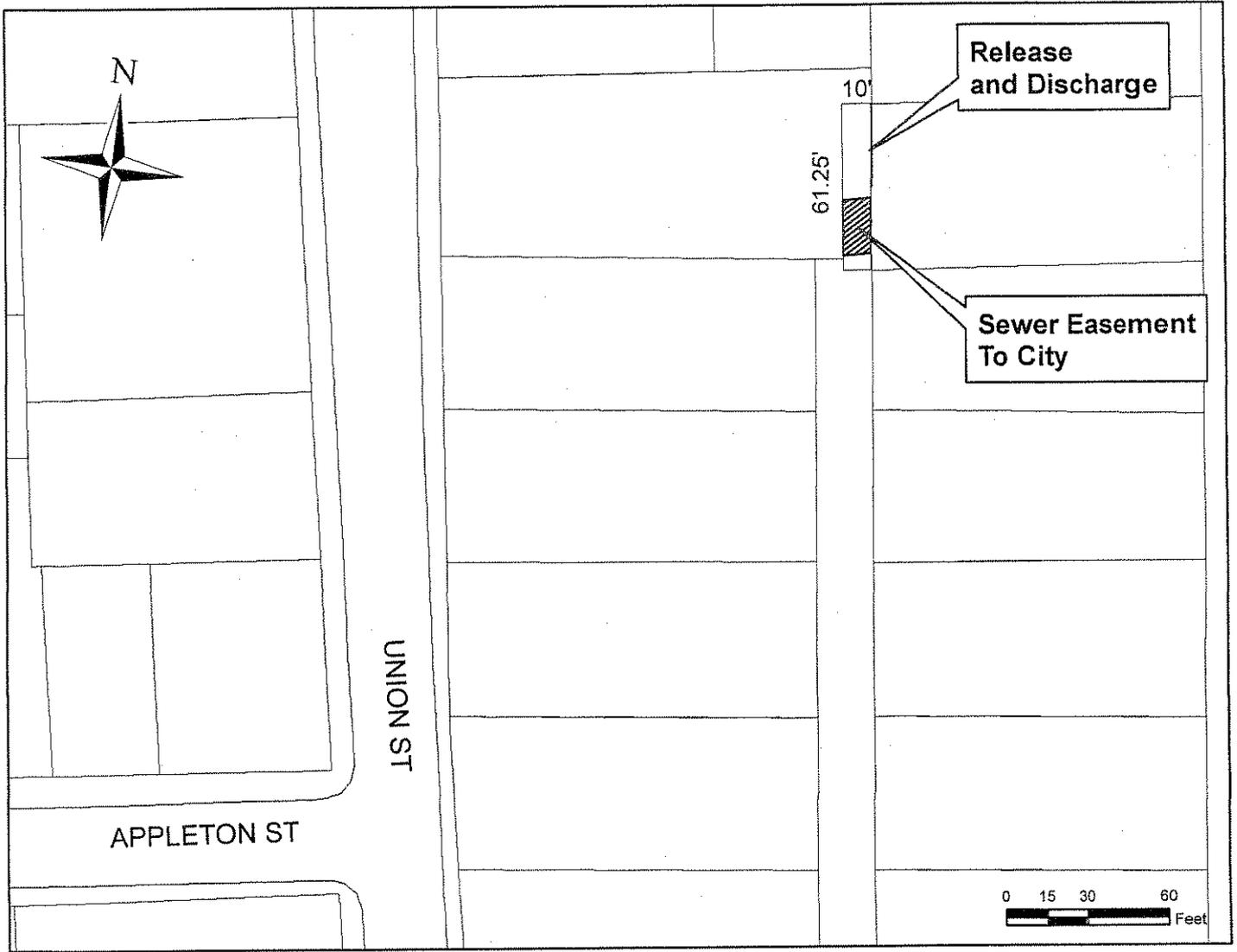
It is our understanding that the release and discharge action does not require a view by the Committee.

Sincerely,



Frank Thomas, P.E.
Public Works Director

MJM
cc: File



Proposed Street Release and Discharge

**Union East Back
At 430 Walnut Street**



Manchester, NH

November 28, 2005

25

Douglas W. Draper
430 Walnut Street
Manchester, NH 03104

December 13, 2005

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

Re: Petition for the discontinuance of a portion
of Union East Back Street

Dear Mr. Bernier:

For your reference, I am enclosing a copy of your letter to me dated 11-15-05, along with copies of the enclosures you sent with that letter.

Among your enclosures is a letter addressed to City of Manchester, Department of Highways, dated 9-27-05, written by Frank Thomas, P.E., Public Works Director. On Page 2 of that letter, Mr. Thomas writes, "The Highway Department supports this petition if provision is made for a 20' sewer-drain easement, centered on the existing pipe as provided by the owner."

As I am only seeking to acquire 10' of this Union East Back Street property, I can not provide an easement of 20' because the other 10' has already been acquired by its 953 Union Street abutter. Additionally, since the sewer line runs West to East, the only footage of sewer line, centered on the existing pipe, could only be 10' as it pertains to the property I am seeking to acquire.

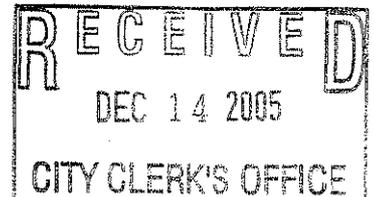
I brought this discrepancy to the attention of Martin Miccio of the Engineering/Highway Department. He indicated that he would write a letter to you correcting this error. I believe the attached map, dated 11-28-05, entitled "Proposed Street Release and Discharge, Union East Back At 430 Walnut Street", is his response. On the map it shows "Sewer Easement to City". Because the sewer easement, as depicted on the map is contained within the property I am seeking to acquire, I am in full agreement that the City has this easement on that property.

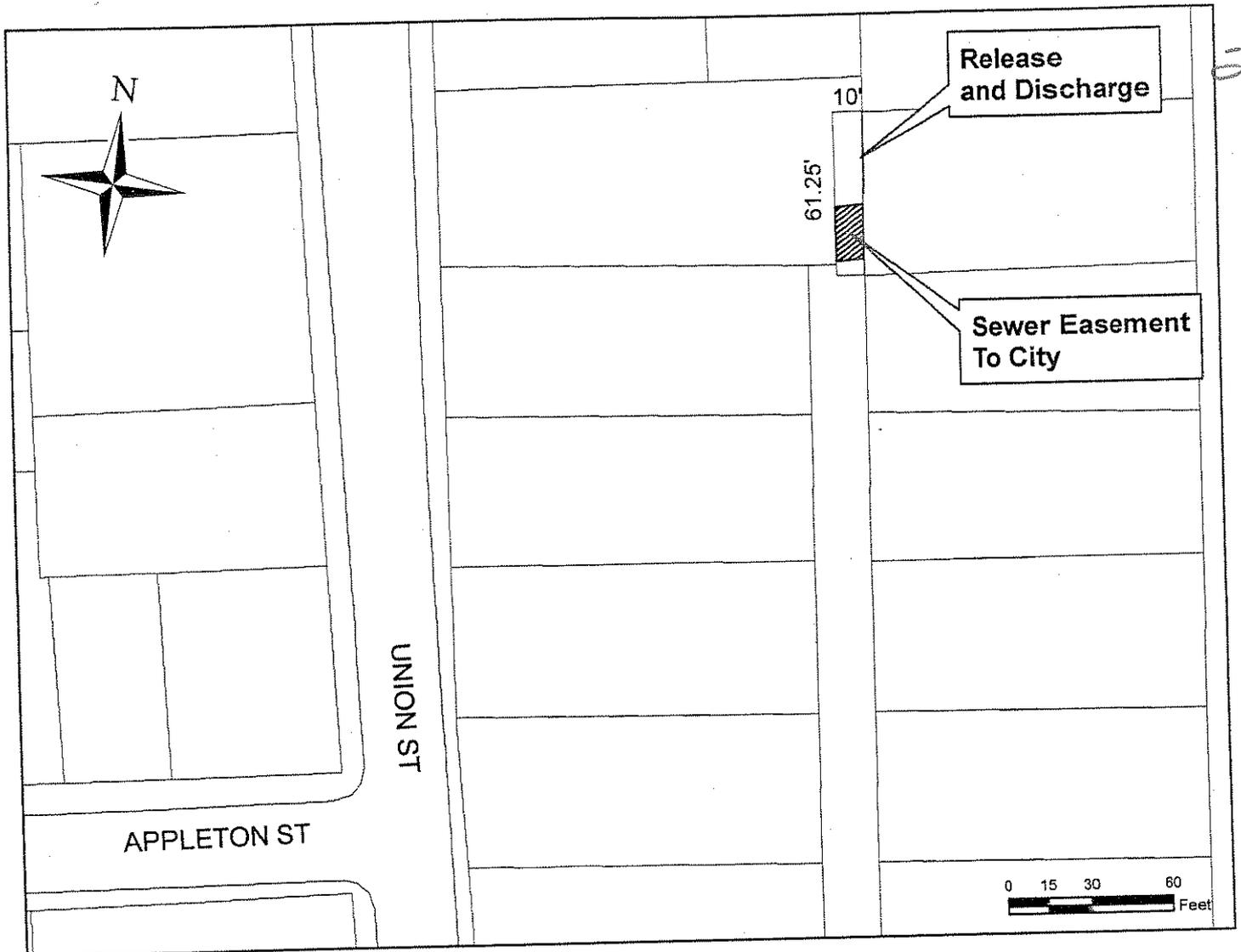
Sincerely,



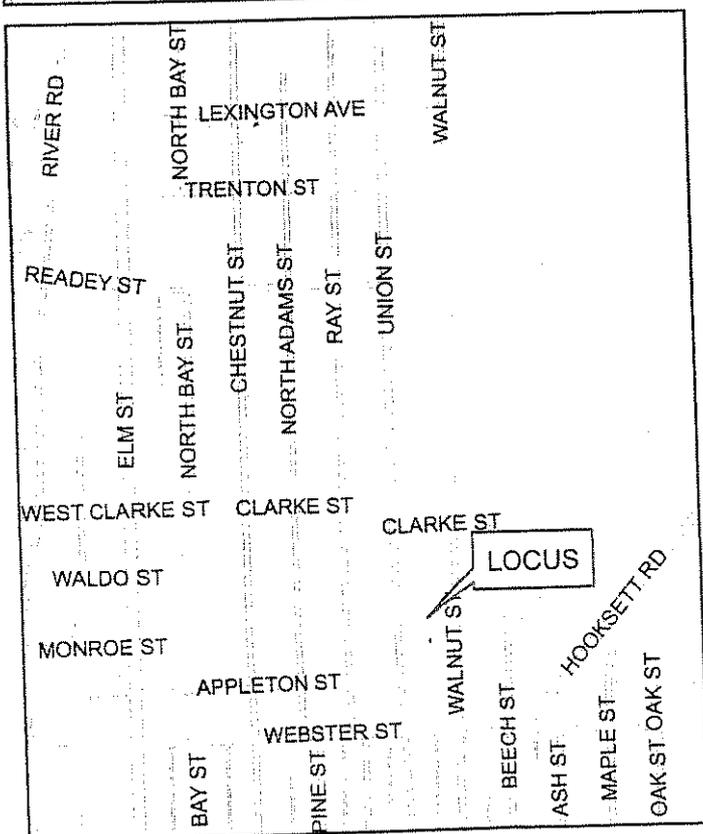
DOUGLAS W. DRAPER

Re: See Attached Map Dated 11-28-05





25



Proposed Street Release and Discharge
Union East Back
At 430 Walnut Street



Manchester, NH
 November 28, 2005

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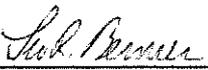
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has accepted a report from Manchester Communication Access Media, Inc. (MCAM) indicating they are operational and fully functioning at their current location and submitting a list of expenditures, and is forwarding same to the Board for informational purposes.

(Aldermen O'Neil, Smith, Forest, DeVries voted yea; Alderman Lopez was absent.)

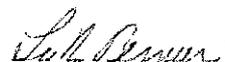
February 21, 2006.
In Board of Mayor and Aldermen.

On motion of Alderman Gatsas, duly seconded by Alderman Osborne, it was voted to table the report of the Committee.



City Clerk

Respectfully submitted,



Clerk of Committee



Manchester Community Access Media, Inc.
 TV23 - Public Access Cable Television for Manchester, New Hampshire
 540 N Commercial Street. Manchester, NH 03101
 www.mcam.org P: 603-622-3023 F: 603-622-9323

1/23/06

To the Honorable Mayor and Board of Aldermen:

The Staff and Board of Manchester Community Access Media would like to update you on our status and progress as we enter 2006.

MCAM is operational and fully functioning! In a matter of a few months, a dozen private citizens have built a community media center. MCAM moved to our new facilities at 540 North Commercial Street on June 20, 2005. Construction and upgrades included the immediate creation of a Studio B, then the main Control Room, the waiting area, a dividable conference room, two enclosed editing rooms and a large computer workroom. The facility comfortably meets the needs of the Producers and is positioned for growth. MCAM upgraded the restrooms with ADA compliant fixtures, added a lighting grid in Studio A, and upgraded the cold-air conditioning and electrical capabilities of the facility including the addition of two new power transformers and much, much more. We received over 800 hours of volunteer help with cleaning, painting, building, and finish work.



- MCAM is operated by three staff; we are open to the public about 60 hours per week, more than **twice as much** as what was available at the MST location.
- MCAM has seen a **98.5%** return rate from the original Producers from MCTV.
- Nearly **50** New members signed up for our very **first** orientation class.
- Since opening in mid-July Producers have taped or submitted over **650** new programs.
- MCAM tapes an average of **30** shows—with another **10-15** show delivered by Producers—each week.
- The *mcam.org* website averages about **4,500** hits each month.
- MCAM has inaugurated a **first-in-the-nation**, for PEG access--or maybe TV in general--website utility that allows people worldwide to download the shows created by any of our citizen Producers - We are developing new

26

interactive community forums and creating weekly programs that highlight city organizations and services from the library to the MTA.

- Studio A will be operative in the spring. Studio A will allow for live and interactive community programming, multiple sets, music, theater, town hall-type gatherings, televised meetings or city organizations, and increased diversity and ease of use for all.

Without question, within a few months, we have created the foundation for a community media center that will not only fulfill our federally mandated mission as a **free-speech venue**—our content is created by hundreds of private citizens; but also serve the city and inspire and foster a pride and interest in our great community of Manchester.



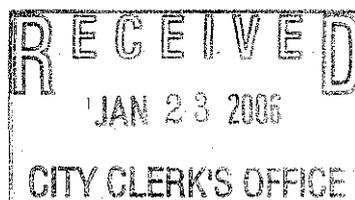
MCAM received their funding from the previous four quarters based on the 1% cable franchise payment to the city in October 2005 in the amount of **\$231,770**

Our next payment is in October of 2006; Comcast's first installment on that upcoming payment has been made (3rd Quarter 2005), it's important to note that the amount of the most recent franchise payment is about \$6,000 **less** than the previous quarter..the payment went **down**. Trends have shown the increase in cable rates often encourages customers to switch to satellite TV or downgrade their cable tier packages, these further cause the franchise payments to the city to go lower.

Last month we turned in our '05 Annual Report to the office of the City Clerk, you are invited to review that document, however there is nothing better than a visit to the studios to show you the work we have completed and see MCAM in action!

Sincerely,

Joseph Lahr
Station Manager /
Exec. Director, MCAM Inc





Manchester Community Access Media, Inc.
 TV23 - Public Access Cable Television for Manchester, New Hampshire
 540 N Commercial Street, Manchester, NH 03101
 www.mcam.org P: 603-622-3023 F: 603-622-9323

The following is the Report has been delivered to the office of the City Clerk detailing the construction costs that we have incurred to date in building this facility. We invite you to review the document, however there is nothing better then a personal visit to the studios to see first hand the work that has been completed to date and to see MCAM and Public Access TV 23 in action!

MCAM receives its funding based on the previous 4 quarters earnings of Comcast ending June 30 each year. These funds are based on a 5% franchise fee that Comcast charges its cable television subscribers. This 5% fee is paid directly to the city of Manchester which in-turn funds Public Access Television (MCAM) by transferring 1% of the 5% to MCAM to administer and operate Public Access TV 23. As I am sure you are aware this means that if Comcast does well the City of Manchester and MCAM both receive the benefit of increased revenue with the City receiving the lions share, as it should be. This also works to the reverse should Comcast post a decrease in revenue as was the case for the 3rd quarter of this year ending September 30 2205. In effect Comcast posted earnings, which were \$6,000.00 less than the previous quarter. The agreement that was crafted with MCAM protects the city and taxpayers from having to dip deeper into their pockets in the event that Comcast has an off year and posts lower earnings by funding Public Access TV 23 (MCAM) at the level of the Franchise fee.

Manchester Community Access Media, Inc.
Construction - Leasehold Improvements Vendor Summary

All Transactions	Accrual Basis <u>Jan 22, 06</u>
Allsafe & Lock	-832.00
Anthony Williams	-1,000.00
Bryan Currier Home Improvements	-50,638.53
Dean's Carpet	-2,104.43
Dividers Plus	-2,685.00
Empire Sheet Metal	-1,500.00
Home Depot	-2,827.08
JCM Management	-176.00
Lang Door and Hardware	-9,355.00
Levasseur Electric	-185.00
Sherwin Williams	-71.98
Standard Electric	-22,097.73
Vernie Riggins	-1,050.00
TOTAL	<u><u>-94,522.75</u></u>

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Manchester Community Access Media, Inc.
Statement of Financial Position

As of October 31, 2005

Accrual
Basis
Oct 31, 05

ASSETS

Current Assets

Checking/Savings

100.00 · Cash in Bank	
101.01 · Southern NH Bank - CKG	29,941.79
101.20 · Southern NH Bank - PR Account	13,301.44
101.30 · Southern NH Bank - MM	3,325.29
101.40 · Petty Cash on Hand	85.75
Total 100.00 · Cash in Bank	<u>46,654.27</u>

101.60 · Restricted Funds

101.61 · Bank of America CKG-R	2,016.82
101.62 · Bank of America MM-R	5,128.60
101.63 · Bank of America CD-R	100,990.59
Total 101.60 · Restricted Funds	<u>108,136.01</u>

Total Checking/Savings 154,790.28

Other Current Assets

103.00 · Refundable Deposits	
103.01 · Rent	5,060.00
Total 103.00 · Refundable Deposits	<u>5,060.00</u>

140.00 · Prepaid Expenses

141.01 · Prepaid Insurance	2,531.28
Total 140.00 · Prepaid Expenses	<u>2,531.28</u>

Total Other Current Assets 7,591.28

Total Current Assets 162,381.56

Fixed Assets

160.00 · Fixed Assets

163.00 · Leasehold Improvements	13,184.44
164.00 · Furniture & Fixtures	
164.10 · Accum Depr-Furn & Fix	-616.94
164.00 · Furniture & Fixtures - Other	13,859.05
Total 164.00 · Furniture & Fixtures	<u>13,242.11</u>

165.00 · Office Equipment

165.10 · Accum Depr-Office Equip	-1,113.45
165.00 · Office Equipment - Other	15,530.55
Total 165.00 · Office Equipment	<u>14,417.10</u>

166.00 · Machinery

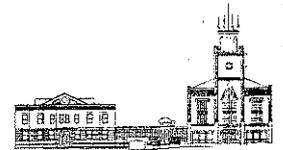
166.10 · Accum Depr-Machinery	-11.59
166.00 · Machinery - Other	<u>608.62</u>
Total 166.00 · Machinery	597.03
172.00 · Video Equipment	
172.10 · Accum Depr-Video Equip	-5,793.97
172.00 · Video Equipment - Other	<u>108,437.33</u>
Total 172.00 · Video Equipment	<u>102,643.36</u>
Total 160.00 · Fixed Assets	<u>144,084.04</u>
Total Fixed Assets	144,084.04
Other Assets	
195.00 · Construction in Progress	
195.01 · General Contracting	53,018.02
195.02 · Electrical	22,273.73
195.04 · Fiber Optic Feed	<u>26,371.06</u>
Total 195.00 · Construction in Progress	<u>101,662.81</u>
Total Other Assets	<u>101,662.81</u>
TOTAL ASSETS	<u><u>408,128.41</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201.00 · Accounts Payable	<u>6,800.00</u>
Total Accounts Payable	<u>6,800.00</u>
Total Current Liabilities	<u>6,800.00</u>
Total Liabilities	6,800.00
Equity	
290.00 · Capital Surplus (Donated Equip)	23,745.00
298.00 · Retained Earnings	396,588.95
Net Income	<u>-19,005.54</u>
Total Equity	<u>401,328.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>408,128.41</u></u>

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CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

February 23, 2006

Joseph Lahr
Station Manager/Executive Director, MCAM Inc.
540 N. Commercial Street
Manchester, NH 03101

Dear Mr. Lahr:

Please be advised that at a meeting held on February 21, 2006, the Board voted to table the attached report from the Committee on Administration/Information Systems regarding MCAM.

Alderman Gatsas has asked that a representative from MCAM be available at the next Board meeting, scheduled for Tuesday, March 7 at 7:30 PM, to answer the following questions:

- 1) How much money did MCAM receive from the Board of Mayor and Aldermen?
- 2) How much of that money was for equipment?
- 3) Does that amount of money total what is on the Statement of Financial Position that MCAM submitted?

If you would also like to submit a response in writing prior to the meeting, please forward it to the City Clerk's Office by noon on Wednesday, March 1.

Enclosed is an excerpt from the meeting and a copy of the report.

Sincerely,

Leo R. Bernier
City Clerk

pc: Mayor Guinta and All Aldermen
Kevin Clougherty, Finance

Enclosure

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- C. Advising that it has accepted a report from Manchester Communication Access Media, Inc. (MCAM) indicating they are operational and fully functioning at their current location and submitting a list of expenditures, and is forwarding same to the Board for informational purposes.

Alderman Gatsas asked is there somebody here who can talk about the inserts that are here in Item C as far as MCAM.

Alderman Gatsas moved to table. Alderman Osborne duly seconded the motion.

Alderman DeVries stated I was wondering because it is a report from the Committee are you tabling the whole report.

Alderman Gatsas responded I am putting on the financial statement that I see from October and I am just looking for someone to come in and verify the amount of money we have given them, the fit up and some of the other things that we had asked for them in that Committee to bring forward rather than just an asset.

Mayor Guinta stated I believe a motion would be in order to table that item for further clarification.

Alderman O'Neil stated when this came before the Committee on Administration, MCAM was there and there were no questions. I guess in fairness to them I have no problem voting to put it on the table but we should be very specific when they come back about what information they should be providing. I don't know what was requested previously.

Alderman Gatsas stated well I guess a tabling motion has discussion and that's okay but I guess since I don't sit on that Committee I didn't see it. I was on that Committee and I was the one that requested it at this full Board. I guess they

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02/21/2006 Board of Mayor and Aldermen

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should come back and at least address it at the full Board because my question is how much money did we give them, how much did we give them for equipment and does that money total out to what we see here.

Mayor Guinta called for a vote on the motion to table. There being none opposed, the motion carried.

Alderman Lopez asked is somebody going to inform MCAM or is Kevin Buckley going to review it or what.

Deputy City Clerk Johnson answered the Clerk's Office will ask MCAM to respond.

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Manchester Community Access Media, Inc.
TV23 - Public Access Cable Television for Manchester, New Hampshire
540 N Commercial Street. Manchester, NH 03101
www.mcam.org P: 603-622-3023 F: 603-622-9323

Office of the City Clerk
Mayor Guinta & All Aldermen
Kevin Clougherty, Finance

Feb 28, 2006

RE: Request of MCAM to present financial statement

Greetings,

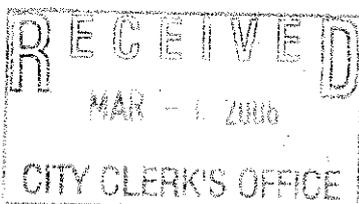
Following a discussion between Alderman Mike Lopez and MCAM Board Chair John St. Hilaire; MCAM respectfully requested permission to present our Year-End Audit and most recent financial summary at the Board of Mayor and Aldermen meeting scheduled for March 21, 2006.

We are working with our accountant to prepare everything that you might require... We apologize for the delay.

Thank you for this consideration.

A handwritten signature in black ink, appearing to read "Joseph Lahr", is written over a faint, circular stamp or watermark.

Joseph Lahr
Station Manager



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

The Committee on Public Safety and Traffic respectfully recommends, after due and careful consideration, that the following question:

“Are you in favor of requiring that all drivers in the State of New Hampshire carry motor vehicle liability insurance?”

be forwarded to the voters as a non-binding referendum question at the November 7, 2006 General Election.

(Unanimous vote)

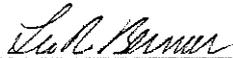
Respectfully submitted,



Clerk of Committee

March 7, 2006.
In Board of Mayor and Aldermen.

On motion of Alderman Lopez, duly seconded by Alderman Forest, it was voted to table the report of the Committee on Public Safety and Traffic.

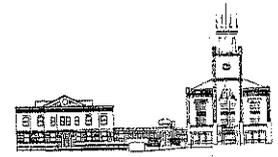


City Clerk



CITY OF MANCHESTER

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Deputy Clerk
Financial Administration

March 9, 2006

Roger A. Sevigny, Commissioner
State of New Hampshire
Insurance Department
21 South Fruit Street, Suite 14
Concord, NH 03301

Re: Proposed Non-Binding Referendum Question

Dear Commissioner Sevigny:

At a meeting of the Board of Mayor and Aldermen held on March 7, 2006, it was voted to table a report of the Committee on Public Safety and Traffic relative to the above-referenced (copy enclosed).

The Board has requested that you be invited to attend their next meeting scheduled for Tuesday, March 21, 2006 beginning at 7:30 PM in the Aldermanic Chambers of City Hall to discuss this matter further. If your schedule will not permit you to attend, please contact this office by Tuesday, March 14th so that other arrangements can be made.

Thank you in advance for your attention to this matter.

Sincerely,

Leo R. Bernier
City Clerk

Enclosure



CITY OF MANCHESTER
Office of the City Clerk



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March 14, 2006

Virginia C. Beecher, Director
State of New Hampshire
Department of Safety
Division of Motor Vehicles
23 Hazen Drive
Concord, NH 03305-0002

Re: Proposed Non-Binding Referendum Question

Dear Ms. Beecher:

A communication was forwarded to State Insurance Commissioner Sevigny relative to the above-referenced. Following conversations held with Alderman Osborne and myself Mr. Sevigny suggested your division may have additional information to provide regarding this matter.

We have tentatively reserved both April 4 and 18, 2006 at 7:30 PM for this matter to appear on a Board of Mayor and Aldermen agenda.

Please contact this office by Monday, March 27th after you have had an opportunity to review your schedule to let us know which date would be more convenient for you or your designated representative to attend.

Sincerely,

Leo R. Bernier
City Clerk

Enclosure

pc: Alderman Osborne