

AGENDA

BOARD OF MAYOR AND ALDERMEN

May 16, 2006

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

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

CONSENT AGENDA

3. 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.

Ratify and Confirm Poll Conducted

- A. May 8 and 9, 2006 approving to settle the City's suit for damages occasioned by the Notre Dame Bridge fire for the \$550,000.00 offered by Verizon.
(Aldermen Roy, Long, Duval, Osborne, Pinard, Lopez, Shea, DeVries, Garrity, Thibault and Forest voted yea. Aldermen Smith and O'Neil voted nay. Alderman Gatsas was unavailable. The motion carried.)

Informational – to be Received and Filed

- B. Copy of a communication from Mayor Guinta to Richard Anagnost, Chair of the Job Corps Center Task Force, advising of his interest in bringing the Center to the City of Manchester.
- C. Minutes of a meeting of the Mayor's Utility Coordinating Committee held on April 19, 2006.

- D. Minutes of a meeting of the MTA Commission held on March 28, 2006 and the Financial and Ridership Reports for the month of March 2006.

REFERRAL TO COMMITTEE

COMMITTEE ON FINANCE

- E. Bond Resolution:

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) for the 2006 CIP 310406, School Facility Improvements Project.”

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

4. Nominations to be presented by Mayor Guinta, if available.
5. Report(s) of Committee on Community Improvement, if available.
Ladies and gentlemen, what is your pleasure?

TABLED ITEMS

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

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

“Authorizing the Finance Officer to effect a transfer of Twenty Thousand Dollars (\$20,000) from Contingency to Fire – Line.”

“Authorizing the Finance Officer to effect a transfer of One Hundred Thousand Dollars (\$100,000) from Contingency to Fire – Mechanical Division.”

“Authorizing the Finance Officer to effect a transfer of Forty Three Thousand Dollars (\$43,000) from Contingency to Police – Uniformed Police.”

“Authorizing the Finance Officer to effect a transfer of Forty Three Thousand Dollars (\$43,000) from Contingency to Police - Uniformed Police.”

(Tabled May 2, 2006 pending further review of the Contingency account by the Finance Department.)

If the Board so desires, a motion is in order to refer the Resolutions to the Committee on Finance.

7. A motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
8. Mayor Guinta calls the meeting back to order.

OTHER BUSINESS

9. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
10. Report of the Committee on Lands and Buildings relative to the property known as the Seal Tanning Parking Lot, the Granite Street Parking Lot and the land contained within Phillippe Cote Street, if available.
Ladies and Gentlemen, what is your pleasure?
11. State Legislative update by Mayor Guinta, if available.

12. Consideration of proposed amendment to Rule 16A:

Previous language:

Ordinances providing for changes in class specifications which do not change the title of a position and do not provide for any change in the salary grade of such position shall be reviewed by the Committee on Human Resources. Upon approval by the Committee, the City Clerk shall submit such ordinance to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board.

Proposed language:

Ordinances providing for changes in class specifications, establishing positions, reclassifications and new class specifications, shall be reviewed by the Committee on Human Resources. Upon approval by the Committee, the City Clerk shall submit such ordinances to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board.

Ladies and Gentlemen, what is your pleasure?

13. Communication from Virginia Lamberton, Human Resources Director, advising the Board of an anticipated shortfall in the Non-Departmental Medical line item for FY06 and requesting that \$15,000 be held in Contingency for such purpose.

Ladies and Gentlemen, what is your pleasure?

14. Resolution: **(A motion is in order to read by titles only.)**

“Authorizing the Finance Officer to effect a transfer of Twenty Thousand Dollars (\$20,000) from Contingency to Fire – Line.”

“Authorizing the Finance Officer to effect a transfer of One Hundred Thousand Dollars (\$100,000) from Contingency to Fire – Mechanical Division.”

“Authorizing the Finance Officer to effect a transfer of Forty Three Thousand Dollars (\$43,000) from Contingency to Police – Uniformed Police.”

“Authorizing the Finance Officer to effect a transfer of Forty Three Thousand Dollars (\$43,000) from Contingency to Police - Uniformed Police.”

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

15. NEW BUSINESS

- a) Communications
- b) Aldermen

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



**City of Manchester
Office of the City Solicitor**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6523 Fax (603) 624-6528
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Thomas R. Clark
City Solicitor

Thomas I. Arnold, III
Deputy City Solicitor

Daniel D. Muller, Jr
Michele A. Battaglia
Gregory T. Muller

May 10, 2006

Leo Bernier, Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Re: City of Manchester v. Verizon

Dear Leo:

On May 8 and 9, 2006 I contacted or attempted to contact each of the fourteen aldermen for the purpose of determining if the aldermen wished to settle the City's suit for damages occasioned by the Notre Dame Bridge fire for the \$550,000.00 offered by Verizon. Eleven aldermen voted to accept the \$550,000.00 in settlement. Two aldermen voted not to settle for \$550,000.00 and I was unsuccessful in speaking to the last alderman. The vote was as follows: Alderman Roy, Long, Duval, Osborne, Pinard, Lopez, Shea, DeVries, Garrity, Thibault and Forest voted yes. Aldermen O'Neil and Smith voted no.

I would appreciate it if you could put an item on the agenda for the May 16, 2006 Board of Mayor and Aldermen meeting asking that the Board ratify this vote.

Thank you for your assistance.

Very Truly Yours,

Thomas I. Arnold, III
Deputy City Solicitor

TIA/hms



City of Manchester

B

Office of the Mayor
Hon. Frank C. Guinta

May 4, 2006

Mr. Richard Anagnost, Chair
Job Corps Center Task Force
64 Old Suncook Road
Concord, NH 03301

Re: Job Corps Center

Dear Mr. Anagnost:

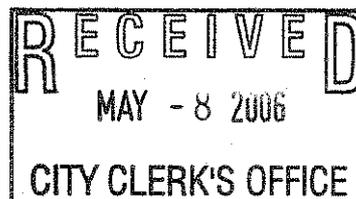
This is to express my interest in bringing New Hampshire's Job Corps Center to the City of Manchester. Two of my goals are to increase business development and begin educational reform. A Job Corps Center would be consistent with these goals by creating a skilled young workforce that is required to fuel the expansion of business in the City and by offering educational opportunities to youth that do not fit within the traditional mold of high school academics.

I believe that our City is the best location for such a facility. We are at the center of business and the center of training needs in the State. The following proposal discusses in more detail why we think that Manchester can be the best location for New Hampshire's first Job Corps Center.

If you have any questions, please feel free to contact me directly or any of the contact names listed in the proposal.

Sincerely,

Frank C. Guinta
Mayor



C: The Board of Aldermen

MAYOR'S UTILITY COORDINATING COMMITTEE

April 19, 2006

Chairman's Synopsis: Work on Second Street and the associated detours is complete except for final paving. Proposals have been received for rehabilitation and reuse of Lumber Liquidators on Hanover Street and conversion of the Exxon across from the Mall of NH to a jewelry store. Also worth noting is the proposed office/warehouse for F.W. Webb which will build-out the MHRA Airpark project on Abby Road. Families in Transition wants to convert Our Lady of Cedars to retail with a four-story housing unit added. Meanwhile work continues apace on Candia Road, Coolidge Ave., and the Granite Street bridge projects.

~ ~ ~ ~ ~

The meeting was called to order by Peter Capano at 10:05 AM.

MANCHESTER HOUSING & REDEVELOPMENT

Ward

- #3 157 Chestnut St. – A March closing date has been scheduled for the purchase of the property at 157 Chestnut St. MHRA intends to relocate the offices of the Construction Division from 89 Pine St. to this property. Property has been purchased by MHRA. The architectural firm of Dennis Mires, PA The Architects has been selected to design the renovations to office space.
- #12 French Hall – Selected J.P. Sercel Assoc. (Lazer design/production firm) to develop plan for occupancy in August '06.
- #12 Northwest Industrial Business Park – Oest Engineering continues with the permitting process. Preliminary subdivision design has been reviewed and commented on by staff. Design will be circulated to city departments and then to utilities for comment.
- #11 Brown School – Funding for project has been approved. Staff is currently soliciting proposals from firms for Construction Management.
- #3 Jac-Pac – Continuing to look for interim use proposals. CMC will lease 350 parking spaces for 18 months during construction of garage/office building. Scheduled to begin on June 1, 2006.

STATE PROJECTS

- #6 Candia Road [Bypass 28-I-93] – R.S. Audley is under contract with the NH Department of Transportation for this road reconstruction project which has a two-year construction period. Construction expected to recommence soon.



Ward

#11 Granite St./F.E.

Everett Trnprk Imprv.

- The NHDOT "B" contract is at punch list stage. Work included relocation of the existing interceptor sewer, the relocation of Allard Drive and construction of a new sound wall between the southbound on-ramp and Turner Street.

The NHDOT "C" contract bid was awarded to Middlesex Corp. of Mass. at \$28,687,750 which includes the City's work on Granite Street between Main St. and the river plus turnpike work. The Everett Turnpike abutment work is underway, steel to be placed on piers for southbound lane within the next month.

The City's Granite St. Bridge Contract was awarded to E.D. Swett, the low bidder at \$11.7 million. Forming east abutment footing now. The remainder of the City's (Contract "E") Granite Street work (Commercial St. to Elm St.) will be bid in May 2006.

#8 Airport Access Road

- The NH Department of Transportation's design is progressing. Building demolition is complete in Manchester. Construction is expected to begin in 2006. The project will be split into multiple contracts and construction is expected to be complete in 2009. HTA is designing relocation of Trolley Crossing Pump Station force main for EPD.

PLANNING/BUILDING

SUBDIVISIONS

#12 Legacy Dr.

- 11 lot subdivision located between Straw Rd. and Goffstown Road, base pavement is down, some occupancies have been issued.

#8 Bryant Road

- Approved for both condos (56) and single family housing (34). Construction well underway.

#12 Woodland Pond

- 77 lot subdivision for single-family homes approved with roads off Countryside Blvd. Work has begun in Phase 3.

#1 McLane Lane

- Seven unit planned development approved by Planning Board east end of existing road.

#6 Grand View Estates

- Argeriou property – 15 homes proposed on an extension of Lindstrom Lane has Planning Board approval.

#2 Sky Meadow Way

- 4 unit planned development approved off Currier Drive, work has begun.

#3 167/168 Silver St.

- Two six-unit condos approved by Planning Board.

Ward

- #8** 270 Stanton St. - 4 new lots approved by Planning Board. Utility work underway on one lot.

SITE PLANS

- #3** Chinburg - Multiple residential townhouses are under construction with two highrise towers to follow just south of Fisher Cats Stadium. Some occupancy permits have been issued.
- #5** 310 Wilson St. - Shopping center rehab. – 73,000 SF, new overall 171,000 S.F. Retail building “B” occupied. “Stop n’ Shop” open. Gas pumps under construction. Retail building “A” to begin soon.
- #2** 166 LaGrange Ave. - Islamic Society Mosque foundation permit issued from Building Department.
- #1** 2233 River Rd. - Synagogue/Temple proposed at intersection of Bicentennial Drive has Planning Board approval
- #12** 17 Riverfront Dr. - One 5-unit condo and one 4-unit condo approved. Work has resumed.
- #3** 795 Elm St. - Rehabilitation underway, at Merrimack Street.
- #12** Front St./Hackett Hill Road - 52 Unit, six building condos. Utilities in off Hackett Hill Rd. Occupancy expected in April 2006.
- #6** 25 Lakeside Dr. - Dunkin’ Donuts proposal has approval from Planning Board.
- #2** 845 Mammoth Rd. - Three story, 10 unit building approved by Planning Board.
- #2** 747 Mammoth Rd. - Proposal for 6 unit apartments under review by Building Department.
- #6** Hobbs Way - Four houses to be built off Bridge Street Extension.
- #5** 661 Bell St. - Combination of 12 handicap access apartments & “Vista View” 26 townhouses. Construction has begun.
- #9** 915 S.Mammoth Rd. - Three self-storage units has Planning Board approval.
- #7** Maple/Silver Sts. - Mill proposal to convert to housing approved by Planning Board.
- #3** 25 Line Dr. - Hilton Hotel “Garden View” 156 room hotel under construction. Opening April 2006.
- #6** Cohas Brook Estates - “Marathon Way” 31 unit planned development. Work is well underway, some occupancies granted.



Ward

- #2 978 Mammoth Rd. - Eight unit planned development approved, construction has begun.

- #11 CMC - Proposal for new medical office building, parking garage and walkway over McGregor St. work expected to begin Spring '06. Harvey Construction will manage this project.

- #11 CMC - Operating rooms to be relocated within footprint of building.

- #6 1070 Holt Ave. - Industrial building. Work is underway.

- #12 The Neighborhood @ Woodland Pond - 487 Units proposed on 110 acres bordering Goffstown and Hooksett at Hackett Hill.

- #2 Currier Museum of Art - Proposed expansion of building towards Orange St. Parking lot on the Prospect Street end has Planning Board approval.

- #6 1085/1095 Bodwell Rd. - Planned development, 5 bldgs. 26 units approved by Planning Board.

- #6 2170 Candia Rd. - Car wash under construction.

- #8 293 Abby Rd. - **32,000 S.F. office/warehouse building proposed.**

- #3 21 So. Elm St. - **8 Unit townhouse project proposed.**

- #6 1207 Hanover St. - **Rehabilitation of existing warehouse/retail to 19,500 S.F. with loading and parking.**

- #9 161 So.Beech St. - **Four story, 29 unit apartment proposed along with conversion of church to retail space.**

- #9 565 Gold St. - **E&R Cleaners proposing to move operations.**

- #5 So.Willow St. - **Gerrard Jewelers converting Exxon to retail approved by Planning Board.**

Water Works Projects

Cleaning & Lining Project

- a) Coolidge Ave. – Dexter to Cartier St. 2,330 L.F. of 8"
- b) Kelley St. – Rimmon St. to Notre Dame Ave. 840 L.F. of 6"
- c) Hevey St. – Coolidge Ave. to Kelley St. 1,900 L.F. of 6"
- d) Rimmon St. – Coolidge Ave. to Kelley St. 1,770 L.F. of 6",12"
- e) Granite St. – Allard Dr. to Main St. 900 L.F. of 10"
- f) Montgomery St. – Mason St. to Kelley St. 1,400 L.F. of 6"
- g) Dubuque St. – Bremer St. to Kelley St. 600 L.F. of 6"
- h) Cartier St. – Coolidge Ave. to Kelley St. 430 L.F. of 6"
- i) Dexter St. – Montgomery St. to Coolidge Ave. 180 L.F. of 8"



Ward#

Water Main Relays

A) W. Hillcrest – Brown Ave. easterly	860 L.F. of 6"
B) Spruce St. – Lincoln St. to Wilson St.	700 L.F. of 6"
C) Cooper St. – Donald St. southerly	380 L.F. of 6"
D) Belair St. – Brown Ave. westerly	310 L.F. of 6"
E) Quirin St. – Rimmon St. easterly	270 L.F. of 6"
F) Reed St. – Kelley St. northerly	250 L.F. of 6"
G) Cushing St. – Candia Rd. southerly	160 L.F. of 6"
H) Cotter Ct. -	200 L.F. of 1.5"
I) Montcalm St. – Dionne Dr. easterly	150 L.F. of 2"
J) Reed St. – Bremer St. southerly	100 L.F. of 2"
K) Farmer Ln. – Candia Rd. northerly	150 L.F. of 6"
L) Platts Ave. – Candia Rd. southerly	300 L.F. of 6"
M) Lavista St. – Laxson Ave. to Parkview St.	430 L.F. of 8"
N) Brown Ave. – Relay for Airport Access Rd.	1,500 L.F. of 12"

PARKS & RECREATION PROJECTS

P&R PROJECTS - FY'04

**#5 Raco-Theodore
Pool Project**

- Funding was appropriated in the the current CIP budget for the pool project. Work is approximately 75% done. July 1st opening is anticipated.

**#10 Piscataquog
Trailway, Phase II**

- Grant funding for Phase II has been approved by the NH Department of Transportation for a Transportation Enhancement (TEA) project. This will involve continuation of the trail from South Main Street to the West Side Arena. Authorization of funds will begin in the Fall of 2003. Designed by VHB. On "hold" pending property access.

**#9 South Manchester
Rail Trail**

- Grant funding for the initial project has been approved by the NH-DOT for a Congestion Mitigation and Air Quality (CMAQ) project. This will involve planning, design and construction of a recreational trail along the former Manchester and Lawrence Branch Railroad, from Spring Garden Street to Gold Street. The trail will link neighborhoods along South Beech Street with Precourt Park. Berger Engineers have been chosen as design consultants. Bids were received with G.W.Tatro low bidder @ \$833,000. Work is 50% done. Completion in June of 2006.

Ward#

Valley Cemetery
Rehabilitation

- Grant funding from the Land and Community Heritage Investment Program (LCHIP) was approved this Spring. A total of \$400,000 is designated to begin the Phase 1 work, which will be done through (2) bids, Fence Rehabilitation and Gate Environs. Work should be complete in October. Cemetery Brook relocation prep work begun.

#9 Precourt Trail

- Precourt Trail to connect to South Manchester Rail Trail. Contract awarded to JGE, the bridge has been ordered and installation is expected this Summer.

HIGHWAY DEPARTMENT PROJECTS

Construction Projects

6 Candia Rd.
Dry Sewer

- Sewer construction is 80% complete.

#11/12 CSO-6

- Work has begun on Kelley, Bremer and Mason Streets. R.D. Edmunds of Franklin, NH. is the contractor on this \$6 million project.

#4 Ohio Avenue

- Reconstruction underway from Hanover Street northerly. Base pavement is down.

#3/5 Central St.

- Pine to Union first project this Spring.

#4/5 Merrimack St.

- Lincoln to Wilson – second project after Central Street.

#5 Spruce St.

- Lincoln to Wilson – third project, after Merrimack Street.

#11 Dover St.

- *Replace sewer this year.*

#3 Chestnut St.

- *Sidewalks from Hanover St. to Merrimack St.*

MANCHESTER AIRPORT

#8 FAA Aircraft
Traffic Control
Tower (ATCT)

- Construction substantially complete. Facility scheduled to be operational in summer of 2006.

#8 Runway 6

- Runway 6 reconstruction to be opened week of 3/21/06. Tentative start date April 2006.

Ward #

- #8 Aerohex Hangars - Rehabilitation of hangars in the N.E. area of the airport. Site work designed by CLD. Construction yet to begin.

- #8 Runway 24 Safety Area Extn. Across S. Willow St. - Design work has begun for multiple project associated with the extension of the Runway 24 Safety Area. Construction is slated for 2007.

- #8 De-Icer Fluid Management - Project is under a design/build contract to Weston. Additional studies ongoing.

- #8 Sand/Salt Storage Facility - New facility under design by Louis Berger Group. Facility will be built along the south side of S. Perimeter Road opposite the U.P.S. facility in Londonderry. Bid and construction date 2006.

- #8 Sand Equipment Bid - Next to Airfield Maintenance on Kelley Ave. Bid and construction date 2006.

- #8 Summit Packaging #16 Ammon Rd. - Manchester Airport has bought out the balance of the Summit leasehold. Razing of building scheduled for 2006.

- #8 Meggit Avionics #10 Ammon Rd. - Manchester Airport has bought out the balance of the Meggit leasehold. Razing of building scheduled for 2006.

KEYSPAN ENERGY DELIVERY

CSO

- a) Cartier St. – Bremer St. to Kelley St. 500 L.F. of 4" Complete
- b) Youville St. – Bremer St. North to end of Main St. 220 L.F. of 4"
- c) Montgomery St. – Bremer St. North to end of Main St. 1,015 L.F. of 2"
- d) Notre Dame Ave. – Notre Dame at Kelley St. 125 L.F. of 4"
- e) Kelley St. – Dubuque St. to Reed Street 1,080 L.F. of 8"
- f) Bremer St. – Hevey St. to Alsace St. Tie Ins
- g) Hevey St. – Montgomery St. to Kelley St. 700 L.F. of 6"

State of NH-D.O.T.

- a) Candia Rd. – I93 to Proctor Road 2,050 L.F. of 8"



Ward #

System Reinforcement

- a) Linden St. – 249 Linden St. to North St. 400 L.F. of 6"
- b) Taylor St. – Holley Ave. to Villa St. 225 L.F. of 6"
- c) Sagamore St. – Union St. to Walnut St. 270 L.F. of 8"
- d) Tyler Ave. – S. Beech St. to Cameron St. 750 L.F. of 8"

PSNH

- #3 Merrimack St. - Need to add transformer to existing network duct due to increased downtown load, scheduled for second quarter of '06.
- #11 CMC - *Line crews in McGregor, Putnam, Foundry streets for six weeks.*

MANCHESTER TRAFFIC DEPARTMENT

- #3 Auburn St. @ Chestnut St. - Bids for upgrade signal project were opened last week. Moulison North was low bidder at \$53,580.00.

VERIZON

- #6 Candia Rd. – Massabesic Circle to I-93. Cable relocation underway, expect completion in April 2006.
- #5 Spruce St. – Lincoln to Wilson conduit replacement to accommodate Highway Department reconstruction work to begin May 2006.
- #11 CMC – Conduit on McGregor and Foundry Street for CMC.

NEXT MEETING: The next MUCC meeting has been scheduled for Wednesday, May 17th 2006 at 10: 00 AM in the **Conference Room, second floor, at the Manchester Water Works.**



Attended Contact List

x	Ms. Janet Kelliher	PSNH	882-5894 X5230
x	Mr. Karl Franck	Building Dept.	624-6475
x	Mr. Jay Davini	Manchester Highway Dept.	624-6444
	Mr. Guy Chabot	Manchester Water Works	624-6494
x	Mr. Chris Blue	Fire Department	669-2256
x	Mr. Mike Venti	Airport Authority	624-6539 X318
	Mr. Jody Rivard	Manchester Fire Dept.	669-2256
	Mr. Chuck Deprima	Parks & Recreation Dept.	624-6565 X315
x	Mr. Matt Wietecha	Verizon	645-2703
	Mr. Terry Harlacher	Planning Department	624-6450
x	Ms. Betty Hackett	Verizon	645-2713
x	Mr. Jim Findlay	Keyspan	231-4970
x	Mr. Mike Jolin	MHRA	624-2111
	Mr. Tim Dent	Comcast	679-5695 X1013
	Mr. Jim Mason	Traffic Department	624-6580
x	Mr. Alan Poullos	Keyspan	231-6415

NOTE: NEW projects for the month will be *italicized/bold* printed.

**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

April 26, 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 Tuesday, April 25, 2006. Enclosed are the approved Minutes of the March 28, 2006 Commission Meeting, and the Financial and Ridership Reports for the month of March 2006.

The next scheduled Commission Meeting will be Tuesday, May 30, 2006 at 5:00 PM.

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

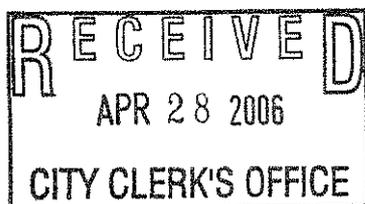
Very truly yours,

A handwritten signature in cursive script that reads 'David Smith'.

David Smith
Executive Director

DS:cr

Enclosures



D

**MANCHESTER
TRANSIT AUTHORITY**

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

March 28, 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 5:05 PM.

TRISCIANI suspended the regular order of business. SMITH announced that ROSSET has been selected by the Transit Cooperative Research Program International Transit Studies Program to participate in the spring 2006 International Transit Studies Program Mission. ROSSET explained the Europeans are farther ahead than we are with coordinated public transportation, so he will be in Europe for two weeks to explore coordinated mobility solutions. SMITH stated this is a full scholarship. The mission will focus on coordinated approaches to expanding access to public transportation. The agenda includes meetings and site visits in London, Netherlands, Sweden, and France. ROSSET will be traveling with a group of fifteen people from across the United States. ROSSET expressed his gratitude to staff that supported him.

- D
- b. **Minutes of March 1, 2006 Commission Meeting.** JESPERSEN made a motion to accept the March 1, 2006 Commission Meeting Minutes as presented.
- Seconded by NAGLE. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for February 2006.** JESPERSEN made a motion to approve the Financial Report for February 2006. Seconded by DESELLE.
- Transit Operation:** CANTWELL reported revenue was \$2,931; or 1.14% more than budget. Operational revenue was -\$1,038; or -4.32% less than budget. Farebox income was \$1,926 more than budget and averaged \$758 per service day. Expenses were \$10,115; or 3.61% more than budget. The most significant variances were Fringe Benefits (health/dental insurance and transit operators/mechanics sick wages). Cost of fuel for our vehicles was offset against a reduction in the purchase of maintenance parts. PSNH invoice for January was paid this month, but the utilities year-to-date are still on target.
- School Operation:** CANTWELL reported school was \$2,672; or 1.12% more than budget due to higher than budgeted school charters. Year-to-date charters are ahead \$30,000 from last year. Expenses were \$9,512; or 3.90% less than budget. Most significant variances were Material and Supplies and Utilities. Material and Supplies is related to the cost of fuel and the maintenance department's preparation for school bus inspections. Utilities were related to PSNH payment of January and February invoices.
- SMITH stated transit operator overtime was less than budget on the fixed route and significantly lower on StepSaver.

D

The check register was reviewed. JESPERSEN questioned the CIP check.

SMITH explained when seeking payment of CIP funds we were asked to submit another invoice; this resulted in a double payment, so CANTWELL reimbursed the City.

Accounts Receivable was reviewed. CANTWELL stated there is less than \$8,000 in over 30 day receivables. TRISCIANI questioned the outstanding December 2005 invoices. CANTWELL responded the School District has committed these invoices will be paid in March. TRISCIANI questioned St. Vincent de Paul's November 2005 invoice. CANTWELL replied they purchased an adult monthly pass and he will follow-up for payment.

All Commissioners in favor of approving February 2006 Financial Report.

b. **Operations Reports for February 2006.**

Transit-School Report:

Transit: BENNETT reported she extended the hours of dispatching to better support the operators during the early evening. On February 17th ROSSET guided a meeting with dispatchers and operators involved with StepSaver service. The meeting was held to discuss scheduling inefficiencies and the potential purchase of new software. Dispatchers and drivers were receptive to the changes and are making suggestions to improve the service. February 19th was the final customer service diversity training class; forty-three full-time employees attended the two-day training program. On February 21st SMITH, ROSSET, Tim White from SNHPC, and BENNETT met with Bedford's Planning Director Karen White to discuss the closing of Car Component Technology (CCT), the opening of Target and Lowe's, and other housing complexes that are being planned along River

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Road in Bedford. The MTA agreed to continue the CCT route because there are passengers utilizing this service and there is potential of another company leasing that space. Ms. White said Bedford is very pleased with the MTA service. One of the reasons they have allowed so much growth along the Route 3 corridor is because of the bus service. On February 28th SMITH and ROSSET attended a Traffic/Public Safety Committee Meeting and updated Committee Members about the downtown transfer point recommended by KKO Consultants.

School: BENNETT reported during the month two part-time employees resigned for full-time employment, two were terminated, and two drivers were on leave of absences leaving us with 79 active employees. A training session started the beginning of March and we are still recruiting.

Transit Statistics Ridership Report: ROSSET reported ridership is down 250 passengers compared to February 2005, but has increased for the year. On the "Transit Statistics Report" ROSSET referenced productivity cost performance. He explained the cost per passenger is \$5.25; the average of both fixed route and StepSaver. ROSSET said one statistic he hears about is the cost per mile to operate a personal vehicle being 50 cents per mile. He said when you add on registration, insurance, fuel, and maintenance, \$5.25 per average trip is not bad when you think about what it costs to go somewhere in your personal vehicle. ROSSET reported on-time performance was better than last month and there was a slight increase in overtime. JESPERSEN asked if there were any StepSaver denials during the month. BENNETT replied possibly one denial during the past twelve months. She explained a denial is when the client requests a time to be picked up and that time is not available. She said the MTA has a two hour

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window to offer the client, and if the client does not want a pickup within that two hour window, it is not a denial; the client is unable to negotiate the time.

Maintenance Report: BEAUREGARD reported his department performed thirty-eight preventive maintenance inspections. They also prepared fifty-one school buses for the State inspection. There was an increase in overtime because two employees were out on extended sick leave. There were no transit or E&H road calls, but two school bus road calls during the month. TRISCIANI generated discussion about the 2004 transit bus that was towed. BEAUREGARD stated this bus was towed to the Detroit Diesel dealer in Wakefield, MA. He said we are still within the two-year warranty. TRISCIANI recommended BEAUREGARD check what the cost for the extended warranty would be.

NEW BUSINESS

3. a. **RFP 06-02 – Demand Responsive Transit Scheduling and Routing Software System.** ROSSET reported three bids were opened on March 15th. Two of the three vendors making proposals were chosen to provide an on-site demonstration; Trapeze and RouteMatch. He invited staff involved with the StepSaver program to attend the demonstrations. After reviewing the two proposals, he determined the level of support is the same. RouteMatch updates their map annually so we would have an annual expenditure of \$1,000-\$1,200 for the purchase of this updated map. Trapeze works with Microsoft Map Point. Microsoft updates their internal database quarterly so when we need to access the map it goes to the internet and gets the map information for a charge of one cent, and we always have updated information. In order for us to spend \$1,000 annually for this service through Trapeze we would have to access the map 273 times per day.

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ROSSET reported RouteMatch's total cost for the software and implementation is \$39,717, with Trapeze's price being \$28,850. Annual support and map update from RouteMatch is \$7,074, with Trapeze proposing \$5,500 with 1 cent for map updates. Costs aside, he and the majority of staff liked Trapeze's software better. TRISCIANI agreed. ROSSET said Trapeze can also set up different tiers of service; ADA eligible, seniors, and then assisting other agencies. He said we could prioritize the way trips are scheduled so our ADA clients don't get refused. ROSSET said Trapeze software allows us to go in and draw our fixed route on the map and will automatically determine the three quarter mile buffer we are mandated to cover. RouteMatch doesn't have that feature built in; we would have to purchase that separately. The cost is \$14,224. DESELLE made a motion to award RFP 06-02 to Trapeze for \$28,850. Seconded by NAGLE. All Commissioners in favor.

- b. **2006 Hampton Beach Excursions.** BENNETT explained this is the time of year we start planning the Hampton Beach shuttle. She explained the shuttle runs every Sunday starting Memorial Day weekend until the weekend after Labor Day. The bus leaves the terminal on Canal and Granite Streets about 8:00 AM, services several elderly complexes, and arrives at the beach by 9:00 AM. Tickets are \$15.00 per person and \$30.00 for a family pass (two adults and two children). What she would like to implement this year to operate efficiently, is to have people purchasing tickets make a reservation. This allows us to know how many people will be going to the beach. If the amount is less than eight or ten passengers, we would be able to contact passengers and let them know there will be no service that day and ask if they would like to hold their ticket for a future

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date. She would also like to market the service and change the pickup locations.

ESCALERA commented using the Senior Center as a pick up location.

BEAUREGARD mentioned running on Saturday instead of Sunday.

CANTWELL explained in the past a survey was conducted and the seniors prefer Sundays. ESCALERA suggested introducing to various nursing homes with assisted living. BENNETT said we are not just targeting seniors; this service is open to the public. She will report to the Board next month.

- c. **StepSaver Policy Changes.** ROSSET reviewed the StepSaver policy and would like the Board to adopt several changes to make this service more customer friendly and in compliance with Federal law. One of the changes he would like to do is shorten the reservation window from fourteen days to seven days. He researched different properties and found cancellations and changed reservations were drastically reduced when the reservation window was dropped to seven days. He explained it would increase the number of phone calls, but would reduce our high number of trip cancellations, which inconveniences other passengers. Another change he would like the Board to approve is eliminating the subscription service. He explained subscription service is when a client calls and schedules a pickup for Monday through Friday, for a set time, and they are automatically picked up indefinitely. Federal regulations say we are only allowed to have 50% of our clients on subscriptions, but our current rate is 80%. He would like to put clients on notice that we are eliminating subscription service and would allow people to reapply after three to six months until we reach the 50% range. Since we cannot prioritize that dialysis is more important than shopping, this is the only fair way to do this. ROSSET said SMITH voiced his concerns

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about the timing because most people will perceive this change as negative.

SMITH explained the high subscription rate blocks people from booking a ride during a certain time of day and gives no one an opportunity to choose those locked-in times. NAGLE stated the problem would be our clients would feel they are being punished because they will have to schedule their trips weekly, but in the long run it will be better service for our clientele. TRISCIANI asked how they handle the “no show” or “last minute cancellation” clients. NAGLE asked if the properties ROSSET researched have a dedicated telephone line for their paratransit scheduling. BENNETT replied typically only the locations that do 300 to 400 paratransit trips per day have dedicated telephone lines.

SMITH explained we are given funding from the Federal Transit Administration to provide paratransit service three quarters of a mile beyond our street service. This is another issue he would like to address because there are two areas in the City that are uncovered; the area heading towards Litchfield (Rte. 3A) and a large area on Bodwell Road. SMITH said it is a question of policy on whether we want to service the entire City or keep it to the minimum ADA requirement.

JESPERSEN said it would be good to cover the entire City because when we implement the route realignment recommended by KKO Consultants, which could possibly eliminate covered territory. TRISCIANI said with the rapid growth on Bodwell Road he could see running a transit bus along Bodwell Road.

JESPERSEN would like to change the boundary policy to pick up StepSaver clients city-wide. BENNETT voiced her concerns about changing the boundary policy before implementing the COA changes, stating it is not just the two areas SMITH referred to that are uncovered, she feels we could be opening the door to

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adding service to the Sheffield-Abby Road areas because of the Airport bus. We currently do not have to service that area because the Airport bus only does four trips per day. It would be the same with the CCT route servicing beyond Macy's. JESPERSEN suggested on the Airport route have StepSaver just cover Manchester; not the Londonderry portion of that route. TRISCIANI asked if covering the City with StepSaver is something SMITH wants to change now or wait until the routes are restructured. SMITH recommended the Board vote on eliminating subscription service and changing the reservation window from fourteen days to seven days, but to hold off on any decisions to expand the service area. NAGLE made a motion based on SMITH's recommendation. Seconded by TRISCIANI. TRISCIANI, DESELLE, ESCALERA, and NAGLE voted yea, JESPERSEN voted nay.

OLD BUSINESS

4. a. **Comprehensive Operations Analysis (COA) – Discussion of March 14, 2006**
Presentation. SMITH said he received favorable comments from individuals who saw the COA presentation before the Board of Mayor and Aldermen (BMA). SNHPC Executive Director David Preece also received favorable responses. SMITH had hoped for a public forum to get the public's input. SMITH explained MTA staff met with SNHPC the day after the presentation and they are in agreement with the future course. SMITH let Mr. Slater from KKO Consultants and SNHPC know that while the final recommendations are being made the MTA is to be consulted. Mr. Slater indicated it would take about six weeks to complete the study and SMITH expects to be in close contact during the next six weeks.

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- b. **Status – ADA Paratransit Eligibility Services.** ROSSET explained they met with Easter Seals on March 16th to discuss the paratransit eligibility proposal and to commence a gradual implementation strategy. The first step is to have a member from Easter Seals’ staff review our clients profiles. BENNETT said the review process started today and they found many applications are three years and older and not in-depth. Their health information needs to be updated to assess the disability to determine what type of service to offer these clients. Some applications they reviewed are based on potentially doing a site visit to see where they live along a transit route. Dependent upon where they live, a client who is consistently using StepSaver could change to using StepSaver only for specific trips when the transit service doesn’t get them close enough to their destination.
- c. **City Considers MTA Budget on March 29, 2006.** SMITH explained our budget was submitted to the Mayor on January 17th. The Mayor presents his budget proposal to the Aldermen at 5:00 PM tomorrow. JESPERSEN asked how the budget process works, and SMITH explained. JESPERSEN wondered if the Aldermen understand about the MTA receiving a Federal Match of 50% for operating and 80% for capital. Their \$1,000 expenditure for operating is getting \$2,000 worth of service, and their \$60,000 expenditure in capital is buying them a 12-year, \$300,000 bus. ESCALERA feels the Board of Aldermen sees the system in place, they see an old but improved system willing to grow with the population, and they see accountability and credibility in all of us. He feels when someone on the Aldermanic Board asks a question about MTA funding, that represents the fact they are not fully aware of the federal funding, but they know that the system is in compliance. JESPERSEN generated discussion about the Aldermen wanting

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smaller buses. TRISCIANI said we have to have ADA accessibility and we can't accommodate wheelchair disabled passengers with a 15' bus. TRISCIANI said once they see the new 30' buses against the 35' buses we currently have, they will see the size difference. BEAUREGARD said the new buses would only be 5' longer than the StepSaver vans. JESPERSEN commented he uses the system all the time and never sees an empty bus. What people may be seeing when they talk about empty buses are the StepSaver vans transporting one or two clients because they look like regular transit buses.

TABLED ITEMS

TRISCIANI made a motion to remove Items 5. a. and 5. b. from the table.

Seconded by DESELLE. All Commissioners in favor.

5. a. **Regional Council on Aging – Free Fares for Seniors.** SMITH stated this is a moot issue since he has not received a response from his letter to Mr. Phil Valley.
- b. **School District and MTA Contract Negotiations.** SMITH reported the School District voted to approve the 3-year contract with language approved by the MTA Commissioners. JESPERSEN made a motion to approve the 3-year contract agreement between MTA and Manchester School District. Seconded by ESCALERA. All Commissioners in favor.

OTHER BUSINESS

6. a. **Any Other Business to Come Before the Board:** SMITH made the Board members aware he would be out of town April 10th and 11th.
- b. **Date for Next Meeting.** Tuesday, April 25, 2006.

With no further business to come before the Board, DESELLE made a motion to adjourn the meeting at 6:45 PM. Seconded by ESCALERA. All Commissioners present in favor.

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School

March 2006

Manchester Transit Authority
Income Statement School
For the Nine Months Ending March 31, 2006

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Student Transportation					
Pupil Contract	\$177,931.48	\$187,550.00	\$1,269,529.42	\$1,312,850.00	(\$43,320.58)
Manchester Skill Center	15,229.26	16,031.00	111,057.82	105,983.00	5,074.82
Special Needs	16,029.90	12,824.00	102,769.57	111,141.00	(8,371.43)
Student Tickets	<u>5,524.50</u>	<u>3,600.00</u>	<u>36,029.25</u>	<u>25,200.00</u>	<u>10,829.25</u>
Total Student Transportation	<u>214,715.14</u>	<u>220,005.00</u>	<u>1,519,386.06</u>	<u>1,555,174.00</u>	<u>(35,787.94)</u>
School Charter					
Student Athletics	5,826.50	10,000.00	101,508.57	85,000.00	16,508.57
Student Fieldtrips	<u>12,074.00</u>	<u>15,000.00</u>	<u>71,717.25</u>	<u>66,000.00</u>	<u>5,717.25</u>
Total School Charters	<u>17,900.50</u>	<u>25,000.00</u>	<u>173,225.82</u>	<u>151,000.00</u>	<u>22,225.82</u>
Other Revenue					
Sale of Vehicles and Equipment			5,682.50		5,682.50
Interest Income	120.38	100.00	873.58	900.00	(26.42)
Other Non-Transp. Revenue			<u>440.48</u>		<u>440.48</u>
Total Other Revenue	<u>120.38</u>	<u>100.00</u>	<u>6,996.56</u>	<u>900.00</u>	<u>6,096.56</u>
Total Operational Income	232,736.02	245,105.00	1,699,608.44	1,707,074.00	(7,465.56)
Expenses					
Labor					
School Operator Wages	81,325.09	83,216.00	638,040.55	631,977.00	6,063.55
School Operator Overtime Wages	1,367.47	6,621.00	14,135.99	47,735.00	(33,599.01)
Transit Operator Wages	75.41	648.00	120.02	4,669.00	(4,548.98)
Transit Operator Overtime Wages	125.27		128.57		128.57
Mechanic Wages	8,844.46	9,681.00	85,317.89	82,501.00	2,816.89
Transp. Admin Wages	7,969.57	7,382.00	73,418.59	62,907.00	10,511.59
Transp. Admin Overtime Wages	525.37	270.00	1,412.61	2,430.00	(1,017.39)
Maint. Admin Wages	3,629.41	3,330.00	28,089.51	28,237.00	(147.49)
General Admin Wages	3,536.33	4,660.00	30,424.47	39,710.00	(9,285.53)
Gen. Admin Overtime Wages		<u>51.00</u>	<u>62.07</u>	<u>459.00</u>	<u>(396.93)</u>
Total Labor	<u>107,398.38</u>	<u>115,859.00</u>	<u>871,150.27</u>	<u>900,625.00</u>	<u>(29,474.73)</u>
Fringe Benefits					
Health Insurance Expense	(4,623.11)		(427.04)		(427.04)
Dental Insurance Expense	181.94		1,654.39		1,654.39
FICA Expense	5,877.81	8,332.15	58,577.01	65,025.13	(6,448.12)
Worker's Compensation	3,254.00	4,008.00	27,899.00	31,703.00	(3,804.00)
School Operator Vacation Wages			7,153.50	8,158.00	(1,004.50)
School Operator Holiday Wages	43.03		19,898.48	20,582.00	(683.52)
School Uniform Allowance		342.00	471.95	3,078.00	(2,606.05)
Maintenance Uniform Allowance			50.00		50.00
Tool Allowance			199.99		199.99
License Reimbursement	500.00	125.00	2,495.00	1,125.00	1,370.00
Burden Adjustment	<u>13,674.14</u>	<u>14,553.00</u>	<u>115,943.94</u>	<u>129,495.00</u>	<u>(13,551.06)</u>
Total Fringe Benefits	<u>18,907.81</u>	<u>27,360.15</u>	<u>233,916.22</u>	<u>259,166.13</u>	<u>(25,249.91)</u>
Services					
Management Consultant	12,045.44	12,142.00	93,887.65	109,278.00	(15,390.35)
Commissioner Expense		83.00	456.43	747.00	(290.57)

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**Manchester Transit Authority
Income Statement School
For the Nine Months Ending March 31, 2006**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Auditing Expense			\$7,958.25	\$7,200.00	\$758.25
Legal Expense	3,155.58	500.00	9,482.44	4,500.00	4,982.44
Service Bureau	1,266.30	1,500.00	9,317.79	13,500.00	(4,182.21)
Security Service		150.00	631.68	1,350.00	(718.32)
Outside Advertising	52.36	1,250.00	5,559.93	11,250.00	(5,690.07)
Driver and Criminal Record	234.00	150.00	2,317.00	1,350.00	967.00
Drug & Alcohol Testing	195.00	666.00	5,265.00	5,994.00	(729.00)
Pre-Employment Medical		684.00		6,156.00	(6,156.00)
Janitorial Service and Supplies	600.07	658.00	4,894.23	5,922.00	(1,027.77)
Bank Service Charges	90.50	75.00	693.90	675.00	18.90
Total Services	17,639.25	17,858.00	140,464.30	167,922.00	(27,457.70)
Materials and Supplies					
Fuel Operations	20,835.62	17,684.00	142,855.84	125,301.00	17,554.84
Maintenance Parts	5,379.78	6,415.00	37,874.50	45,456.00	(7,581.50)
Tires Expense	595.00	1,803.00	11,135.81	12,775.00	(1,639.19)
Oil and Grease	491.07	359.00	2,423.47	2,544.00	(120.53)
Maintenance Supplies	407.58	444.00	4,628.55	3,996.00	632.55
Body Shop Supplies	196.82	103.00	2,341.10	927.00	1,414.10
Hazardous Materials	68.44	171.00	368.50	1,539.00	(1,170.50)
Outside Parts and Labor		42.00		378.00	(378.00)
Repairs-Building and Grounds	96.53	1,075.00	5,761.81	9,675.00	(3,913.19)
Repairs-Shop Equipment	417.13	143.00	1,790.05	1,287.00	503.05
Repairs-Radio Equipment		83.00	423.86	747.00	(323.14)
Repairs-Office Equipment	284.35	200.00	3,226.83	1,800.00	1,426.83
Office Supplies	656.06	1,005.00	4,898.64	9,045.00	(4,146.36)
School Schedules and Tickets	1,823.00	584.00	5,500.60	5,256.00	244.60
Total Materials and Supplies	31,251.38	30,111.00	223,229.56	220,726.00	2,503.56
Utilities					
Electricity	1,995.53	1,433.00	15,609.10	12,897.00	2,712.10
Natural Gas	3,345.61	968.00	9,518.05	8,712.00	806.05
Telephone	431.22	448.00	4,569.00	4,032.00	537.00
Water	148.79	108.00	1,039.73	972.00	67.73
Total Utilities	5,921.15	2,957.00	30,735.88	26,613.00	4,122.88
Insurance					
Public Liability Insurance	17,547.00	26,728.00	157,909.00	240,552.00	(82,643.00)
Other Liability	886.00	1,160.00	7,706.04	10,440.00	(2,733.96)
Total Insurance	18,433.00	27,888.00	165,615.04	250,992.00	(85,376.96)
Other Expenses					
Dues and Memberships	1,600.00	167.00	3,039.97	1,503.00	1,536.97
Tolls and Parking			8.00		8.00
Training and Meetings	2,016.81	333.00	3,668.73	2,997.00	671.73
Grievance Expense		38.00		342.00	(342.00)
Depreciation	21,000.00	20,000.00	189,000.00	180,000.00	9,000.00
Total Other Expenses	24,616.81	20,538.00	195,716.70	184,842.00	10,874.70
Total Expenses	224,167.78	242,571.15	1,860,827.97	2,010,886.13	(150,058.16)
Net Income (Loss)	8,568.24	2,533.85	(161,219.53)	(303,812.13)	142,592.60

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Transit

March 2006

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**Manchester Transit Authority
Income Statement Transit
For the Nine Months Ending March 31, 2006**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	\$18,744.51	\$15,000.00	\$159,796.24	\$146,250.00	\$13,546.24
Adult Fares	1,818.00	2,300.00	19,650.40	20,700.00	(1,049.60)
Adult Monthly Fares	2,805.00	2,100.00	20,988.00	18,900.00	2,088.00
Senior Citizens Fares	1,165.00	800.00	8,871.50	7,200.00	1,671.50
Senior Citizen Monthly Fare	1,365.00	1,000.00	10,235.50	9,000.00	1,235.50
Disabled Rider Fare	1,759.82	1,500.00	15,264.29	13,500.00	1,764.29
Student Fares	(619.50)	300.00	928.25	2,700.00	(1,771.75)
Total Farebox and Tickets	27,037.83	23,000.00	235,734.18	218,250.00	17,484.18
Shuttle and Excursions					
Shopping Shuttle	1,960.00	1,000.00	10,480.00	9,000.00	1,480.00
Excursion Revenue			2,591.50	2,400.00	191.50
Total Shuttle and Excursions	1,960.00	1,000.00	13,071.50	11,400.00	1,671.50
Other Revenue					
Sale of Fuel to City Departments	29,480.89	25,000.00	249,345.97	225,000.00	24,345.97
Sale of Maintenance Service to City	6,619.46	2,000.00	27,924.90	18,000.00	9,924.90
Advertising Revenue-Bus	6,204.25	5,000.00	55,573.74	45,000.00	10,573.74
Rental of Inncity Terminal	800.00	800.00	7,200.00	7,200.00	
Sale of Vehicles and Equipment			1,427.50		1,427.50
Sale of Scrap Materials			385.35		385.35
Interest Income	1,001.84	500.00	5,924.47	4,500.00	1,424.47
Photo Picture ID Revenue	10.00	25.00	96.00	225.00	(129.00)
Other Non-Tranp. Revenue	0.50	25.00	247.64	225.00	22.64
Total Other Revenue	44,116.94	33,350.00	348,125.57	300,150.00	47,975.57
Total Operational Income	73,114.77	57,350.00	596,931.25	529,800.00	67,131.25
Operating Assistance					
City of Manchester	89,557.58	89,558.00	806,018.22	806,022.00	(3.78)
Town of Bedford	3,400.00	3,400.00	30,900.00	30,600.00	300.00
State of New Hampshire			34,153.60		34,153.60
Federal Operating Subsidy	115,626.00	106,926.00	1,012,840.00	962,334.00	50,506.00
Total Operating Assistance	208,583.58	199,884.00	1,883,911.82	1,798,956.00	84,955.82
Total Revenue	281,698.35	257,234.00	2,480,843.07	2,328,756.00	152,087.07
Expenses					
Labor					
Transit Operator Wages	57,979.98	59,596.00	521,336.18	508,469.00	12,867.18
Transit Operator Overtime Wages	4,871.02	5,477.00	48,650.75	45,525.00	3,125.75
StepSaver Operator Wages	12,201.11	12,045.00	104,189.12	100,243.00	3,946.12
StepSaver Operator Overtime Wages	763.41	2,630.00	8,835.95	23,670.00	(14,834.05)
Mechanic Wages	9,793.48	13,931.00	105,140.98	118,720.00	(13,579.02)
Mechanic Overtime Wages	1,990.55		8,425.67		8,425.67
Transp. Admin Wages	10,223.72	9,845.00	79,543.54	83,900.00	(4,356.46)
Transp. Admin Overtime Wages	154.31	270.00	3,489.23	2,430.00	1,059.23
Maint. Admin Wages	3,545.67	3,892.00	29,250.11	33,162.00	(3,911.89)
General Admin Wages	7,023.98	6,190.00	60,056.86	52,748.00	7,308.86
Gen. Admin Overtime Wages	44.33	81.00	1,245.92	729.00	516.92
Payroll Transaction			298.46		298.46

Manchester Transit Authority
Income Statement Transit
For the Nine Months Ending March 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$108,591.56	\$113,957.00	\$970,462.77	\$969,596.00	\$866.77
Fringe Benefits					
Health Insurance Expense	51,227.05	40,617.00	396,083.36	365,553.00	30,530.36
Dental Insurance Expense	1,253.28		10,364.57		10,364.57
Life Insurance Expense	664.54	665.00	6,094.40	5,985.00	109.40
Pension Expense	7,230.00	6,370.00	56,790.00	57,330.00	(540.00)
FICA Expense	9,089.96	9,788.37	91,095.30	86,509.86	4,585.44
Worker's Compensation	4,892.00	4,655.00	37,596.02	41,580.00	(3,983.98)
Unemployment Compensation		438.00	2,729.52	3,942.00	(1,212.48)
Transit Operator Vacation Wages	4,406.27	4,512.00	38,947.76	40,608.00	(1,660.24)
Transit Operator Holiday Wages	652.06		36,518.64	35,287.00	1,231.64
Transit Operator Sick Wages	4,848.69	2,647.00	35,905.20	23,823.00	12,082.20
Mechanic Vacation Wages	1,642.53	1,594.50	17,114.21	14,350.50	2,763.71
Mechanic Holiday Wages	667.00	1,143.83	11,355.56	10,294.47	1,061.09
Mechanic Sick Wages	5,458.14	95.33	11,939.32	857.97	11,081.35
Transp. Admin Vacation Wages	756.99	1,076.67	7,988.38	9,690.03	(1,701.65)
Transp. Admin Holiday Wages	310.00	703.17	8,139.16	6,328.53	1,810.63
Transp. Admin Sick Wages	452.16	210.92	3,364.98	1,898.28	1,466.70
Maint. Admin Vacation Wages	432.41	291.83	4,866.81	2,626.47	2,240.34
Maint. Admin Holiday Wages	429.40	379.42	4,039.26	3,414.78	624.48
Maint. Admin Sick Wages		87.58		788.22	(788.22)
Gen Admin. Vacation Wages	472.99	677.00	6,348.44	6,093.00	255.44
Gen. Admin Holiday Wages	4.50	442.83	6,260.63	3,985.47	2,275.16
Gen. Admin Sick Wages	141.87	132.83	141.87	1,195.47	(1,053.60)
Transit Uniform Allowance	889.15	779.00	8,476.72	7,011.00	1,465.72
Maintenance Uniform Allowance	557.83	630.00	1,774.65	4,914.00	(3,139.35)
Tool Allowance		117.00	999.88	1,053.00	(53.12)
License Reimbursement	80.00	25.00	355.00	225.00	130.00
Burden Adjustment	(13,674.14)	(14,553.00)	(115,943.94)	(130,977.00)	15,033.06
Total Fringe Benefits	82,884.68	63,526.28	689,345.70	604,367.05	84,978.65
Services					
Management Consultant	12,045.44	12,142.00	93,867.65	109,278.00	(15,410.35)
Commissioner Expense		83.00	445.37	747.00	(301.63)
Auditing Expense			5,305.50	4,800.00	505.50
Legal Expense	835.22	500.00	3,983.96	4,500.00	(516.04)
Service Bureau	1,525.75	1,000.00	5,131.89	9,000.00	(3,868.11)
Security Service	95.30	100.00	1,256.58	900.00	356.58
Outside Advertising	1,322.49	333.00	14,047.17	2,997.00	11,050.17
Driver and Criminal Record			308.00		308.00
Drug & Alcohol Testing	65.00	333.00	6,300.00	2,997.00	3,303.00
Pre-Employment Medical		83.00		747.00	(747.00)
Janitorial Service and Supplies	636.97	658.00	6,794.16	5,922.00	872.16
Bank Service Charges	649.16	500.00	5,995.02	4,500.00	1,495.02
Total Services	17,175.33	15,732.00	143,435.30	146,388.00	(2,952.70)
Materials and Supplies					
Fuel Operations	19,245.24	15,124.00	164,473.49	127,416.00	37,057.49
Sale of Fuel to City Departments	27,557.44	25,000.00	244,218.62	225,000.00	19,218.62
Maintenance Parts	10,905.68	10,621.00	58,217.07	90,632.00	(32,414.93)
Purchase Discounts	(154.33)	(250.00)	(1,319.49)	(2,250.00)	930.51
Tires Expense	390.00	1,405.00	6,689.16	11,835.00	(5,145.84)
Oil and Grease	472.34	253.00	2,748.19	2,135.00	613.19
Maintenance Supplies	802.54	639.00	8,668.64	5,751.00	2,917.64

D

**Manchester Transit Authority
Income Statement Transit
For the Nine Months Ending March 31, 2006**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Body Shop Supplies	\$1,581.62	\$148.00	\$11,054.21	\$1,332.00	\$9,722.21
Hazardous Materials	98.48	246.00	530.30	2,214.00	(1,683.70)
Outside Parts and Labor	50.00	42.00	481.60	378.00	103.60
Repairs-Inner City Terminal		250.00	493.68	2,250.00	(1,756.32)
Repairs-Building and Grounds	127.96	1,425.00	18,510.63	12,825.00	5,685.63
Repairs-Shop Equipment	1,021.07	190.00	3,012.33	1,710.00	1,302.33
Repairs-Radio Equipment		83.00	259.03	747.00	(487.97)
Repairs-Office Equipment	(436.95)	217.00	2,712.27	1,953.00	759.27
Office Supplies	931.94	670.00	7,800.35	6,030.00	1,770.35
Transit Schedules and Tickets		584.00	510.33	5,256.00	(4,745.67)
Total Materials and Supplies	62,593.03	56,647.00	529,060.41	495,214.00	33,846.41
Utilities					
Electricity	2,438.98	1,900.00	19,078.53	17,100.00	1,978.53
Natural Gas	4,089.08	1,283.00	11,671.08	11,547.00	124.08
Telephone	527.08	594.00	6,134.07	5,346.00	788.07
Water	181.86	143.00	1,552.71	1,287.00	265.71
Total Utilities	7,237.00	3,920.00	38,436.39	35,280.00	3,156.39
Insurance					
Public Liability Insurance	11,764.00	10,583.00	105,885.00	95,247.00	10,638.00
Other Liability	903.00	1,374.00	8,695.23	12,366.00	(3,670.77)
Total Insurance	12,667.00	11,957.00	114,580.23	107,613.00	6,967.23
Other Expenses					
Dues and Memberships	(1,600.00)	83.00	292.36	747.00	(454.64)
Tolls and Parking			200.00		200.00
Training and Meetings	318.03	250.00	2,123.97	2,250.00	(126.03)
Grievance Expense		38.00	175.00	342.00	(167.00)
Depreciation	28,000.00	29,158.00	252,000.00	262,422.00	(10,422.00)
Total Other Expenses	26,718.03	29,529.00	254,791.33	265,761.00	(10,969.67)
Total Expenses	317,866.63	295,268.28	2,740,112.13	2,624,219.05	115,893.08
Net Income (Loss)	(36,168.28)	(38,034.28)	(259,269.06)	(295,463.05)	36,193.99

Commissioners Memorandum



To: Commissioners
From: Evan Rosset, Operations Planning Manager
Date: April 19, 2006
Re: Transit Ridership Report – March 2006

<u>Routes</u>	<u>March</u>		<u>% Change</u>	<u>FYTD</u>		<u>% Change</u>	
	Weekdays Saturdays	2005 23 4		2006 23 4	FY 2005		FY 2006
Airport- Route #1		847	813	-4.01%	8,453	7,125	-15.71%
Lake-Hanover St. Route #2		3092	3,395	9.80%	27,449	25,783	-6.07%
Goffsfalls Route #3		1357	1,698	25.13%	11,051	13,523	22.37%
Page-Elliott Route #4		2035	2,074	1.92%	15,884	16,669	4.94%
Pinard-Bremer Route #5		1035	1,340	29.47%	9,735	10,017	2.90%
Gossler-St. Anselm Route #6		2020	2,681	32.72%	18,664	21,525	15.33%
VA Hospital Route #7		1948	2,666	36.86%	17,165	21,795	26.97%
So. Willow Route #8		3351	3,884	15.91%	29,357	32,919	12.13%
DW Highway-River Rd. Route #9		2257	2,395	6.11%	17,908	21,038	17.48%
Valley-Weston Rd. Route #10		3607	3,546	-1.69%	29,534	31,517	6.71%
Front St. Route #11		1773	2,204	24.31%	13,738	17,286	25.83%
So. Beech Route #12		3287	3,219	-2.07%	25,975	27,464	5.73%
Bedford Mall Route #13		4889	4,531	-7.32%	38,060	37,773	-0.75%
UPass Riders - NHCTC			344			617	
Vista Shuttle		526	306	-41.83%	4,247	3,905	-8.05%
Hannaford Shuttle		550	594	8.00%	5,126	5,702	11.24%
Stop & Shop Shuttle			166			410	
VERIZON SHUTTLE		600	155	-74.17%	5,848	1,821	-68.86%
(number of events)		11	8	-27.27%			
Weekday Fixed Route Totals		33,174	35,667	7.51%	278,194	296,545	6.60%
Saturday Fixed Route Totals		3,014	3,243	7.60%	28,454	31,374	10.26%
MTA Specials & Excursions		0	0		420	199	
Fixed Route Weekday Average		1,442	1,551	7.51%	1,472	1,551	5.36%
Total Transit Passengers Served		36,188	38,910	7.52%	307,068	328,118	6.86%
Total StepSaver Passengers Served		858	980	14.22%	7492	7,700	2.78%

The attached graph shows system-wide ridership trends.

Evan Rosset
 Operations Planning Manager

City of Manchester New Hampshire

In the year Two Thousand and Six

A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) for the 2006 CIP 310406, School Facility Improvements Project."

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million Five Hundred Thousand Dollars (\$1,500,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2006 CIP 310406, School Facility Improvements	\$1,500,000

It is hereby declared that the public works and improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

E

City of Manchester New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) for the 2006 CIP 310406, School Facility Improvements Project.”

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

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

6+14

In the year Two Thousand and Six

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Twenty Thousand Dollars (\$20,000) from Contingency to Fire – Line ”

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

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Line (protective clothing)	Account 3004C10776.....\$20,000
----------------------------	---------------------------------

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

For “protective clothing”

6+14

**City of Manchester
New Hampshire**

In the year Two Thousand and Six

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of One Hundred Thousand Dollars (\$100,000) from Contingency to Fire- Mechanical Division”

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

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Mechanical Division	Account 3303C10761.....\$100,000
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Resolved, that this resolution shall take effect upon its passage.

For “rust proofing”

City of Manchester
New Hampshire

6+14

In the year Two Thousand and Six

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Forty Three Thousand Dollars (\$43,000) from Contingency to Police – Uniformed Police ”

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

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Uniformed Police	Account 3302C10298.....\$43,000
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Resolved, that this resolution shall take effect upon its passage.

For “outfitting six officers”

6+14

City of Manchester
New Hampshire

In the year Two Thousand and Six

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Forty Three Thousand Dollars (\$43,000) from Contingency to Police – Uniformed Police ”

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

That the Finance Officer be and is hereby directed to effect a transfer from Contingency Adjustment as follows:

Uniformed Police	Account 3302C10298.....\$43,000
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Resolved, that this resolution shall take effect upon its passage.

For “replacement of bullet proof vests”



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



May 8, 2006

To the Honorable Mayor Guinta
And Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Mayor Guinta and Members of the Board of Aldermen:

For the past several years, the Non-Departmental account for Medical Services has been sufficient. However, this current year, we will be short due to an arbitration case with the Fire Fighters.

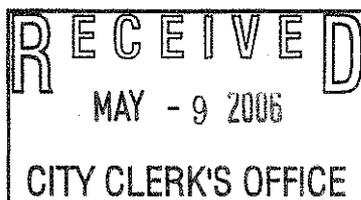
By Federal Law, all employees who are required to have a Commercial Drivers License(CDL), are subject to random alcohol and drug testing. Fire Fighters are tested as well. Due to the death of a Fire Fighter several years ago, we are now required to do annual physical examinations to ensure that the Fire Fighters are fit for work. Due to the results of a grievance that was filed by the Fire Fighters, we are now obligated to do a more in-depth physical exam than was anticipated. The more in-depth examination costs additional money. Therefore, the funds that are in the Non-Departmental Medical Account are now insufficient to complete the exams in this fiscal year. In order to comply with the Federal Law for random alcohol and drug testing as well as the required medical exam, we will need an additional \$15,000.

Therefore, I am requesting that \$15,000 be held in contingency in order to ensure that we have sufficient funds available to comply with the above medical tests/exams. I am attaching a summary of the current balance in this account.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director



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May 2, 2006
Medical account
1700c10914

	Original FY 06 Budget	Remaining Balance
	\$ 100,000.00	\$ 1,194.70
2 months FY 06 30 Firefighters pending exams 30 x 300		\$ 9,000.00 *
2 months FY 06 Drug & Alcohol & New Hire Physicals		\$ 5,150.00 **
		\$ (12,955.30)

* We have approx. 30 more Firefighters to comply with the Arbitration decision
(\$9000 based on average cost \$300)

** On an average we spend \$2575 a month on Drug/Alcohol testing & New Hire exams.