

AGENDA

BOARD OF MAYOR AND ALDERMEN

May 6, 2008
Mayor and all Aldermen

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

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

Approve under supervision of the Department of Highways; subject to funding availability

- A. Sidewalk Petitions:
- 100 Allen Street
 - 14 Harriman Street
 - 80 Holly Ave.
 - 90 Holly Ave.
 - 161 Huse Road
 - 432 Joseph Street
 - 50 Leo Street
 - 397 No. Bay Street
 - 74 Seames Drive
 - 753 Union Street
 - 96 Avon Street
 - 433 North Bay St.

Informational to be Received and Filed

- B. Communication from the Acorace Family acknowledging appreciation for the Board's expression of sympathy.
- C. Copy of communication from Carol Johnson, City Clerk, to the Board of School Committee regarding requests to contain costs and provide a safe environment at polling places in September and November.
- D. Communication from William Sanders, Finance Officer, submitting the Spending & Planned Overtime Report #7.

Refer to Public Hearing to be set by the City Clerk, Planning Board and Committee on Bills on Second Reading

- E. Communication from Alderman Lopez submitting an amendment to the Zoning Ordinance relative to setback provisions for auto dealerships.

Receive and Refer to Finance Officer for review and report to School Board, Mayor and all Aldermen.

- F. Communication from Dave Gosselin and Stephen Dolman posing questions relating to the payments received by the City from the School Department and other outside groups for use of the Gill Stadium.
Ladies and Gentlemen, what is your pleasure?

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

- G. Resolutions:

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Five Hundred Dollars (\$1,500) for the FY2008 CIP 612508 Community Assessment Project.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Five thousand Seven Hundred and One Dollars (\$5,701) for the FY2008 CIP 210808 STD Clinical and DIS Program.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars (\$25,000) for the FY2008 CIP 210108 HIV Counseling & Testing Program.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Nine Hundred Dollars (\$5,900) for the FY2008 CIP 210308 Immunization Services.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty One Thousand Five Hundred Fifty Three Dollars (\$21,553) for the FY2008 CIP 210708 School Based Dental Services.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the 2008 CIP 214308 Pandemic Flu Planning – Phase III Program.”

“Amending the FY2006 and FY2008 Community Improvement Programs providing for the reduction of Sixty thousand Two Hundred Sixty-Two Dollars and Four Cents (\$60,262.04) from various CIP Projects.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Eight Hundred Seventy Five Dollars (\$1,875) for the FY2008 CIP 713408 Chronic Drain Project.”

“Authorizing the Finance Officer to effect a transfer of Eighty One Thousand Dollars (\$81,000) from Contingency to the Building Department.”

REPORTS OF COMMITTEES

COMMITTEE ON BILLS ON SECOND READING

H. Recommending that Ordinances:

“Amending Section 33.064 Employees Injured in the Line of Duty to apply to all employees and to require the repayment of sick leave benefits upon determination of employee eligibility for workers compensation benefits.”

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.82 Immobilization of Motor Vehicles for Non-Payment of Parking Fines increasing the fee for immobilization and inserting reference to the Parking Division.”

“Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester.”

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D) (6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

ought to pass.

(Unanimous vote.)

I. Recommending that Ordinance:

“Amending Section 70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division.”

ought to pass.

(Aldermen Osborne, DeVries, M. Roy, Pinard voted yea; Alderman Domaingue was opposed.)

COMMITTEE ON COMMUNITY IMPROVEMENT

J. Recommending that the request from Charles DePrima, Acting Parks, Recreation and Cemetery Director, to dispose of the original wooden floor once used to cover the concrete ice rink bed at JFK Coliseum be approved.
(Unanimous Vote)

K. Recommending that the request from Charles DePrima, Acting Parks, Recreation and Cemetery Director, for \$64,580 in additional funding to cover the City portion (25%) to complete the Bass Island Flood Restoration Project this spring/summer be approved, and such funding provided through internal transfer within the Parks Improvement Project # 510907.
(Unanimous Vote)

L. Recommending that a petition for discontinuance of a portion of Union East Back Street beginning at Concord Street and running Northerly 270.55 to Lowell Street be referred to a Road Hearing with the date to be set by the City Clerk.
(Unanimous Vote)

- M.** Recommending that a request for acceptance and expenditure of FEMA funds in the amount of \$1,875 for Bodwell Road drain line under the 713408 Chronic Drain Project be approved, and for such purpose a resolution and budget authorization have been submitted.
(Unanimous vote.)
- N.** Recommending that a request for the acceptance and expenditure of the State Division of Economic Development grant in funds totaling \$1,500 to be used for conduction of community wide economic self-assessment be approved; and for such purpose an amending resolution and budget authorization have been submitted.
(Unanimous vote.)
- O.** Recommending that a request for acceptance and expenditure of State of NH health grants for the following:
\$25,000- HIV Counseling & Testing
\$5,900- Immunization Services
\$21,553-School Based Dental Services
\$10,000-Pandemic Flu Planning-Phase III
\$5,701-STD Clinical & DIS Program
be approved; and for such purpose an amending resolution and budget authorizations have been submitted.
(Unanimous vote.)
- P.** Recommending that reductions totaling \$60,262.04 be made to the FY2006 and FY2008 CIP cash programs; and for such purpose an amending resolution has been submitted.

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

- Q.** Recommending that regulations for standing, stopping, parking and operation of vehicles be adopted as noted and those inconsistent therewith be repealed.
(Unanimous vote.)

- R. Recommending that a request by Child Health Services to use the Pearl Street Lot for their annual bike safety day on Sunday, May 18, 2008, be granted and approved.
(Unanimous vote.)

**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.
Ladies and Gentlemen, what is your pleasure?
5. Confirmation of Jane E. Gile to the position of Human Resources Director, submitted by Mayor Guinta.
Ladies and Gentlemen, what is your pleasure?
6. Confirmation of nominations made by Mayor Guinta:
Planning Board
A. Joseph Dion to succeed Todd Connors, term to expire May 1, 2011; and
Jack Brady to succeed Raymond Clement, term to expire May 2011;
Planning Board Alternate
Louis DeMato to succeed A. Joseph Dion as an alternate member, term to expire May 1, 2011.
Fire Commission
Paul Harrington to succeed Peter Morin, term to expire May 1, 2011.
Ladies and Gentlemen, what is your pleasure?
7. Mayor Guinta advises that a motion is in order to recess the meeting to allow the Committee on Finance to meet.
8. Mayor Guinta calls the meeting back to order.

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

10. Report of Committee on Bills on Second Reading recommending that the Board consider adoption of Ordinance:
 “Amending Sections 33.024 and 33.025 (Custodial Services Supervisor – Police; Equipment Maintenance Superintendent I – Police; Equipment Maintenance Superintendent II – Fire; and Equipment Mechanic II – Fire) of the Code of Ordinances of the City of Manchester.”
with information relating to this Ordinance to be presented to the Board of Mayor and Aldermen.
Ladies and Gentlemen, what is your pleasure?

11. Legislative Update to be presented by Mayor Guinta.
Ladies and Gentlemen, what is your pleasure?

12. Notice for Reconsideration given by Alderman Garrity relative to acceptance of the Special Committee on Solid Waste Activities report that Corcoran Environmental be released from the Dunbarton Road site on the condition that they bring evidence on a firm commitment acceptable to the City Solicitor of an alternative location in the City of Manchester; all of the remaining terms and conditions in the contract shall remain the same.
(Note: Aldermen DeVries and Garritys having voted in the negative; Aldermen M. Long, Gatsas, J. Roy, Osborne, Pinard, O’Neil, Lopez, Shea, Smith, Ouellette, Domaingue having voted in the affirmative; Alderman Sullivan was absent from the vote.
Ladies and Gentlemen, what is your pleasure?

13. Communication from Alderman Lopez requesting that a special committee of Police, Fire Building Maintenance and two alderman named by the Chairman look at a proposal to expand the Police Station into two bays of the Central Fire Department and have the fire Chief study plans for a new fire station that is going to meet the needs of Manchester into the future before rebuilding any fire station.
Ladies and Gentlemen, what is your pleasure?

14. Communication from Alderman O'Neil suggesting the City cancel its membership to the New Hampshire Municipal Association/Local Government Center and remove the annual dues from the next operating budget.

Ladies and Gentlemen, what is your pleasure?

15. Communication from David Smith, MTA, requesting the Board's approval of a new bus shelter location, on Auto Center road at Wal*Mart.

If the Board so desires, a motion is in order to approve the request subject to the review and approval of the Public Works Director; and authorize execution of a permit for same.

16. Ordinances: **(A motion is in order to read by title only.)**

Amending Section 33.064 Employees Injured in the Line of Duty to apply to all employees and to require the repayment of sick leave benefits upon determination of employee eligibility for workers compensation benefits."

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.82 Immobilization of Motor Vehicles for Non-Payment of Parking Fines increasing the fee for immobilization and inserting reference to the Parking Division."

"Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester."

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D) (6) to include Mechanic Street, north side, between Elm Street and Canal Street."

"Amending Section 70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division."

These ordinances having had their second readings by titles only, the question is on passing same to be Enrolled.

17. Mayor Guinta advises that a motion is in order to recess the meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.

18. Mayor Guinta calls the meeting back to order.

19. Report of the Committee on Accounts, Enrollment and Revenue Administration, if available.

Ladies and Gentlemen, what is your pleasure?

20. Purchase and Sale Agreement between 1848 Associates and the City for “Phillippe Cote Street” and “Granite Street Lot” submitted by Jay Minkarah, Economic Development Director.

If the Board so desires, a motion is in order to authorize the Mayor to execute such agreement for an on behalf of the City, subject to the review and approval of the City Solicitor.

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

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Five Hundred Dollars (\$1,500) for the FY2008 CIP 612508 Community Assessment Project.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred and One Dollars (\$5,701) for the FY2008 CIP 210808 STD Clinical and DIS Program.”

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“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Eight Hundred Seventy Five Dollars (\$1,875) for the FY2008 CIP 713408 Chronic Drain Project.”

“Authorizing the Finance Officer to effect a transfer of Eighty One Thousand Dollars (\$81,000) from Contingency to the Building Department.”

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

22. Ordinances: (A motion is in order to read by titles only.)

Amending Section 33.064 Employees Injured in the Line of Duty to apply to all employees and to require the repayment of sick leave benefits upon determination of employee eligibility for workers compensation benefits.”

“Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester.”

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D) (6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

“Amending Section 70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division.”

These ordinances having had their final readings by titles only, the question is on passing same to be Ordained.

TABLED ITEMS

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

23. Communication from Carol Johnson, City Clerk, providing the Board a report on the current status of activities at the Office of the City Clerk.
(Tabled 2/19/2008)
NOTE: Available for viewing at Office of City Clerk; previously forwarded to Mayor and all Aldermen.

24. A Majority report of the Committee on Bills on Second Reading recommending that Ordinance:
“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”
be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.
(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)
(Tabled 06/05/2007)

A Minority report of the Committee on Bills on Second Reading recommending that Ordinance:
“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”
ought to pass.

The minority advises that the proposed zoning, in its opinion, is consistent with the highest and best use of the property and that neighborhood concerns can be best addressed through the development process at the Planning Board level, therefore, that such rezoning should be considered subject to the Planning Board approving any plans for development of the property.

S/Alderman Lopez
(Tabled 06/05/2007)

NOTE: Available for viewing at Office of City Clerk; previously forwarded to Mayor and all Aldermen.

25. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

NOTE: Available for viewing at Office of City Clerk; previously forwarded to Mayor and all Aldermen.

26. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

27. NEW BUSINESS
A. Communications
B. Aldermen

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



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN: MANCHESTER CITY CLERK

08 APR 11 P12:29

I/we, Richard A. Gabriel, the
Name(s)

owner(s) of the real estate abutting upon 100 ALLEN STREET
Street Address

Manchester, NH 0310

Description (including footage):

CORNER LOT AT ALLEN and FAIRBANKS, APPROX 90 X 50 FT
GREY and white CAPE

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Richard A. Gabriel
Owner

100 Allen St, Manchester, NH 03102
Mailing Address

Phone #: 603-622-7489 Date: 4/9/08

A-1



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN: MANCHESTER CITY CLERK

08 APR 29 A 9:24

I/we, Kevin F. Murphy, Anne Murphy, Valerie Heath the

Name(s)

owner(s) of the real estate abutting upon 90 Holly Ave + 80 Holly Ave

Street Address

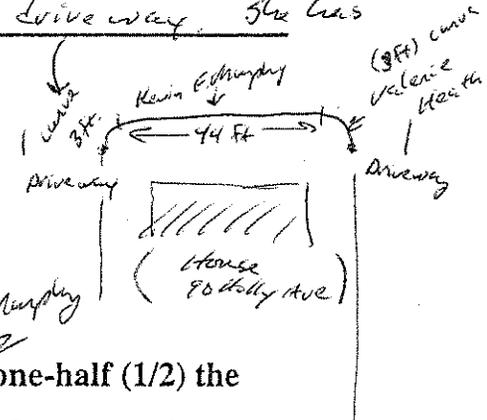
Manchester, NH 0310

Project

Description (including footage): Approximately 50' with curved granite curbing at both ends upon hitting driveways (if this is how it is done today versus a straight abut.). Most of the curbing is on my (Kevin F. Murphy) property but Valerie Heath has about 7 ft. of curbing on her side touching one side end of her driveway. She has indicated curbing is fine if it is granite. I desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

Backed granite, not asphalt.



hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Kevin F. Murphy Owner
Anne M. Murphy Owner
Valerie Heath
90 Holly Ave. 80 Holly Ave.
Mailing Address

Phone #: 603-626-1532

Date: 4/28/08

A-3



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
MANCHESTER CITY CLERK

08 APR 10 P2:12

I/we, JEFFREY S. SCHWOTZER, the
Name(s)

owner(s) of the real estate abutting upon 161 HUSE RD
Street Address

Manchester, NH 03103

Description (including footage):

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Jeffrey S. Schwotzer
Owner

Owner
161 HUSE RD MANCHESTER, NH 03103
Mailing Address

Phone #: (603) 785-4302 Date: 4/8/2008

A-4



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN: RECEIVED
MANCHESTER CITY

78 APR 17 P1:46

I/we, Raymond & Marion Lamy, the
Name(s)

owner(s) of the real estate abutting upon 432 Joseph St
Street Address

Manchester, NH 03102

Description (including footage): _____

Driveway extended, have to remove
the curb - from existing driveway,
about 4'

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage Removed

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Raymond L Lamy
Owner

Marion M. Lamy
Owner

432 Joseph St. EXT. Manchester, N.H. 03102
Mailing Address

Phone #: 669-8739

Date: 4/17/78

A-5



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
APR 28 2008
CITY CLERK'S OFFICE

I/we, Laina M Connolly and Barry E. Connolly, the
Name(s)

owner(s) of the real estate abutting upon 50 Leo St.
Street Address

Manchester, NH 03103

Description (including footage): light blue vinyl sided
ranch approx ~~100~~ 60 ft.

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Laina M Connolly
Owner
Barry E Connolly
Owner
50 Leo St Manchester NH 03103
Mailing Address

Phone #: (603) 533-0066 Date: April 15, 2008

A-6



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN: MANCHESTER CITY CLERK

08 APR 18 P3:45

I/we, Christine Zoulias, the Name(s)

owner(s) of the real estate abutting upon 397 No. Bay St, Street Address
Manchester, NH 03104

Description (including footage): cement sidewalk buckled. I would
like the buckled slabs fixed so they are
smooth. People trip on them & hard for strollers
and snowblowers to maneuver.
cement sidewalk not blacktop

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Christine Zoulias Owner

397 No. Bay St Manchester 03104 Mailing Address

Phone #: cell-261-5398
home 624-9555

Date: 4/16/08

A-57



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
MANCHESTER CITY CLERK

I/we, MATTHEW J. LAROCHELLE 08 APR -9 P121, the
Name(s)

owner(s) of the real estate abutting upon 74 SEAMES DR. MANCHESTER
Street Address

Manchester, NH 03103

Description (including footage): Small RANCH w/ APPROX. 35 feet of
curbing. Home is APPROX 1000 sq. feet, 2 bedroom.

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature]
Owner

Owner

74 SEAMES DR. MANCHESTER NH 03103
Mailing Address

Phone #: (603) 232-4259

Date: 04/08/08

A-8



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN: MANCHESTER CITY CLERK

APR 15 10:29

I/we, Stella Grzywacz Living Trust, the
Name(s)

owner(s) of the real estate abutting upon 753 Union St
Street Address

Manchester, NH 0310

Description (including footage): Approx 65' of curbing
on Blodget Street side

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Thomas J Grzywacz Trustee
Owner

753 Union St. Manchester, NH 03104
Owner Mailing Address

Phone #: 603-234-5593

Date: 4/15/08

A-9



TO THE HONORABLE BOARD OF MANOR AND ALDERMEN:

MANCHESTER CITY CLERK

08 APR 14 08:11

I/we, JACQUES D. PLANTE, the
Name(s)

owner(s) of the real estate abutting upon 96 AVON STREET
Street Address

Manchester, NH 03102

Description (including footage): INSTALL CURBING IN FRONT APPROX 41 FEET

APPROX 34 FEET ON ONE SIDE OF DRIVEWAY (FRONT LAWN)

APPROX 7 FEET ON OTHER SIDE OF DRIVEWAY

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Jacques D. Plante
Owner

JACQUES D. PLANTE
Owner

96 AVON STREET
Mailing Address

Phone #:

603-669-9064

Date:

4-11-8

603-785-9064 Cell #

A-10



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
MANCHESTER CITY CLERK

'08 MAY -1 A9:09

I/we, Jaye R. and Charles S. Goodwin, the
Name(s)

owner(s) of the real estate abutting upon 433 North Bay St.
Street Address

Manchester, NH 0310

Description (including footage): existing sidewalk is 4' x (approx.)
91' composed of sections of concrete that are cracked
and raised. One section is missing.

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Jaye R. Goodwin
Owner

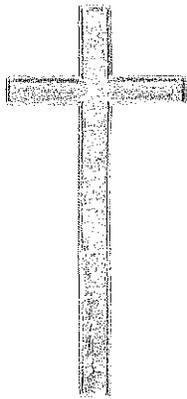
Charles S. Goodwin
Owner

433 N. Bay St. Manchester 03104
Mailing Address

Phone #: 603 627-2323

Date: 05.01.2008

A-11



*The family of
Joseph J. Accorace
acknowledges with grateful
appreciation your kind
expression of sympathy*

The Accorace Family

B



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

April 30, 2008

The Honorable
City of Manchester
Board of School Committee
286 Commercial Street
Manchester, NH

Honorable Members of the Board:

As you are aware several schools in the city are utilized for polling locations for voters. It is anticipated that this year's elections will have massive turnouts. We are preparing for a 90% or better turnout and expect to register approximately 10,000 voters on election day in November. We presently have 59,000 voters registered city-wide.

September's election we also believe will have a higher than average turnout. In addition to the integrity of the election, my concern at these times is the safety of the children attending the schools, and the safety of those voting. As you are also aware the City is experiencing a very difficult budget year, and as such I am trying to curtail costs of these elections to a minimum.

For these reasons, I was pleased to see on your website that the schools would be closed the day of the November election and a teachers' workshop is scheduled for September 9th. In order to provide an orderly flow of traffic, I am also requesting that the schools utilized for polling locations have no other activities or teachers' meetings on the day of the elections. With reduction of our staffing levels, I am also asking that these areas be made available for set up by noon on the day before these elections.

Your consideration of my request would be most appreciated.

Sincerely,


Carol A. Johnson
City Clerk

C: Board of Mayor and Aldermen ✓

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6455 • FAX: (603) 624-6487
E-mail: CityClerk@ManchesterNH.gov • Website: www.manchesternh.gov

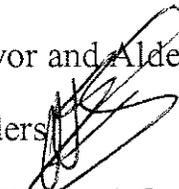




**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

MEMORANDUM

Date: April 28, 2008
To: Board of Mayor and Aldermen
From: William Sanders 
RE: **Spending & Planned Overtime Report #7**

Attached for your information is a summary report of departmental spending and overtime requests received and approved by the Finance Officer for week ended April 25, 2008. The report also includes spending and overtime requests received and approved since the inception of the program.

Please feel free to call me with any questions you might have.

D

Spending/Planned Overtime
 Weekly Report #7
 Week Ending: 4/25/2008

Department	Spending		Planned Overtime		Total Since Inception	
	Requested	Approved by Finance Officer	Requested	Approved by Finance Officer	Spending	Overtime
Building					\$17,300.00	\$125.00
Fire					\$3,271.72	\$2,409.49
Highway	\$13,800.00	\$13,800.00	\$150.00	\$150.00	\$17,150.00	\$47,250.50
Information Systems					\$61,270.00	\$0.00
Parking Division					\$10,756.36	\$1,500.00
Parks & Recreation			\$2,143.92	\$2,143.92	\$10,598.75	\$15,633.40
Police Department			\$1,878.12	\$1,878.12	\$0.00	\$13,730.66
Total	\$13,800.00	\$13,800.00	\$4,172.04	\$4,172.04	\$120,346.83	\$80,649.05

D-2



CITY OF MANCHESTER

Board of Aldermen



April 29, 2008

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

Re: Amendment to Zoning Ordinance – setback provisions for auto dealerships

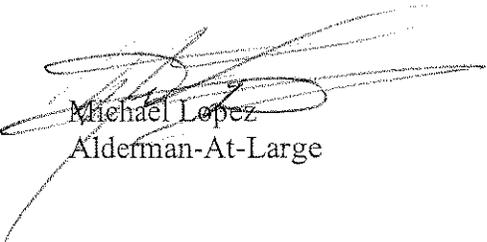
Honorable Members:

Enclosed for the Board's consideration is an amendment to the zoning ordinance for the City which eliminates the requirement for paving setbacks for automotive dealerships.

In my opinion the City should be supportive of the dealerships, the City benefits from their sales. We could give them the authority to utilize the green space where there are no sidewalks, which presently cannot occur by ordinance.

I am requesting the Board refer the ordinance amendment to the Planning Board, Committee on Bills on Second Reading and to Public Hearing at a date to be set by the City Clerk.

Sincerely,



Michael Lopez
Alderman-At-Large



“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for Off Street Parking and Loading Requirements by eliminating the requirement for setting back paving ten feet from the street for automotive dealerships.”

SECTION I. Amending the Zoning Ordinance of the City of Manchester by revising the requirements for Off Street Parking and Loading Requirements by eliminating the requirement for setting back paving ten feet from the street for automotive dealerships, as set forth below:

Amend Article 10 Off Street Parking and Loading Requirements, Section 10.09 A Limited use of yard areas for parking, Non-residential districts, by deleting the second sentence which reads as follows – “However, no pavement, except for site access, is permitted closer than ten (10) feet from any street lot line in these districts.” and inserting in its place the following:

“However, no pavement, except for site access *and parking and paving for automotive dealerships as defined in Section I-1 of the Table of Principal Uses*, is permitted closer than ten (10) feet from any street lot line in these districts.”

SECTION II. Resolve this ordinance shall take effect upon passage.

E-2

Manchester Department of Athletics

Manchester School District SAU 37

286 Commercial Street

Manchester, NH 03101

Phone: 603-624-6300

Fax: 603-628-6220

David Gosselin
Athletic Director

Cynthia D. Seaman
Assistant to Director

May 7, 2008

To The Board of Mayor an Alderman:

With the difficult budget restraints the School District could be facing in the upcoming year some hard decisions will have to be made across the board. Athletics, although important to the overall development of the student, could be taking severe cuts.

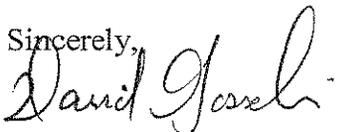
The Athletic Committee has been asked for the breakdown of costs associated with the Manchester School District's schools using Gill Stadium as opposed to all other groups' costs to use the facility. Gill is used by all of Central's fall programs; football, soccer, and field hockey. All three high schools share the facility for baseball. The total estimated cost for the School District to use Gill Stadium next year is \$162,000.

As an Athletic Director and as an Athletic Committee how do we justify eliminating an athletic program, for example middle school sports or freshman sports, and still pay \$162,000 to the City for the School District's athletic programs to use Gill Stadium?

What do the other groups pay for use of that facility; Legion baseball, Trinity High School, Babe Ruth, Pop Warner football, etc? This question has arisen again as it does every year at this time.

I would sincerely appreciate receiving a response in writing to the aforementioned questions. A choice may have to be made to play at Gill Stadium or eliminate an entire athletic program. I cannot justify such a choice.

Sincerely,



Dave Gosselin
Athletic Director
Manchester School District
624-6300 ext 160



Stephen H. Dolman
Chairman, Athletic Committee



City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Five Hundred Dollars (\$1,500) for the FY2008 CIP 612508 Community Assessment 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 2008 CIP as contained in the 2008 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 funding in the amount of \$1,500 to be used for the conduction of a community economic self assessment; and

WHEREAS, the Board of Mayor and Aldermen desires to accept these funds contingent upon the receipt of a CTAP Grant in the amount of \$3,500 required as a match;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 612508 – Community Assessment Project - \$1,500 State

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

G-1

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred and One Dollars (\$5,701) for the FY2008 CIP 210808 STD Clinical and DIS 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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement services for individuals in Manchester who have been in contact with or at risk of being exposed to sexually transmitted diseases;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 210808 – STD Clinical & DIS Program - \$5,701 State
(from \$320,000 to \$334,376)

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

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars (\$25,000) for the FY2008 CIP 210108 HIV Counseling & Testing 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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement HIV Counseling and Testing services for individuals in Manchester who have been in contact with or at risk of being exposed to HIV;

By increasing:

FY2008 CIP 210108 – HIV Counseling & Testing Program - \$25,000 State
(from \$30,000 to \$55,000)

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

G-3

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Nine Hundred Dollars (\$5,900) for the FY2008 CIP 210308 Immunization Services.”

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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement immunization services in Manchester;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2007 CIP 210308 – Immunization Services - \$5,900 State
(from \$82,500 to \$88,400)

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

G-4

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty One Thousand Five Hundred Fifty Three Dollars (\$21,553) for the FY2008 CIP 210708 School Based Dental Services.”

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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement school based dental services in Manchester;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 210708 – School Based Dental Services - \$21,553 State
(from \$18,447 to \$40,000)

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

G-5

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the 2008 CIP 214308 Pandemic Flu Planning – Phase III 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 2008 CIP as contained in the 2008 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 \$10,000 from the State of New Hampshire Department of Health and Human Services for the implementation of the Flu Pandemic Planning;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 214308 – Pandemic Flu Planning – Phase III Program - \$10,000 State

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

G-6

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY2006 & FY2008 Community Improvement Programs providing for the reduction of Sixty Thousand Two Hundred Sixty Two Dollars and Four Cents (\$60,262.04) from various CIP Projects.”

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 & 2008 CIP as contained in the 2006 & 2008 CIP budget; and

WHEREAS, Table 3 contains all sources of Cash funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to recapture funds from various existing CIP Cash Projects to be used to reduce the General Operating Fund deficit;

NOW, THEREFORE, be it resolved that the 2006 & 2008 CIP be amended as follows:

By decreasing:

FY2006 CIP 511306 – Crystal Lake Master Plan – Parks, Recreation & Cemetery –	\$	726.52	Cash
FY2006 CIP 810806 – Community Development Initiatives - Planning -	\$	5,780.15	Cash
FY2008 CIP 213408 – Wrap For Youth Resiliency – Office of Youth Services -	\$	50,000.00	Cash
FY2008 CIP 612008 – Dilapidated Building Demolition – Building -	\$	288.36	Cash
FY2008 CIP 810508 – Employee Training & Development – Human Resources-	\$	3,128.00	Cash
FY2008 CIP 810708 – VISTA Office Relocation – Mayor’s Office -	\$	<u>339.01</u>	Cash
	Total	\$ 60,262.04	Cash

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

G-7

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Eight Hundred Seventy Five Dollars (\$1,875) for the FY2008 CIP 713408 Chronic Drain 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 2008 CIP as contained in the 2008 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 additional FEMA funds in the amount of \$1,875 for Bodwell Road drain line;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 713408 – Chronic Drain Project - \$1,875 State/FEMA
From \$66,000 Cash to \$67,875 (\$66,000 Cash; and \$1,875 State/FEMA)

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

G-8

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Eighty-One Thousand Dollars (\$81,000) from Contingency to the Building Department.”

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:

Special Projects	Account 0300C10898.....	\$81,000
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Resolved, that this resolution shall take effect upon its passage.

For “Dilapidated Building- Blaine Street”

G-9

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

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

“Amending Section 33.064 Employees Injured in the Line of Duty to apply to all employees and to require the repayment of sick leave benefits upon determination of employee eligibility for workers compensation benefits.”

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.82 Immobilization of Motor Vehicles for Non-Payment of Parking Fines increasing the fee for immobilization and inserting reference to the Parking Division.”

“Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester.”

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D) (6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

ought to pass.

(Unanimous vote.)

Respectfully submitted,


Clerk of Committee

H

City of Manchester New Hampshire

In the Year One Thousand Nine Hundred and

AN ORDINANCE

"Amending Section 33.064 Employees Injured in the Line of Duty to apply to all employees and to require the the repayment of sick leave benefits upon a determination of employee eligibility for workers compensation benefits

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

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

~~(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.~~

~~(B) For employees of the Police Department and employees of the Fire Department the following shall apply:~~

(1A) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Human Resources Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2B) Pending determination of workers compensation eligibility, the employee may receive sick leave benefits. On a determination that the employee is eligible of eligibility for workers compensation benefits, the employee shall repay to the city all sick leave benefits the employee has received. Upon repayment sick leave credit shall be restored.

(3C) To the extent authorized by law, the city, during the period the employee is receiving supplemental pay benefits, shall continue to contribute to the employee's retirement system on the employees' regular gross salary provided the employee maintains his contributions to the system.

(4D) Disabled employees may authorize deductions first from this supplemental portion of his pay and then from his workers compensation disability payments for medical insurance, credit union payments, bonds or savings plans, retirement, and United Fund contributions, or other authorized deductions, upon approved forms.

(5E) In cases of third party liability the city shall be entitled to the same lien and rights with respect to supplemental pay as are afforded employers under the Workers Compensation Law. As a condition to receiving supplemental pay benefits, the employee shall execute a written assignment of such lien and rights to the city in such form as is required by the Risk Manager. The Risk Manager is authorized to make third party lien

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settlements on behalf of the city and the employee with respect to supplemental pay benefits, provided however, that a full report shall be made to the Aldermanic Insurance Committee.

(6F) It shall be the duty of each department head to monitor the payment of supplemental pay benefits to employees within his department. On recommendation of the department head, the Risk Manager may require employees receiving supplemental pay benefits to be examined by a physician or physician chosen by the city at the city's expense at intervals not more frequent than the requirements set forth in R.S.A. 281-A:38.

(7G) In no event shall this section provide more than 52 weeks of supplemental pay benefits for the injury or any recurrence thereof. Employees unable to resume normal work duties after one year shall be examined by a physician or physicians chosen by the city at the city's expense. If on such examination the employee is found to be unable to fulfill the requirements of his/her normal work duties, such employee shall be terminated.

(8H) Any employee so terminated shall be entitled to a hearing before the Aldermanic **Human Resources/Insurance** Committee. Requests by employees for a hearing must be submitted to the Committee no later than 15 calendar days after the receipt of notification of termination. The Aldermanic **Human Resources/Insurance** Committee shall hold a hearing within 30 calendar days of the receipt of the request.

(9I) If the employee prevails in the hearing before the Aldermanic **Human Resources/Insurance** Committee, employment will not be terminated but in no event shall the supplemental pay benefits exceed the maximum of 52 weeks of cumulative benefits. The determination of the Aldermanic **Human Resources/Insurance** Committee is subject to review by that Committee each 30 calendar days. The decision of the Aldermanic **Human Resources/Insurance** Committee shall be final.

~~(10) Effective date and retroactivity. This section shall take effect on its passage. Employees who sustained compensable injuries from May 12, 1982, to the effective date of this section shall be entitled to supplemental pay benefits subject to all of the terms and conditions of this section retroactive to the date of the injury, except the formula for calculating the amount of the supplemental pay benefit shall be in accordance with the previous provisions of this section, having an effective date of July 6, 1982, provided that the total amount of the supplement paid shall not exceed 52 weeks of cumulative benefits. Sick leave payments taken in lieu of supplemental pay benefits, shall be restored. Employees who believe their previous Workers' Compensation claims are affected by this change to a total cumulative benefit of 52 weeks must file a claim with the Risk Manager no later than 12 months from the date of passage of this section.~~

This ordinance shall take effect upon its passage

H-3

City of Manchester New Hampshire

In the year Two Thousand and Eight

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.82 Immobilization of Motor Vehicles for Non-Payment of Parking Fines increasing the fee for immobilization and inserting reference to the Parking Division.”

Page 1 of 2

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

- I. Amend the Code of Ordinances by deleting language as stricken (----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.82 IMMOBILIZATION OF MOTOR VEHICLES FOR NON-PAYMENT OF PARKING FINES.

(A) Any person to whom is sent or issued notification of violations of preceding sections of this subchapter and who does not pay the charges prescribed above, or any vehicle that has accumulated a total of at least \$30 in unpaid parking fees at any parking garage or garages, may be ~~summoned upon complaint to the Manchester District Court~~ **subject to towing and storage or immobilization by the Parking Division provided notice of intent to tow and store or immobilize said vehicle has been placed on the vehicle or sent to the last known address listed with the State Motor Vehicle Department of the state in which the vehicle is registered.** The penalty of violation of this subchapter in such case shall be no less than the fine indicated in the applicable payment schedule, no portion of which may be suspended, and/or

(B) Any vehicle found parked on any public street, parking lot or any other place for which three or more outstanding parking violation "final notices" for violations of the preceding section have been sent equaling at least \$100 may be subject to towing and storage or immobilization by the **Parking Division** or Manchester Police Department provided notice of intent to tow and store or immobilize said vehicle has been placed on the vehicle or sent to the last known address listed with the State Motor Vehicle Department of the state in which the vehicle is registered. Said notice shall contain the following information:

- (1) The date, time and location of the violations leading to the issuance of the notice;
- (2) That the subject vehicle will be towed, stored or immobilized after a specific date of not less than five days after the date of the notice unless all the outstanding violations and late fees are paid;

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City of Manchester New Hampshire

In the year Two Thousand and Eight

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.82 Immobilization of Motor Vehicles for Non-Payment of Parking Fines increasing the fee for immobilization and inserting reference to the Parking Division.”

Page 2 of 2

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

(C) Any vehicle towed and stored or immobilized in accordance with the preceding may be released as follows:

- (1) By payment of all charges due.
- (2) By posting cash bond with the Police Department / **Parking Division** in an amount sufficient to make full payment of all parking charges due arising out of violations subject to the provisions of this chapter in order to allow judicial determination regarding the matter in question.
- (3) By judicial determination.

(D) In the event that any motor vehicle has been towed and stored or immobilized pursuant to this chapter, a further precondition to the release of said vehicle shall be the payment by the party seeking the release of said vehicle of all fees and charges incurred by the city for the towing and storage and immobilization of said vehicle. Further the vehicle shall not be released until the person requesting it presents satisfactory evidence of his/her right to possession and signs a receipt upon receiving the vehicle. The fee for immobilization shall be ~~50~~ **\$100**. The fee for towing and storage of a vehicle shall be that set out in the then current towing contracts between the Police Department and the various towing companies.

(E) When a motor vehicle has been immobilized pursuant to the provisions of this chapter, the **Parking Division** / Manchester Police Department shall affix a warning notice on the windshield of the vehicle advising the driver not to attempt to operate the vehicle or remove the immobilization device, and advising the operator or owner of the procedure to have the immobilization device removed.

(F) It shall be unlawful for any person to tamper with or attempt to destroy or remove any **Parking Division** / Manchester Police Department immobilization device from a vehicle without authorization by the Manchester Police Department or **Parking Division**, and the penalty for such action upon conviction shall be a violation and a fine of \$100, no portion of which may be suspended.

II. These ordinances shall take effect upon passage.

H-5

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances 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 POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121, Grade 12

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Purchasing Assistant, Class Code 1121, Grade 12 non-exempt
(Class Spec. attached)

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

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DRAFT



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	Purchasing Assistant
Class Code Number	1121

General Statement of Duties

To assist Purchasing Agent in the procurement of goods and services; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to work under the direct supervision of the Purchasing Agent or other designated personnel to assist in the purchasing processes pursuant to Municipal Code and related guidelines. Some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside vendors and the public. The principle duties of this class are performed in a general office environment.

**Examples of Essential Work
(illustrative only)**

- Checks purchase requisitions and confers with department employees concerning procurement problems;
- Reviews and approves purchase requisitions for goods and services;
- Generates purchase orders as needed and required;
- Generates credit purchase orders;
- Requests, compiles and prepares correspondence for vendors and bid process;
- Maintains and updates vendor and data files;

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- Completes purchase requisition forms and prepares correspondence for vendors and bid process;
- Requisitions supplies and materials for Department as requested, applying City guidelines and policies;
- Obtains telephone and internet quotations for use in purchasing supplies, materials, equipment and services;
- P-Cards – incumbent is required to match up receipts with what is in the system, enters item description, account line item, work order, job number, etc., into HTE;
- Maintains Toter inventory and database;
- Inputs monthly gasoline transactions;
- Schedules vehicle inspections;
- Compiles data, assembles using spreadsheets or related computer applications and publishes reports as requested;
- Answers inquiries/questions from City Departments regarding existing purchasing procedures;
- Writes reports as required;
- 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)

- Knowledge of current public sector purchasing practices, State laws and City Ordinances;
- Knowledge of business methods, markets and purchasing practices;
- Knowledge of various grades and qualities of a variety of materials, supplies and equipment used by various departments;
- Knowledge of standard office procedures, practices and equipment;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- 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;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a 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 G.E.D equivalent; and
- Three years of experience associated with purchasing activities; 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 monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____

Date: _____

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City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

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

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.55 RESIDENTIAL PERMIT PARKING.

(D) *Residential Parking Permit Zones.* The following areas are hereby designated as the Residential Parking Permit Zones:

- (6) Residential Parking Permit Zone #6. Area bounded on the west by the west side of Elm Street, on the north by the south side of Bridge Street, on the east by the east side of Chestnut Street and on the south by the north side of Merrimack Street, **also to include 41 Mechanic St.** Residents within this district shall not be issued a residential parking permit to park within the District. Residents within the district to the north of the north side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (2)(b). Residents within the district to the south of the south side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (1).

H-10

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

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

H-11

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

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

“Amending Section 70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division.”

ought to pass.

(Aldermen Osborne, DeVries, M. Roy, Pinard voted yea; Alderman Domaingue was opposed.)

Respectfully submitted,


Clerk of Committee



City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending 70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows: **SECTION 70.45 DUTIES OF PARKING MANAGEMENT AND OPERATIONS**

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**).

The division of Parking Management and operations shall:

- (A) Manage, maintain, operate and account for revenue from all municipal parking meters within the city.
 - (B) Issue, manage and account for revenue from all municipal parking leases within the city.
 - (C) Manage, operates, maintain and account for the revenue from all municipal parking garages with the city with the exception of those garages located on school premises.
 - (D) Manage, operate, maintain and account for the revenue from all municipal surface parking lots within the city with the exception of surface parking lots located on school premises.
 - (E) Manage and operate all ~~on-street~~ **metered parking spaces and all other types of parking restrictions adjacent to where meters are located within the City of Manchester.**
 - (F) Perform all such other duties or tasks as may be assigned by the Board of Mayor and Alderman or as may be incidental to the duties
- II. This ordinance shall take effect upon this passage.

I-2

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from Charles DePrima, Acting Parks, Recreation and Cemetery Director, to dispose of the original wooden floor once used to cover the concrete ice rink bed at JFK Coliseum be approved.

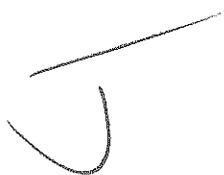
(Unanimous Vote)

Respectfully submitted,



Carol Johnson

Clerk of Committee



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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from Charles DePrima, Acting Parks, Recreation and Cemetery Director, for \$64,580 in additional funding to cover the City portion (25%) to complete the Bass Island Flood Restoration Project this spring/summer be approved; and such funding provided through internal transfer within the Parks Improvement Project # 510907.

(Unanimous Vote)

Respectfully Submitted,


Clerk of Committee

1K

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

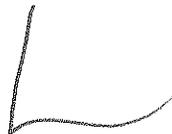
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition for discontinuance of a portion of Union East Back Street beginning at Concord Street and running Northerly 270.55 to Lowell Street be referred to a Road Hearing with the date to be set by the City Clerk.

(Unanimous Vote)

Respectfully Submitted,



Carol Johnson
Clerk of Committee



City of Manchester
Honorable Board of Mayor and Aldermen

Re: **Petition to Discontinue a Portion of Union Street East Back**

To Members of the Board of Mayor and Aldermen:

The undersigned, as the owner of Tax Map 20, Lots 10A, 11, 12 and 28, with a mailing address of 555 Union Street, Manchester, NH 03104 petitions the Board of Mayor and Aldermen for a discontinuance of a portion of Union Street East Back and state as follows:

This request is for a discontinuance of the portion of Union Street East Back beginning at Concord Street and running northerly 270.55 to Lowell Street.

THEREFORE the undersigned respectfully requests that the Board of Mayor and Aldermen discontinue the of Union Street East Back between Concord and Lowell Streets and described as follows:

Beginning at a point at the intersection of the northern line of Concord Street with the western line of Union East Back Street 100.12 feet easterly of the eastern line of Union Street; then

- a) northerly by said western line of Union East Back Street 270.55 feet; then
- b) easterly by the southern line of Lowell Street 20.0 feet; then
- c) southerly by the eastern line of Union East Back Street 270.55 feet; then.
- d) westerly by the northern line of Concord Street 20.0 feet to the point of beginning.

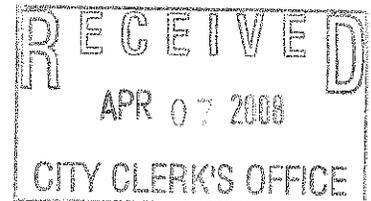
Respectfully Submitted,

Boys & Girls Club Of Manchester

By:


Name: Gary L. Frost
Title: Executive Director
Duly Authorized

2154320_1
April 1, 2008 2:27:23 PM



L-2



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

Commission
William A. Varkas
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard

CITY OF MANCHESTER *Highway Department*

April 15, 2008

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

RE: PETITION FOR DISCONTINUANCE OF A PORTION OF UNION EAST BACK STREET

Dear Committee Members,

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

- *Union East Back Street* was originally dedicated by plan of the Amoskeag Company as a 270' long by 20' wide passageway. The date of that plan is unknown but it appears to be earlier than 1893.
- The City laid out *Union East Back Street* August 1852 and the action recorded is recorded in the City Clerk's Highway, Streets and Bridges book 1 page 63.
- The Highway Department maintains this section of street.
- There is a City sewer main running through the southerly 256 feet of the petitioned area, however, it services only the buildings abutting the alley. There is no tie to the sewer in Lowell Street.
- There are utility poles carrying aerial wires in this section of *Union East Back Street*

The Highway Department supports the discontinuance of *Elm East Back Street* subject to a reservation of a utility easement for the full length and width of the petitioned area.

Sincerely,

Kevin Sheppard, P.E.
Public works director

MJM
CC: file

L-3

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 acceptance and expenditure of FEMA funds in the amount of \$1,875 for Bodwell Road drain line under the 713408 Chronic Drain Project be approved, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote.)

Respectfully Submitted,



Carol Johnson

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 a request for the acceptance and expenditure of the State Division of Economic Development grant in funds totaling \$1,500 to be used for conduction of community wide economic self-assessment be approved; and for such purpose an amending 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 a request for acceptance and expenditure of State of NH health grants for the following:

- \$25,000- HIV Counseling & Testing
- \$5,900- Immunization Services
- \$21,553-School Based Dental Services
- \$10,000-Pandemic Flu Planning-Phase III
- \$5,701-STD Clinical & DIS Program

be approved; and for such purpose an amending resolution and budget authorizations have been submitted.

(Unanimous vote.)

Respectfully Submitted,



Carol Johnson
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 reductions totaling \$60,262.04 be made to the FY2006 and FY2008 CIP cash programs; and for such purpose an amending resolution and budget authorizations have been submitted.

Respectfully submitted,



Carol Johnson
Clerk of Committee

P

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

RESCIND ONE HOUR PARKING:

On Hall Street, west side, from Lake Avenue to Central Street South Back Street (Ord. 3078)

Alderman Osborne

TWO HOUR PARKING:

On Hall Street, west side, from Lake Avenue to Central Street

Alderman Osborne

15 MINUTE PARKING:

On Hall Street, east side, from Lake Avenue to a point 60 feet northerly

Alderman Osborne

TWO HOUR PARKING:

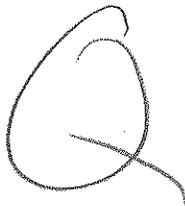
On Hall Street, east side, from a point 60 feet north of Lake Avenue to Central Street

Alderman Osborne

RESCIND 30 MINUTE PARKING:

On A Street, south side, from a point 30 feet west of South Main Street to a point 75 feet westerly (Ord. 2533)

Alderman Smith

A handwritten signature in black ink, appearing to be the name 'Osborne', written in a cursive style.

**RESCIND NO PARKING DURING SCHOOL HOURS – EMERGENCY
ORDINANCE**

On Walker Street, north side, from Third Street to Fourth Street
Alderman Smith

**NO PARKING BUS STOP DURING SCHOOL HOURS – EMERGENCY
ORDINANCE:**

On Ferry Street, south side, from Fourth Street to a point 170 feet east
Alderman Smith

NO PARKING ANYTIME - EMERGENCY ORDINANCE:

On Massabesic Street, west side, from Clifford Ave. to Old Falls Road
Alderman Osborne

NO PARKING- MAY 1 – SEPTEMBER 1:

On Young Street, south side, from Norris Street to Cypress Street
Alderman Shea
(Unanimous Vote)

Respectfully submitted,



Carol Johnson
Clerk of Committee



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

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

a request from Child Health Services to use Pearl Street Lot on
Sunday, May 18, 2008, for their annual bike safety day

be approved.

(Unanimous vote via poll conducted April 23, 2008.)

Respectfully submitted,



Clerk of Committee

R

Jim Hoben, Traffic Department
Brandi Stanley, Parking Mgr
Manchester, NH 03104

March 31, 2008

Dear Mr. Holden and Ms. Stanley,

Child Health Services will be holding its annual Bicycle Safety Day on Sunday, May 18th. As you have for many years, last year the traffic department worked with us to provide permission to hold the event in the Pearl St. parking lot behind Child Health Services and to provide traffic cones to demarcate the event and the bicycle rodeo. This is a written request to grant permission and to provide traffic cones for the annual Bike Clinic. Your assistance is greatly appreciated.

Will it be possible to deliver **75 cones to Child Health Services, 1245 Elm St.** on **Thursday, May 15th**? Please call or email to confirm.

The success of this event depends on the generous assistance of many people in the community. Thank you for playing a part.

Sincerely,

Susan Ouellett
Volunteer and Development Coordinator

A handwritten signature in black ink, appearing to be 'R-2', located at the bottom center of the page.



City of Manchester *Nominated 4-15-2008*

Office of the Mayor
Hon. Frank C. Guinta

April 15, 2008

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

Re: Nomination of Human Resources Director

To The Honorable Board of Aldermen:

After due and careful consideration, I am pleased to nominate Ms. Jane Gile as our next Human Resources Director. I have attached her resume for your convenience.

As the Board is aware, I have been frustrated by this selection process and had to post the position itself on two separate occasions. After several meetings and reviewing all qualified candidates, I was at last pleased to receive unanimous support for Ms. Gile by the special selection committee.

Ms. Gile is a Manchester resident and currently serves as Human Resources Director for the City of Keene, New Hampshire. She has an extensive background in human resources and is familiar with the operational structure of the City of Manchester and the laws of the State of New Hampshire. I believe she possesses many positive attributes and will make a worthy successor to Virginia Lamberton.

This nomination will layover until the next meeting of the Board, pursuant to Rule 20. It is my intention to make Ms. Gile available to meet with each member of the Board prior to that meeting and will notify the Board shortly of a meeting schedule.

Sincerely,

Frank C. Guinta
Mayor

Jane E. Gile, SPHR
126 Adams Street
Keene, NH 03431
Phone: (603) 352-8770
Cell: (603) 738-6986
Email: janegile@msn.com

QUALIFICATIONS

Executive with comprehensive experience in state, local and non-profit governance. Possess broad knowledge of human resources in the unionized municipal sector. Proven skills in labor and employment law including complaint investigation and resolution. Demonstrated proficiency in benefits administration, recruitment, retention, labor relations and conflict resolution.

EMPLOYMENT

1987-PRESENT

City of Keene, NH

Assistant City Manager/Human Resources Director. Assistant City Manager for the Community Services Portfolio, (Police; Fire; Parks, Recreation, Cemetery and Facilities; Library; Human Services/Youth Services Department). Senior management position – serving as City Manager in his absence. Direct Human Resources (HR) functions, including recruitment, hiring, benefits administration, employee relations, and legal compliance with state, federal and local regulations. Key involvement with labor/management negotiations, employee grievances, investigations and dispute resolution.

Youth Services Director. Department Head responsible for the City's youth services department. Managed budget, staff and administration for juvenile justice services including court diversion for youthful offenders (Juvenile Conference Committee); Earn-It, a juvenile offender/victim restitution program; a CHINS diversion program (children in need of services) and MANY - Monadnock Action Network with Youth, prevention focused regional collaboration of youth serving agencies, parents, youth and other interested community members. Created a Summer Youth Employment program for 14-15 year olds, providing job placement in various municipal departments. Local, state and national workshop presenter on programming for high-risk youth. Department received national and state recognition as a model program: The Juvenile Conference Committee received the 1990 Governor's Recognition Award for outstanding volunteer service; Earn-It nationally recognized for excellence in 1993 by the Office of Juvenile Justice Delinquency Prevention as a recipient of the Gould-Wysinger Award (one of twenty recipients nationwide); NH Magazine voted www. Itsaboutus.org the best NH youth web site for two years in a row and the Northern New England Consortium for Justiceworks recognized the Youth Services Department as a NH Blueprint program.

1979-1987

Family Planning Services of Southwestern NH, Keene, NH

Executive Director. Responsible for the overall management and administration of a medical, non-profit social service agency providing reproductive health care to low-income women and teens. Supervised staff of health care professionals, and contracted the services of two physicians and several nurse practitioners to provide a comprehensive team-approach to reproductive health education, counseling, and medical services. Contracted for service delivery with the State of NH (Bureau of Maternal and Child Health, Medicaid, Division of Welfare), Monadnock United Way, Blue Cross/Blue Shield, and individual charitable organizations. Provided public relations functions (press conferences, media interviews and releases) on a statewide and local level regarding reproductive health care issues.

1975-79

NH Division of Welfare, Keene, NH

Social Worker. Responsible for the investigation, assessment, and follow-up case work and counseling services to child abuse/neglect victims and families. Job involved on-call coverage, often requiring home visits in response to family crises after the normal work hours - caseload largely adolescents and teen parents. Worked closely with courts, lawyers, physicians, and

52

numerous social service agencies to provide the best possible alternatives for physically and/or sexually abused children and their families. Commended by the NH Attorney General's office for excellence in court reporting.

Case Technician. Determined eligibility for the federal food stamp program.

EDUCATION

KEENE, STATE COLLEGE, Keene, NH
Masters of Education

KEENE STATE COLLEGE, Keene, NH
Bachelor of Arts, Psychology

UNIVERSITY OF NH, Durham NH and Manchester, NH
48 credit hours
Certificate in Human Resources

Other: Selected by Corporate Fund to receive yearlong consultancy from the Management Institute at Antioch NE (intensive organizational training for selected non-profit agencies equivalent to 9 graduate level management credits). Additional Management training from Fred Jervis, Center for Constructive Change, UNH.

PROFESSIONAL CERTIFICATIONS

Senior Professional in Human Resources (SPHR)
Society for Human Resources Management

Other: Certified NH Guardian ad Litem in District, Superior and Probate Courts
Licensed Real Estate agent.

COMMUNITY INVOLVEMENT

Current:

Elm City Rotary Club (traveled twice to El Salvador)
Board of Trustees – Cheshire Health Foundation/Cheshire Medical Center
Keene Planning Board (Steering Committee member)
Monadnock Partnership – select CEO group of 7 key local community organizations seeking to improve quality of life in the Monadnock region
Greater Monadnock Society of Human Resource Professionals
Society of Human Resource Professionals (SHRM)
Incorporator: Monadnock Family Services, Cheshire County YMCA

Past:

Monadnock United Way – General Campaign Chair for the 1996 United Way Annual Campaign – led 1200 regional volunteers in raising over \$1.8M. Also served as United Way Board Chair and in numerous campaign positions.
Keene Family YMCA - past vice chair
NH Family Planning Council – past chair
NH Juvenile Court Diversion Network – past chair
Served on numerous Boards of Directors and community initiatives, including the KSC Alumni Board of Directors, Keene Community Goals, and Together Against Violence.

References are available upon request

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City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

4-15-08
Matuszewski
Capano
Triantafyllou
Confirmed
Palace
Nominated

April 15, 2008

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

Re: Nominations

Dear Members of the Board:

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

- (1) Frederick Matuszewski to succeed himself as a member of the Building Board of Appeals, term to expire January 1, 2011;
- (2) Peter Capano to succeed himself as the Mayor's Designee to the Planning Board, term to expire May 1, 2011;
- (3) A. Joseph Dion to succeed Todd Connors as a member of the Planning Board, term to expire May 1, 2011;
- (4) Jack Brady to succeed Raymond Clement as a member of the Planning Board, term to expire May 1, 2011;
- (5) Louis DeMato to succeed A. Joseph Dion as an alternate member of the Planning Board, term to expire May 1, 2011;
- (6) James "3-fingers" Triantafyllou to succeed Donna Soucy as a member of the Fire Commission, term to expire May 1, 2011;
- (7) Paul Harrington to succeed Peter Morin as a member of the Fire Commission, term to expire May 1, 2011.

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.

Sincerely,

Frank C. Guinta
Mayor

LOUIS D. DEMATO
101 Crestview Road
Manchester, NH 03104
Phone: 603.674.2328
E-mail: loudemato@gmail.com

PROFESSIONAL LEGAL EXPERIENCE

MCLANE, GRAF, RAULERSON & MIDDLETON, PROFESSIONAL ASSOCIATION MANCHESTER, NH
Associate August 2007 – Present
Member of the firm's Tax and Business Law Groups.

WIGGIN & NOURIE, P.A. MANCHESTER, NH
Associate December 2003 – August 2007
Member of the firm's Business Law and Real Estate Groups counseling clients in all areas of transactional law, including mergers and acquisitions, tax strategies, real estate transactions and entity formation.

BOSTON HOUSING AUTHORITY LEGAL DEPARTMENT BOSTON, MA
Staff Attorney March 2002 – December 2003
Legal Associate May 2001 – March 2002
Transactional attorney counseling the various departments of the Authority with respect to contract law, real estate transactions, bond issuances, public procurement, 501(c)(3) organizations, state and federal taxation and general corporate matters

EDUCATION

LL.M. in Taxation, Boston University School of Law, Boston, MA, May 2004, GPA 3.63
J.D., Suffolk University Law School, Boston, MA, January 2002, GPA 3.11
B.A., Economics, Syracuse University, Syracuse, NY, 1991

PROFESSIONAL ACTIVITIES

Graduate of the 2005 Leadership Greater Manchester program in association with the Greater Manchester Chamber of Commerce

Member of the Manchester Conservation Commission

BAR ADMISSIONS

New Hampshire and Massachusetts

6-2

Paul F. Harrington
553 Stark Lane
Manchester, NH 03102
603-623-1118

EDUCATION

12 YEARS – GRADUATE OF MANCHESTER WEST HIGH SCHOOL – 1960
ATTENDED - NEW HAMPSHIRE COLLEGE (SOUTHERN NH UNIVERSITY)

WORK EXPERIENCE

NORTHGATE ELECTRIC, INC. OWNER/VICE-PRESIDENT/TREASURER	1980-1990
R.B. ALLEN., INC. PROJECT MANAGER/FIRE ALARM EQUIPMENT	1990-1999
MANCHESTER DIOCESE CABINET SECRETARY FOR REAL ESTATE RESPONSIBLE FOR ALL PROPERTY IN THE DIOCESE OF NEW HAMPSHIRE	1999 TO PRESENT

OWNER DEVELOPER: PROJECTS

EASTMAN OFFICE PARK, 24 EASTMAN AVENUE, BEDFORD, NH
GREAT WOODS CONDOMINIUMS 16 UNITS, RTE. 3, HOOKSETT, NH
GREAT WOODS LANDING, COMMERCIAL SHOPPING MALL, RTE. 3, HOOKSETT, NH

COMMUNITY INVOLVEMENT

MANCHESTER ROTARY CLUB	16 YEARS
SALVATION ARMY ADVISORY BOARD	16 YEARS
CHAIRMAN	2 YEARS
BEDFORD ROTARY CLUB	2 YEARS
BEDFORD PLANNING BOARD	12 YEARS
BEDFORD ZONING BOARD	4 YEARS
HILLCREST BOARD OF TRUSTEES	2 YEARS
SOUTHWEST LITTLE LEAGUE	12 YEARS
CMC PROPERTY COMMITTEE	PRESENTLY

6-3

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

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

“Amending Sections 33.024 and 33.025 (Custodial Services Supervisor – Police; Equipment Maintenance Superintendent I – Police; Equipment Maintenance Superintendent II – Fire; and Equipment Mechanic II – Fire) of the Code of Ordinances of the City of Manchester.”

be referred to the Board of Mayor and Aldermen for consideration of adoption, with information relating to this ordinance to be submitted to the full Board.

Respectfully submitted,



Clerk of Committee

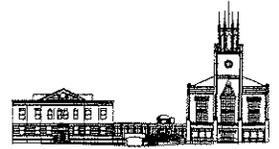
10



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



January 10, 2008

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

Dear Alderman Gatsas and Members of the Committee:

If you will recall, during the negotiating process, certain unions were granted one grade up and two steps back. A few of the job titles in those unions are in other areas of the City. In order to have our systems and class specifications reflect the difference in salary grades, I am requesting that you approve the change in title for the following classifications:

Custodial Services Supervisor – Police New Class Code 5011	Salary grade 18
Equipment Maintenance Superintendent I- Police New Class Code 5571	Salary grade 21
Equipment Maintenance Superintendent II – Fire New Class Code 5581	Salary grade 22
Equipment Mechanic II – Fire New Class Code 5541	Salary grade 18

Your approval to make these changes will allow this office and the payroll system the ability to distinguish the approved salary grades between the departments.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

10-2

City of Manchester
New Hampshire

In the year Two Thousand and eight

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Custodial Services Supervisor - Police, Equipment Maintenance Superintendent I-Police, Equipment Maintenance Superintendent II-Fire, & Equipment Mechanic II-Fire) 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:

Change classification title for Custodial Services Supervisor-Police, Class Code 5011
Equipment Maintenance Superintendent I-Police, Class Code 5571, Equipment
Maintenance Superintendent II-Fire, Class Code 5581 & Equipment Mechanic II-Fire,
Class Code 5541

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Change grades for Custodial Services Supervisor-Police, Class Code 5011, Grade 18,
Equipment Maintenance Superintendent I-Police, Class Code 5571, Grade 21,
Equipment Maintenance Superintendent II-Fire, Class Code 5581, Grade 22 &
Equipment Mechanic II-Fire, Class Code 5541, Grade 18

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish class specification, Custodial Services Supervisor-Police, Code 5011 (see
attached)
Establish class specification, Equipment Maintenance Superintendent I-Police, Code
5571 (see attached)
Establish class specification, Equipment Mechanic II Superintendent II-Fire, Code 5581
(see attached)
Establish class Equipment Mechanic II-Fire, Class Code 5541 (see attached)

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

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Update



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	Custodial Services Supervisor - Police
Class Code Number	5011

General Statement of Duties

Manages and supervises the custodial cleaning function for schools and municipal buildings.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the attainment of clean, safe, orderly and pleasant environments within municipal buildings. The work is performed under the supervision and direction of the Public Building Services Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of the Custodial Program. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an office environment and municipal buildings managing custodial services.

Examples of Essential Work (illustrative only)

- Supervises, plans, organizes and directs custodial services within schools and municipal buildings;
- Prioritizes jobs and distributes assignments;
- Inspects all completed work;
- Trains staff in job duties;
- Assures maintenance of supplies and equipment used in custodial operations;
- Assures physical support to custodial staff in the completion of their duties;

10-4

- Makes recommendations on how to better structure job duties towards reaching the goal of clean and safe municipal buildings;
- Assures 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;
- Coordinates school functions with custodial services;
- Maintains records of oil consumption and coordinates with School Department.

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

- Comprehensive knowledge of custodial maintenance operations and procedure;
- Thorough knowledge of all equipment and supplies related to facilities maintenance, including chemicals used for cleaning;
- Substantial knowledge of facilities maintenance operations and procedures;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to supervise, train, coordinate and evaluate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- 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;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in custodial operations; and
- Two (2) years supervisory experience;

10-5

- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- 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 perform janitorial duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a range of arm movements necessary to complete cleaning duties;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the municipal buildings at heights, on ladders, roofs and outside during extreme summer and winter conditions.

Approved by: _____

Date: _____

10-6

Update



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	Equipment Maintenance Superintendent I - Police
Class Code Number	5571-21

General Statement of Duties

Supervises mechanical repair and maintenance work on City vehicles, equipment and related facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of an assigned supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Equipment Mechanic I and related support personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Equipment Mechanics in the repair and maintenance of all assigned vehicles, equipment and related;
- Provides technical advice to maintenance staff in complex repair situations;
- Develops and implements a preventative maintenance program for all vehicles and equipment;
- Writes specifications for vehicles, equipment, outside repairs and related supplies;
- Participates in budget process by providing information relating to vehicle and equipment maintenance, repair and purchasing;

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- Demonstrates proper safety methods and practices and oversees shop operations to ensure adherence to all guidelines;
- Maintains through and accurate records of all repair activities;
- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;
- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities;
- 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.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles;
- Comprehensive knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Comprehensive knowledge of electronics and computer systems in automotive vehicles and equipment;
- Comprehensive knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Comprehensive knowledge of the servicing and repair of air brakes and systems;
- Comprehensive knowledge of power steering and automotive air conditioning controls and systems;
- Comprehensive knowledge of both manual and automatic transmission operations and repair;
- Comprehensive knowledge of differential assembly repair and maintenance;
- Comprehensive knowledge of repair methods of suspension systems;

10-8

- Comprehensive knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- 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 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, supplemented by training in automotive repair; and
- Considerable experience in vehicle and equipment maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.
- Various ASE Certifications preferred.

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 monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

Approved by: _____ BMA

10-9
Date: Feb 21, 2006

Update



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	Equipment Maintenance Superintendent II - Fire
Class Code Number	5581 - 22

General Statement of Duties

Supervises mechanical repair and maintenance work on vehicles and heavy equipment associated with large civic construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of the Chief of Street Operations or other assigned supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Equipment Service technician I and II, Equipment Mechanic I and II and Shop Supervisor. This class is distinguished from the class of Equipment Maintenance Superintendent I by the responsibility for large scale civic construction equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

10-10

Examples of Essential Work
(illustrative only)

- Supervises, trains, evaluates and coordinates the work of Equipment Mechanics in the repair and maintenance of all heavy equipment used in civic construction projects, including single and tandem axle trucks, motor patrols, loaders, motor graders, backhoes, truck or tractor and trailer combinations, low-boy, self propelled roller, snowblowers, pavers, planers, bulldozers, street sweepers, power shovels, cranes, deadlines, clam shells and related;;
- Provides technical advice to maintenance staff in complex repair situations;
- Develops and implements a preventative maintenance program for all heavy equipment and vehicles;
- Writes specifications for vehicles, equipment, outside repairs and related supplies;
- Participates in budget process by providing information relating to vehicle and equipment maintenance, repair and purchasing;
- Demonstrates proper safety methods and practices and oversees shop operations to ensure adherence to all guidelines;
- Maintains through and accurate records of all repair activities;
- Oversees all buildings within the Highway Department, including coordinating repairs and inspecting completed work;
- Performs complete repair and maintenance of heavy equipment used in civic construction projects, including single and tandem axle trucks, motor patrols, loaders, motor graders, backhoes, truck or tractor and trailer combinations, low-boy, self propelled roller, snowblowers, pavers, planers, bulldozers, street sweepers, power shovels, cranes, deadlines, clam shells and related;
- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Installs specialized components to heavy equipment used in Highway and Airport operations;
- Performs structural and equipment repair and maintenance at related facilities;
- Completes fabrications on vehicles and heavy equipment and designs and builds specialized items as requested;
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use;
- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;

10-11

- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities;
- 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)

- Comprehensive knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles and construction equipment;
- Comprehensive knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Comprehensive knowledge of electronics and computer systems in automotive vehicles and equipment;
- Comprehensive knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Comprehensive knowledge of the servicing and repair of air brakes and systems;
- Comprehensive knowledge of power steering and automotive air conditioning controls and systems;
- Comprehensive knowledge of both manual and automatic transmission operations and repair;
- Comprehensive knowledge of differential assembly repair and maintenance;
- Comprehensive knowledge of repair methods of suspension systems;
- Comprehensive knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- 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;

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- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- 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, supplemented by training in automotive repair; and
- Extensive experience in heavy equipment maintenance and repair with 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

- On-call status;
- Class B CDL.

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 monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

Approved by: _____

Date: _____

10-13

Update



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	Equipment Mechanic II - Fire
Class Code Number	5541-18

General Statement of Duties

Completes mechanical repair and maintenance work on vehicles and heavy equipment associated with large civic construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent II, Shop Supervisor or other assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Mechanic I by performing mechanical duties on large scale civic construction equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Performs complete repair and maintenance of heavy equipment used in civic construction projects, including single and tandem axle trucks, motor patrols, loaders, motor graders, backhoes, truck or tractor and trailer combinations, low-boy, self propelled roller, snowblower, pavers, planers, bulldozers, street sweepers, power shovels, cranes, draglines, clam shells and related;

10-14

- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Installs specialized components to heavy equipment used in Highway and Airport operations;
- Performs structural and equipment repair and maintenance at related facilities;
- Completes fabrications on vehicles and heavy equipment and designs and builds specialized items as requested;
- Inspects, tests and repairs vehicle electrical charging systems, including alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use;
- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;
- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities;
- 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 the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles and construction equipment;
- Thorough knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Thorough knowledge of electronics and computer systems in automotive vehicles and equipment;
- Thorough knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Thorough knowledge of the servicing and repair of air brakes and systems;
- Thorough knowledge of power steering and automotive air conditioning controls and systems;

10-15

- Thorough knowledge of both manual and automatic transmission operations and repair;
- Thorough knowledge of differential assembly repair and maintenance;
- Thorough knowledge of repair methods of suspension systems;
- Thorough knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- 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 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, supplemented by training in heavy equipment and automotive repair; and
- Considerable experience in vehicle and equipment maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Class B CDL with air brakes. (Individuals that are hired by the Airport, Parks and Water Departments may be employed without the CDL. However those individuals must attain the Class B CDL with air brakes within the first six months of employment)

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 monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

10-16

Approved by: _____ Date: _____

Revision Approved by: BMA _____ Date: 9/4/01

10-17

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending 70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows: SECTION 70.45 DUTIES OF PARKING MANAGEMENT AND OPERATIONS

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**).

The division of Parking Management and operations shall:

- (A) Manage, maintain, operate and account for revenue from all municipal parking meters within the city.
- (B) Issue, manage and account for revenue from all municipal parking leases within the city.
- (C) Manage, operates, maintain and account for the revenue from all municipal parking garages with the city with the exception of those garages located on school premises.
- (D) Manage, operate, maintain and account for the revenue from all municipal surface parking lots within the city with the exception of surface parking lots located on school premises.
- (E) Manage and operate all ~~on-street~~ **metered parking spaces and all other types of parking restrictions adjacent to where meters are located** within the City of Manchester.
- (F) Perform all such other duties or tasks as may be assigned by the Board of Mayor and Alderman or as may be incidental to the duties

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

10-18

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

The Special Committee on Solid Waste Activities respectfully recommends, after due and careful consideration, that:

Corcoran Environmental be released from the Dunbarton Road site on the condition that they bring evidence on a firm commitment acceptable to the City Solicitor of an alternative location in the City of Manchester; all of the remaining terms and conditions in the contract shall remain the same.

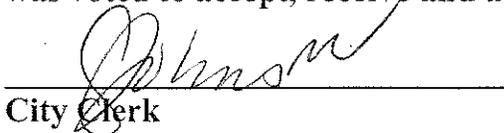
Respectfully submitted,



Carol H. Johnson
Clerk of Committee

April 1, 2008. In Board of Mayor and Aldermen.

On motion of Alderman Domaingue, duly seconded by Alderman Sullivan, it was voted to accept, receive and adopt the report.

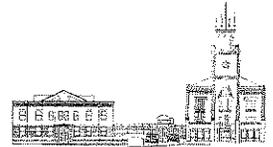


City Clerk



CITY OF MANCHESTER

Board of Aldermen



April 29, 2008

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

Re: Expanding Police Station

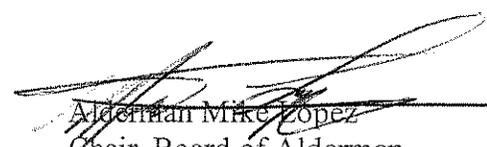
Dear Colleagues:

There has been much talk of expanding the Police department. I would like to offer my recommendation.

Looking at the Police Department and talking with others, I am recommending that one or two bays of the Fire Department facility be taken for expanding the Police Department facility, and at the same time the Fire Chief studies plans for a new fire station that is going to meet the needs of Manchester in the future before rebuilding any fire station.

I ask that a special committee of Police, Fire, Building Maintenance and two aldermen named by the Chairman look at this proposal and recommend their findings to the Committee on Lands and Buildings.

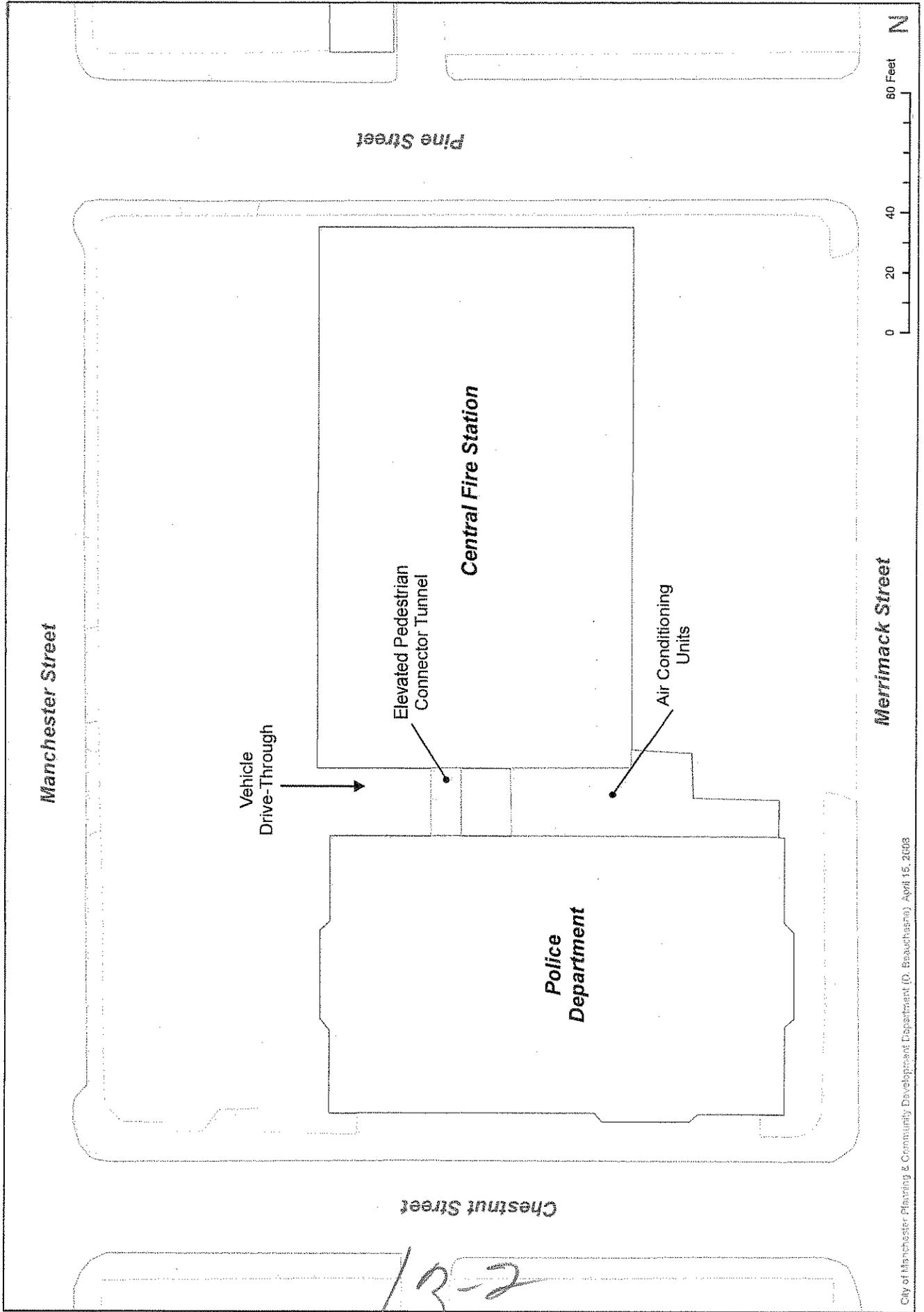
Sincerely,


Alderman Mike Lopez
Chair, Board of Aldermen

PC: James Burkush, Chief of Fire
David Mara, Chief of Police

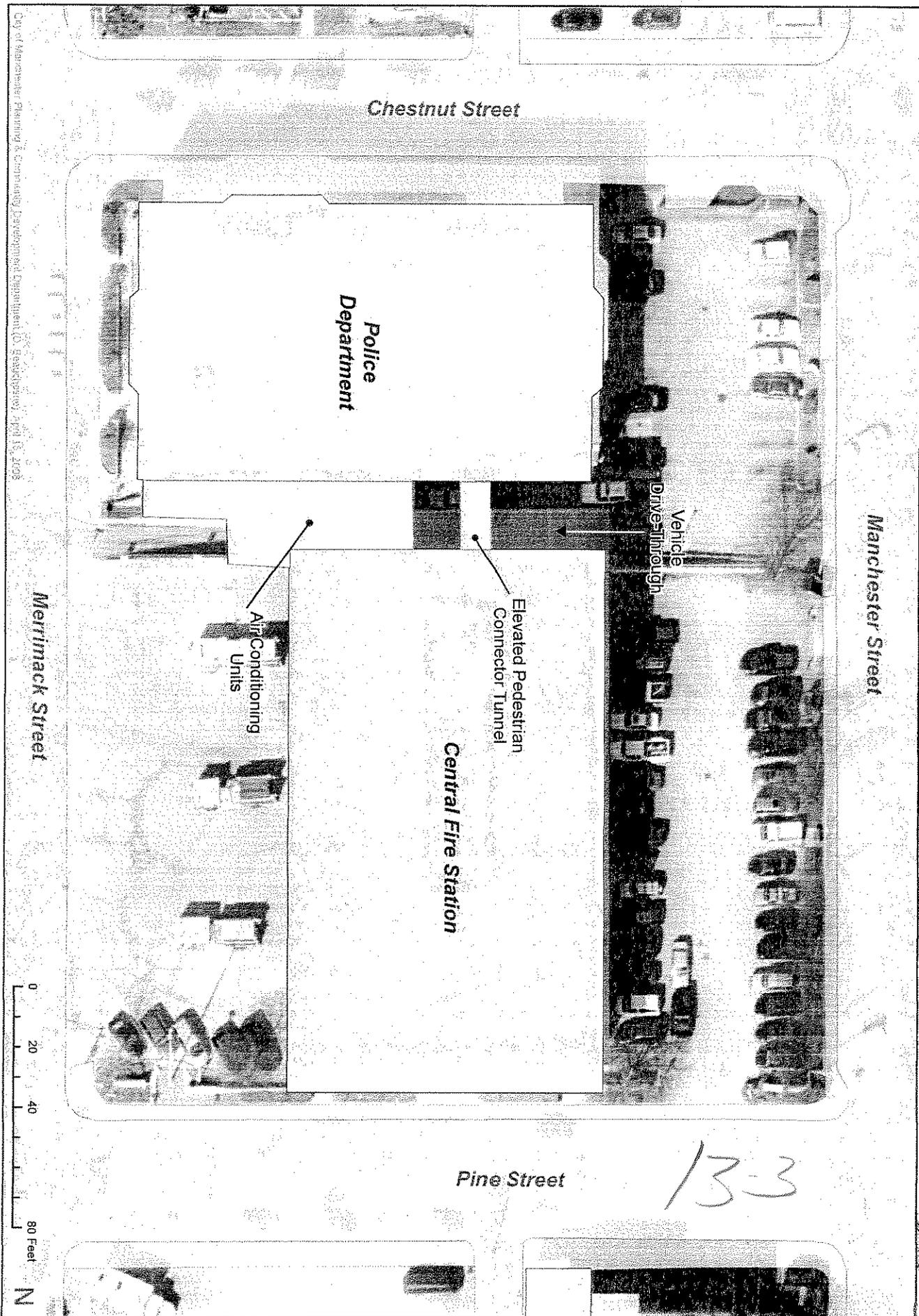
13

Internal Pedestrian Connector Tunnel Police Department - Central Fire Station



13-2

Internal Pedestrian Connector Tunnel Police Department - Central Fire Station





CITY OF MANCHESTER Board of Aldermen



April 24, 2008

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

Honorable Members:

As we spend many long hours at city hall discussing the tough decisions including how we continue to provide the important essential services to the citizens of Manchester, including keeping our streets safe, responding to emergencies and educating our most precious resource —the children of our city, it seems to be an opportune time to consider the costs of our membership in various government organizations.

In the past, the BMA has collectively discussed the idea of dropping our membership to the New Hampshire Municipal Association/Local Government Center. I believe it is time that we once again revisit this issue.

We have an obligation to ensure that we have looked at every cost to determine if it continues to serve the citizens we represent; the taxpayers of our city. I continually contemplate this relationship and the benefits we receive from this membership and I am unable to find any record of real assistance. I grow more concerned that the group's focus is directed towards at the smaller communities and less at the larger cities, especially Manchester.

When faced with the decision to spend an amount of money that easily equates annually into funding the cost of a teacher, firefighter, or police officer, I conclude the money will be better spent on these essential services for our city.

While I could discuss with each of you the negative positions this organization continues to take that may affect Manchester, I will not do it here. We need only to pick up the local newspaper and see the amount of energy and time being expended in areas that may well end up hurting our fine city and the quality of the employees we will continue to attract. I am especially concerned about the current discussions with the legislature regarding the state retirement system. Any changes, large or small, may result in mass retirements in our city of teachers, firefighters and police officers at a time that we can least afford the costs associated with potential retirements (severance pay) and equally important, the loss of experienced and high quality public servants.

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Board of Mayor and Aldermen
Page 2

Please join me in supporting the removal of our annual dues from the next operating budget and canceling our membership to the New Hampshire Municipal Association/Local Government Center. I would respectfully request that this letter be placed on the agenda for the next scheduled meeting of the full BMA on May 6th at which time the BMA can discuss my thoughts and concerns.

Respectfully Submitted,



Daniel P. O'Neil
Alderman-at-Large

14-2

Memorandum



To: Frank Thomas, Director, Public Works
From: David Smith, MTA
Date: November 20, 2007
Subject: Location of New Bus Shelter on Auto Center Road at Wal*Mart

Subject to General Regulations S. 97.32 (Ordinance passed 6-26-80), that the Director of Public Works may approve location of shelters on public rights-of-way and sidewalks, this is to request a Bus Shelter Permit be issued for location of a bus shelter in the public right-of-way along Auto Center Road at the entrance drive to the Wal*Mart store, whose address is 300 Keller Street.

Background

Transit riders who are customers of the Wal*Mart store at 300 Keller Street have requested a passenger shelter at the bus stop to protect them from the elements while waiting for the bus. Unlike at some other shopping centers, MTA is unable to operate through the store parking lot and stop at the store entrance because of the narrow drive and safety concerns. The bus stop is adjacent to the main entrance drive on Auto Center Road. Location of a shelter at the location has been a matter of interest for Ward 9 Alderman Garrity and Mayor Guinta for some time.

The shelter site is unimproved and requires construction of a shelter pad, sidewalk and curb cut to allow ADA-compliant access to the shelter. We have had the assistance of the Highway Department, CIP Office, and City's ADA Officer in planning for the construction and partial funding of the project. Signal Advertising, who has the advertising shelter concession, is willing to provide the passenger shelter and to contribute to the cost of construction, as well. Wal*Mart is cooperating with our plan and has agreed to relocate their irrigation and will supply us with a construction easement to permit access for construction of the improvements.

The passenger shelter will be the standard advertising passenger shelter supplied by Signal Advertising, measuring 4-feet by 12-feet. A plan for the improvements is attached. I will be happy to answer any questions you may have regarding this request; feel free to call me at 623-8801 extension 612, or e-mail dsmith@mtabus.org.


David Smith

Enclosure

15



**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
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

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

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

BUS SHELTER PERMIT

PERMIT TO CONSTRUCT, OPERATE AND MAINTAIN A BUS SHELTER WITHIN PUBLIC LAND OR IN THE PUBLIC WAY IS HEREBY GRANTED TO: Manchester Transit Authority

PURPOSE: To construct, operate and maintain bus shelters within public land or in the public ways.

LOCATIONS: As shown on the attached plans. (Auto Center Road near #300 Keller Street.)

CONDITIONS:

1. Said permit may be revoked by the Public Works Director as public convenience or as necessity requires.
2. The *Permittee*, shall be responsible for complete maintenance in and around the bus shelter, including building upkeep, debris clean-up and snow and ice removal.
3. The shelter shall adequate lighting for purposes of public safety and convenience.
4. The *Permittee*, in conformance with the City's Office of Risk Management, agrees to indemnify and save harmless the City for all claims for damage or injury whatsoever, that may arise from, arise out of or be attributable either directly or indirectly, to the construction, maintenance, use and operation of the bus shelter, the City in no case, assuming any responsibility or liability by reason of granting this permit.
5. The *Permittee*, shall procure and maintain liability insurance as specified by the City's Office of Risk Management.
6. Immediately following the construction of the bus shelter, the area disturbed as a result of such construction; shall be returned to a condition equal to or better than that which existed prior to such construction.
7. In addition to these requirements, the *Permittee* agrees to conform to all other requirements of Section 97.32 of the City's Code of Ordinances.

Applicant hereby agrees to the conditions of this permit and is authorized by the *Permittee* to sign such permit.

SIGNED: David Smith
Applicant

Granted at the Department of Highways by:

Approved by the Board of Mayor and Aldermen

Public Works Director

Date

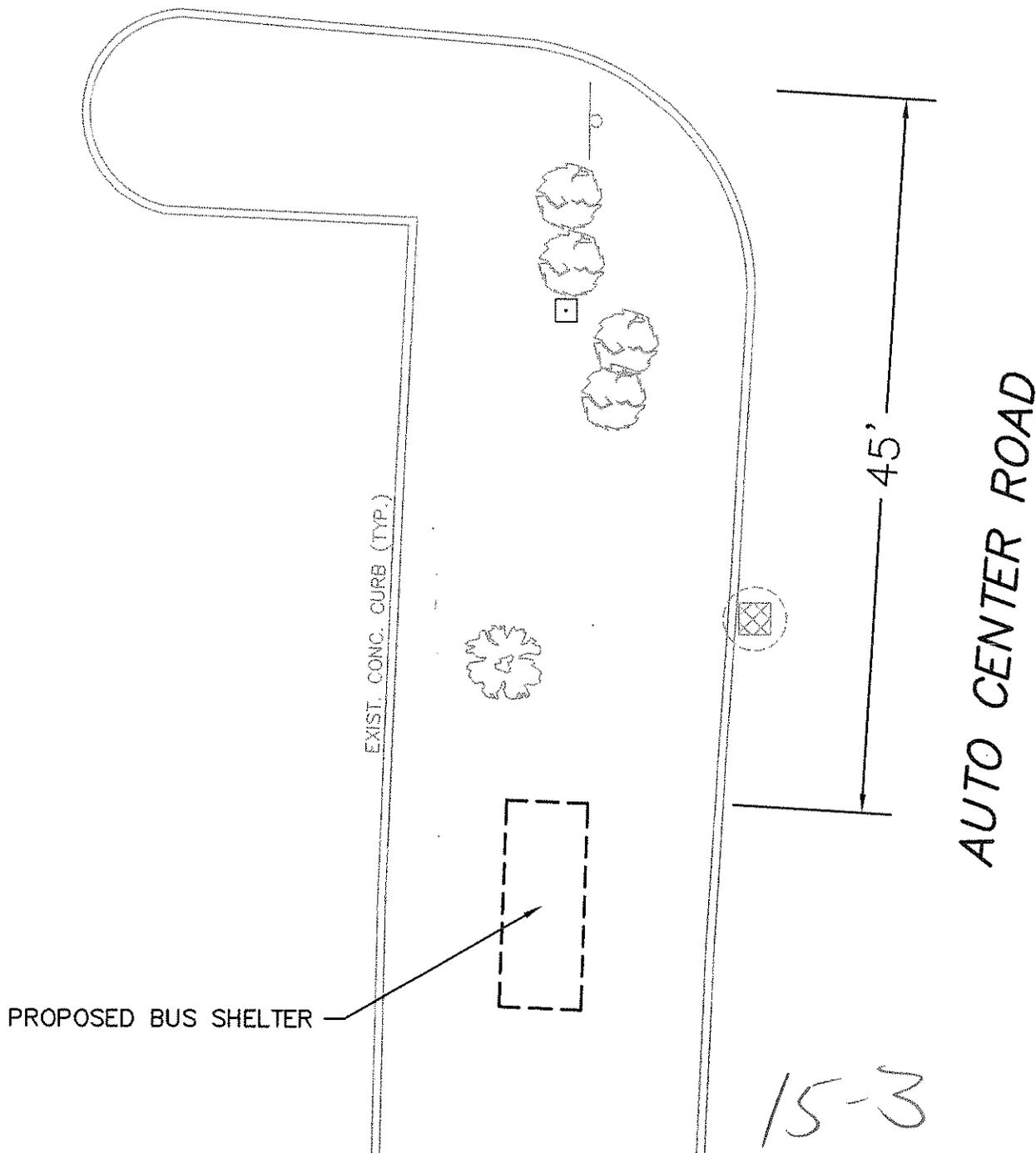
15-2

DATE: _____

ATTEST: _____

City Clerk

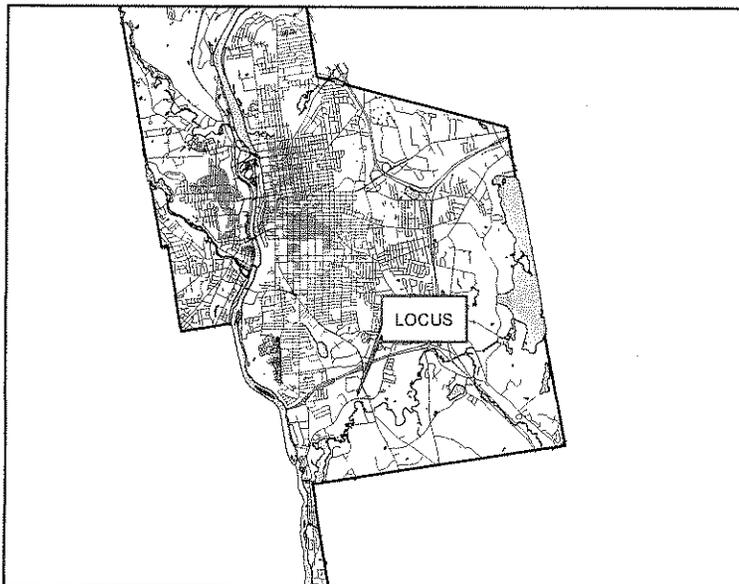
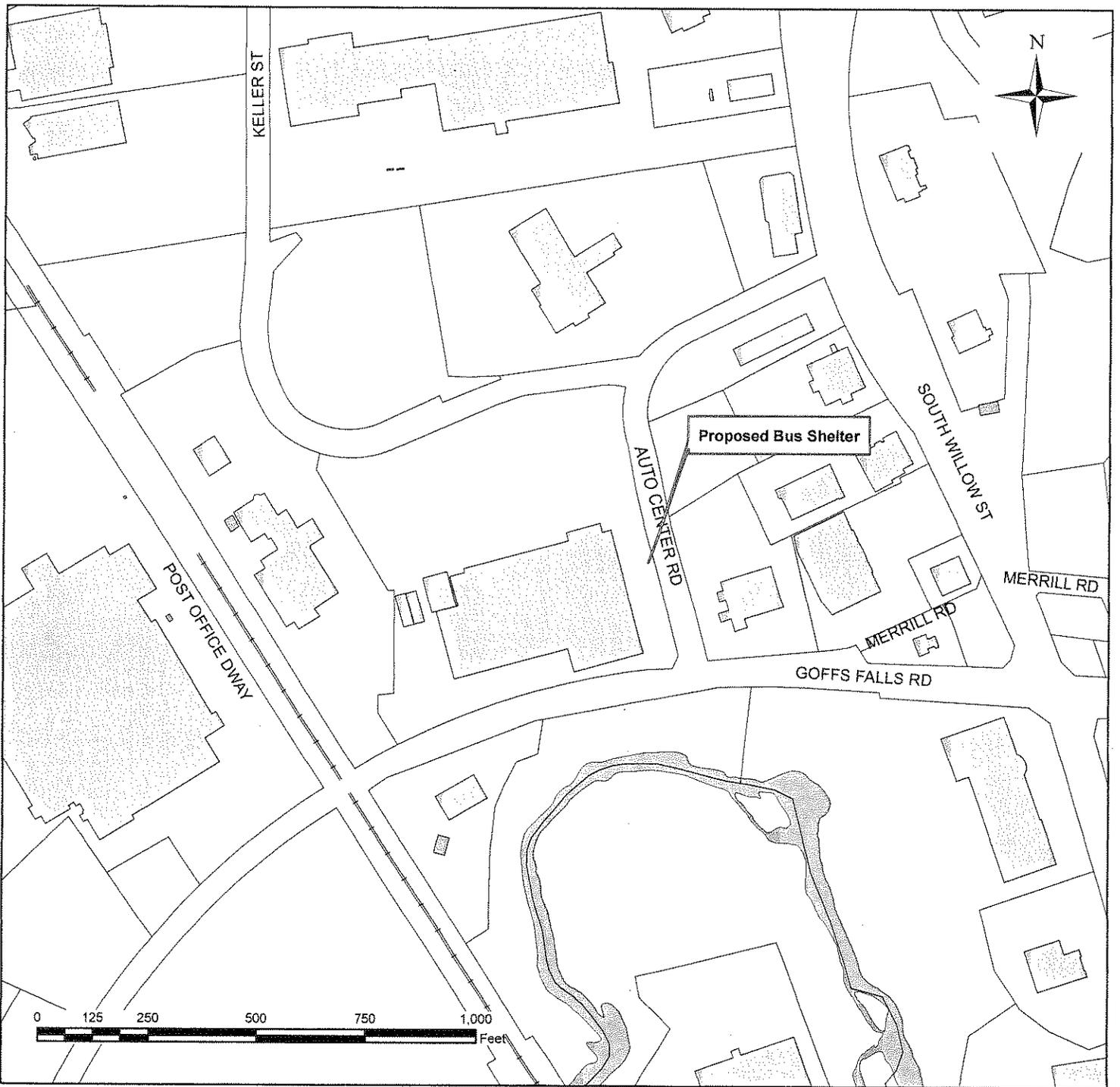
ENTRANCE
TO WAL-MART



BUS SHELTER PERMIT APPLICATION
AUTO CENTER ROAD - NEAR 300 KELLER STREET
MAY 2008

 NORTH

SCALE
1" = 10'



Proposed Bus Shelter Location
Auto Center Road near 300 Keller Street

15-4



Manchester, NH
 May 2008

City of Manchester New Hampshire

In the Year One Thousand Nine Hundred and

AN ORDINANCE

"Amending Section 33.064 Employees Injured in the Line of Duty to apply to all employees and to require the the repayment of sick leave benefits upon a determination of employee eligibility for workers compensation benefits

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

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

~~(A) — Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.~~

~~—(B) — For employees of the Police Department and employees of the Fire Department the following shall apply:~~

(4A) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Human Resources Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2B) Pending determination of workers compensation eligibility, the employee may receive sick leave benefits. On a determination that the employee is eligible of eligibility for workers compensation benefits, the employee shall repay to the city all sick leave benefits the employee has received. Upon repayment sick leave credit shall be restored.

(3C) To the extent authorized by law, the city, during the period the employee is receiving supplemental pay benefits, shall continue to contribute to the employee's retirement system on the employees' regular gross salary provided the employee maintains his contributions to the system.

(4D) Disabled employees may authorize deductions first from this supplemental portion of his pay and then from his workers compensation disability payments for medical insurance, credit union payments, bonds or savings plans, retirement, and United Fund contributions, or other authorized deductions, upon approved forms.

(5E) In cases of third party liability the city shall be entitled to the same lien and rights with respect to supplemental pay as are afforded employers under the Workers Compensation Law. As a condition to receiving supplemental pay benefits, the employee shall execute a written assignment of such lien and rights to the city in such form as is required by the Risk Manager. The Risk Manager is authorized to make third party lien

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settlements on behalf of the city and the employee with respect to supplemental pay benefits, provided however, that a full report shall be made to the Aldermanic Insurance Committee.

(6F) It shall be the duty of each department head to monitor the payment of supplemental pay benefits to employees within his department. On recommendation of the department head, the Risk Manager may require employees receiving supplemental pay benefits to be examined by a physician or physician chosen by the city at the city's expense at intervals not more frequent than the requirements set forth in R.S.A. 281-A:38.

(7G) In no event shall this section provide more than 52 weeks of supplemental pay benefits for the injury or any recurrence thereof. Employees unable to resume normal work duties after one year shall be examined by a physician or physicians chosen by the city at the city's expense. If on such examination the employee is found to be unable to fulfill the requirements of his/her normal work duties, such employee shall be terminated.

(8H) Any employee so terminated shall be entitled to a hearing before the Aldermanic **Human Resources/Insurance** Committee. Requests by employees for a hearing must be submitted to the Committee no later than 15 calendar days after the receipt of notification of termination. The Aldermanic **Human Resources/Insurance** Committee shall hold a hearing within 30 calendar days of the receipt of the request.

(9I) If the employee prevails in the hearing before the Aldermanic **Human Resources/Insurance** Committee, employment will not be terminated but in no event shall the supplemental pay benefits exceed the maximum of 52 weeks of cumulative benefits. The determination of the Aldermanic **Human Resources/Insurance** Committee is subject to review by that Committee each 30 calendar days. The decision of the Aldermanic **Human Resources/Insurance** Committee shall be final.

~~(10) Effective date and retroactivity. This section shall take effect on its passage. Employees who sustained compensable injuries from May 12, 1982, to the effective date of this section shall be entitled to supplemental pay benefits subject to all of the terms and conditions of this section retroactive to the date of the injury, except the formula for calculating the amount of the supplemental pay benefit shall be in accordance with the previous provisions of this section, having an effective date of July 6, 1982, provided that the total amount of the supplement paid shall not exceed 52 weeks of cumulative benefits. Sick leave payments taken in lieu of supplemental pay benefits, shall be restored. Employees who believe their previous Workers' Compensation claims are affected by this change to a total cumulative benefit of 52 weeks must file a claim with the Risk Manager no later than 12 months from the date of passage of this section.~~

This ordinance shall take effect upon its passage

16-2

City of Manchester New Hampshire

In the year Two Thousand and Eight

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.82 Immobilization of Motor Vehicles for Non-Payment of Parking Fines increasing the fee for immobilization and inserting reference to the Parking Division.”

Page 1 of 2

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

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.82 IMMOBILIZATION OF MOTOR VEHICLES FOR NON-PAYMENT OF PARKING FINES.

(A) Any person to whom is sent or issued notification of violations of preceding sections of this subchapter and who does not pay the charges prescribed above, or any vehicle that has accumulated a total of at least \$30 in unpaid parking fees at any parking garage or garages, may be ~~summoned upon complaint to the Manchester District Court~~ **subject to towing and storage or immobilization by the Parking Division provided notice of intent to tow and store or immobilize said vehicle has been placed on the vehicle or sent to the last known address listed with the State Motor Vehicle Department of the state in which the vehicle is registered.** The penalty of violation of this subchapter in such case shall be no less than the fine indicated in the applicable payment schedule, no portion of which may be suspended, and/or

(B) Any vehicle found parked on any public street, parking lot or any other place for which three or more outstanding parking violation "final notices" for violations of the preceding section have been sent equaling at least \$100 may be subject to towing and storage or immobilization by the **Parking Division** or Manchester Police Department provided notice of intent to tow and store or immobilize said vehicle has been placed on the vehicle or sent to the last known address listed with the State Motor Vehicle Department of the state in which the vehicle is registered. Said notice shall contain the following information:

- (1) The date, time and location of the violations leading to the issuance of the notice;
- (2) That the subject vehicle will be towed, stored or immobilized after a specific date of not less than five days after the date of the notice unless all the outstanding violations and late fees are paid;

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City of Manchester New Hampshire

In the year Two Thousand and Eight

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.82 Immobilization of Motor Vehicles for Non-Payment of Parking Fines increasing the fee for immobilization and inserting reference to the Parking Division."

Page 2 of 2

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

(C) Any vehicle towed and stored or immobilized in accordance with the preceding may be released as follows:

- (1) By payment of all charges due.
- (2) By posting cash bond with the Police Department / **Parking Division** in an amount sufficient to make full payment of all parking charges due arising out of violations subject to the provisions of this chapter in order to allow judicial determination regarding the matter in question.
- (3) By judicial determination.

(D) In the event that any motor vehicle has been towed and stored or immobilized pursuant to this chapter, a further precondition to the release of said vehicle shall be the payment by the party seeking the release of said vehicle of all fees and charges incurred by the city for the towing and storage and immobilization of said vehicle. Further the vehicle shall not be released until the person requesting it presents satisfactory evidence of his/her right to possession and signs a receipt upon receiving the vehicle. The fee for immobilization shall be ~~\$50~~ **\$100**. The fee for towing and storage of a vehicle shall be that set out in the then current towing contracts between the Police Department and the various towing companies.

(E) When a motor vehicle has been immobilized pursuant to the provisions of this chapter, the **Parking Division** / Manchester Police Department shall affix a warning notice on the windshield of the vehicle advising the driver not to attempt to operate the vehicle or remove the immobilization device, and advising the operator or owner of the procedure to have the immobilization device removed.

(F) It shall be unlawful for any person to tamper with or attempt to destroy or remove any **Parking Division** / Manchester Police Department immobilization device from a vehicle without authorization by the Manchester Police Department or **Parking Division**, and the penalty for such action upon conviction shall be a violation and a fine of \$100, no portion of which may be suspended.

II. These ordinances shall take effect upon passage.

15-4

City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances 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 POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121, Grade 12

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Purchasing Assistant, Class Code 1121, Grade 12 non-exempt
(Class Spec. attached)

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

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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	Legislative Assistant
Class Code Number	1205

General Statement of Duties

Performs administrative support to the areas of legislative process, documents, policies and procedures and for city clerk operations; 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 in the area of technical documents, legislative requirements, policies and procedures in the administration of city clerk functions.. The work is performed under the supervision and direction of the City Clerk or Deputy City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Aldermen, 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)

- Oversees special projects for the Department, including grant writing, administration of campaign reporting, and special events such as inaugurations and City Hall functions;
- Prepares legislation and review codification updates;
- Oversees coordination of and/or prepares policies and procedures manuals and related materials for departmental operations;

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- Transcribes and prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, presentations, and other related materials, including confidential correspondences and reports;
- Represents City Clerk or Deputy City Clerk in connection with other governmental agencies or associations in areas of work assigned;
- Attends meetings of the Board of Mayor and Aldermen or its committees as directed including note-taking and procedural advising to members when addressed;
- Provides technical support and oversight of election duties as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Keeps immediate supervisor and designated other 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)

- Substantial knowledge of current principles and practices associated with legislative process;
- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Some knowledge of public administration and municipal government activities relating to departmental operations;
- Ability to train, evaluate and coordinate the work of others;
- Ability to prepare and review legislative documents;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- 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;

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- 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 an Associate's Degree in Public Administration, Business Administration or closely related field; and
- Considerable experience in general office operations with utilization of a variety of computer applications; 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: BMA Date: 1/2/01

15-8

DRAFT



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	Purchasing Assistant
Class Code Number	1 121

General Statement of Duties

To assist Purchasing Agent in the procurement of goods and services; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to work under the direct supervision of the Purchasing Agent or other designated personnel to assist in the purchasing processes pursuant to Municipal Code and related guidelines. Some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside vendors and the public. The principle duties of this class are performed in a general office environment.

**Examples of Essential Work
(illustrative only)**

- Checks purchase requisitions and confers with department employees concerning procurement problems;
- Reviews and approves purchase requisitions for goods and services;
- Generates purchase orders as needed and required;
- Generates credit purchase orders;
- Requests, compiles and prepares correspondence for vendors and bid process;
- Maintains and updates vendor and data files;

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- Completes purchase requisition forms and prepares correspondence for vendors and bid process;
- Requisitions supplies and materials for Department as requested, applying City guidelines and policies;
- Obtains telephone and internet quotations for use in purchasing supplies, materials, equipment and services;
- P-Cards – incumbent is required to match up receipts with what is in the system, enters item description, account line item, work order, job number, etc., into HTE;
- Maintains Toter inventory and database;
- Inputs monthly gasoline transactions;
- Schedules vehicle inspections;
- Compiles data, assembles using spreadsheets or related computer applications and publishes reports as requested;
- Answers inquiries/questions from City Departments regarding existing purchasing procedures;
- Writes reports as required;
- 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)

- Knowledge of current public sector purchasing practices, State laws and City Ordinances;
- Knowledge of business methods, markets and purchasing practices;
- Knowledge of various grades and qualities of a variety of materials, supplies and equipment used by various departments;
- Knowledge of standard office procedures, practices and equipment;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- 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;

15-10

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a 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 G.E.D equivalent; and
- Three years of experience associated with purchasing activities; 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 monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____

Date: _____

15-11

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

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

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.55 RESIDENTIAL PERMIT PARKING.

(D) *Residential Parking Permit Zones.* The following areas are hereby designated as the Residential Parking Permit Zones:

- (6) Residential Parking Permit Zone #6. Area bounded on the west by the west side of Elm Street, on the north by the south side of Bridge Street, on the east by the east side of Chestnut Street and on the south by the north side of Merrimack Street, **also to include 41 Mechanic St**. Residents within this district shall not be issued a residential parking permit to park within the District. Residents within the district to the north of the north side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (2)(b). Residents within the district to the south of the south side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (1).

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

15.2

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (the "Agreement"), is made by and between 1848 Associates, a New Hampshire limited partnership, with a mailing address of 340 Commercial Street, Manchester, New Hampshire, 03101 (hereinafter "Purchaser") and the City of Manchester, a New Hampshire municipal corporation, having principal offices at One City Hall Plaza, Manchester, New Hampshire, 03101 (hereinafter "Seller").

WITNESSETH:

In consideration of the mutual covenants set forth herein, the parties undertake and agree as follows:

- 1) **RECITALS AND PURPOSES.** Seller wishes to sell and Purchaser wishes to buy three certain properties together with all rights in adjacent streets or roads, appurtenant easements, and improvements thereon, all as more particularly described on Exhibit A attached hereto and incorporated herein by reference (collectively the "Premises"). The Premises may be referred to herein individually as "Phillippe Cote Street" (Parcel I on Exhibit A), the "Seal Tanning Lot" (Parcel II on Exhibit A), and the "Granite Street Lot" (Parcel III on Exhibit A).
- 2) **PURCHASE AND SALE.** Expressly conditioned upon and in reliance on the terms and conditions set forth herein, Seller hereby agrees to sell to Purchaser and Purchaser agrees to purchase from Seller all of Seller's interest in the Premises.
- 3) **PURCHASE PRICE AND DEPOSIT.** The Purchase Price for the Premises shall be One Million Five Hundred Twenty Thousand Dollars (\$1,520,000.00) (the "Purchase Price"). Purchaser shall, upon the execution of this Agreement by the parties, deliver to Seller the amount of One Hundred Fifty-Two Thousand Dollars (\$152,000.00) (the "Deposit"). Said Deposit to be applied as set forth herein. The Deposit shall be non-refundable except for Seller's breach hereunder or as expressly provided herein. The Deposit shall be held in an interest bearing account with interest to be reported as the income of Purchaser (tin 02-0384756) and interested credited to Purchaser.
- 4) **CLOSING TIME AND PLACE.** The Closing shall be on or before thirty (30) days after satisfaction of all the contingencies listed in Section 6)d), below, (the "Contingencies") and expiration of any applicable appeal periods. Unless another time and place is agreed to by the parties, the Closing shall take place at 10AM at the City Solicitor's Office, One City Hall Plaza, Manchester, New Hampshire. The Closing may be held simultaneously with the Closing of the sale of the Pandora Property to the Pandora Purchaser referred to in Section 6)d)vi), below. The parties expect that all the Contingencies will be satisfied and any applicable appeal periods expired by September 30, 2008. The parties recognize that, despite good faith efforts, the Contingencies may not all be satisfied with all applicable appeal periods expired as of September 30, 2008. If as of September 30, 2008, the Contingencies are not all satisfied with all applicable appeal periods expired but the parties are continuing to make good faith efforts to satisfy those Contingencies, the Closing shall be extended as requested by either party, provided that, unless both parties agree to extend beyond October 31, 2008, the Closing shall not be extended beyond December 31, 2008.
- 5) **OBLIGATIONS OF THE PARTIES AT CLOSING.**
 - a) At the Closing, Seller shall deliver to Purchaser

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- i) a Quitclaim Deed for the Premises being conveyed in statutory form, conveying clear, record and marketable title in fee simple absolute (the "Deed"). The Deed shall contain a restriction in favor of the Seller limiting new construction and uses on the Premises to those associated with the use of the Premises for access ways, parking facilities and parking purposes unless the Board of Mayor and Aldermen of the Seller approves otherwise. The Deed shall be subject to the existing public utilities on the Premises.
 - ii) mechanics lien and parties in possession affidavits by Seller, and other forms and affidavits as reasonably and customarily required by Purchaser's lender or title insurance company for transactions of this type and nature.
 - iii) a copy of Seller's vote(s), authorizing resolutions, or similar evidence, authorizing sale of the Premises.
 - iv) real estate transfer and other forms and affidavits customarily required.
 - b) At Closing, Purchaser shall deliver to Seller:
 - i) the Deposit and the balance of the Purchase Price.
 - ii) a copy of Purchaser's, or its assignee's, vote(s), authorizing resolutions, or similar evidence, authorizing the purchase of the Premises.
 - iii) real estate transfer and other forms and affidavits customarily required.
 - iv) See contingencies in section 6)d) below for additional Closing deliverables.
 - c) At Closing (i) the Premises will be conveyed in the same condition as on the date hereof, reasonable wear and tear excepted, free of tenants and any personal property of Seller, and (ii) the title to the Premises will be in the same condition as of the date of Purchaser's title examination with defects cured by Seller as provided in Section 6)b), below. To the extent Purchaser and its designees currently use any of the Premises for motor vehicle parking purposes, that use shall be allowed to continue through the Closing Date.
- 6) DELIVERIES PRIOR TO CLOSING, INSPECTIONS, DUE DILIGENCE, AND CONDITIONS TO CLOSING
- a) Upon execution of this Agreement Seller shall deliver to Purchaser copies of any and all reports, materials or information in its possession relating to the title, environmental condition, structural condition or other aspect of the Premises and any and all surveys or plans in Seller's possession in connection with the Premises (collectively the "Reports"). In the event that Purchaser terminates this Agreement in accordance herewith, Purchaser shall return all Reports to Seller.
 - b) Purchaser shall have until 5:00 p.m. of the thirtieth (30th) calendar day after the last party executes this Agreement to undertake such title examinations as it deems appropriate, and if it determines that there is any objection to Seller's title rendering it uninsurable or unmarketable, it shall so notify Seller in writing. If defects or flaws in title are of such character that they may be readily remedied or removed by Seller, then, upon receipt of the notice, Seller shall promptly institute and prosecute proceedings to remedy such defects, and upon giving return written notice to Purchaser to that effect, Seller shall be entitled to sixty (60) days from Purchaser's notice to correct such title defects. If Seller is unable to remedy title within said sixty (60) day cure period, then Purchaser may either: (i) terminate this Agreement, whereupon Purchaser shall be entitled to the return of the Deposit and both parties shall be discharged from any further liability under this Agreement, or (ii) Purchaser may elect to accept such title as Seller can deliver, with no reduction of the Purchase Price.
 - c) Purchaser shall have until 5:00 p.m. of the sixtieth (60th) calendar day after the last party executes this Agreement (the "Due Diligence Period") to undertake at its sole cost and expense engineering studies and inspections including analysis of the environmental

condition of the Premises. If Purchaser reasonably determines prior to the expiration of the Due Diligence Period that environmental contamination or other adverse conditions affecting the Premises render Purchaser's proposed improvements to, or use of, the Premises unfeasible, Purchaser shall have the right to terminate this Agreement by written notice to Seller on or before ten days after expiration of the Due Diligence Period whereupon Purchaser shall be entitled to the return of the Deposit and both parties shall be discharged from any further liability under this Agreement.

- d) Contingencies. Seller's and Purchaser's obligations hereunder are contingent upon each of the following contingencies. Unless waived by Seller and Purchaser in writing, if any of these contingencies is not satisfied as of the Closing Date, either Seller or Purchaser may then rescind this Agreement by written notice to the other whereupon the Deposit shall be refunded to Purchaser and each party discharged from further obligation hereunder:
- i) On the date hereof Phillippe Cote Street is a public highway. The Seller shall commence the discontinuance process for Phillippe Cote Street as a public highway so that Seller may convey fee simple title to Phillippe Cote Street to Purchaser. The parties recognize that RSA 231:48 provides a six month appeal period from any vote to discontinue a public highway. Because Purchaser and its affiliates own all the land abutting Phillippe Cote Street, the parties do not expect any such appeal. If that appeal period has not expired as of the Closing date, the parties may proceed to Closing anyway. If, after the Closing any such appeal is taken, Seller shall contest the appeal. If the appeal results in invalidation of the discontinuance of Phillippe Cote Street, then Purchaser shall have the option to re-convey Phillippe Cote Street to Seller, whereupon Seller shall pay all costs of that re-conveyance and Seller shall refund \$498,560 of the Purchase Price to Purchaser.
 - ii) Seller shall obtain all necessary subdivision and other approvals so that the Granite Street Lot is a separate lot and so that Seller may convey the Premises to Purchaser.
 - iii) Seller shall comply with, and obtain all necessary approvals under, the so-called "Surplus City Property" ordinance of the City of Manchester and all other laws and regulations applicable to the Seller's sale of real estate.
 - iv) Within 30 days after the execution of this agreement, the owner or prospective purchaser (the "Pandora Purchaser") of the so-called Pandora property situated at 88 Commercial Street, Manchester, NH (the "Pandora Property") shall undertake any and all reasonably appropriate interim measures to protect the building on the Pandora Property from further substantial structural damage that can be reasonably prevented prior to initiating substantial rehabilitation of the structure.
 - v) Purchaser shall obtain all necessary permits and approvals so that Purchaser may construct alterations and improvements to the Premises (including a parking deck on the Seal Tanning Lot which may extend onto adjacent land of 1848 Associates) to create parking spaces on the Premises equal to or greater than the sum of 325 plus the number of parking spaces to be provided for the Waumbec Owner under section 6)d)viii) below. At or before the Closing, Purchaser shall post with Seller a letter of credit (or other security acceptable to Seller) in the amount of \$360,000 to secure Purchaser's commitment to construct these parking improvements. If those improvements are not substantially completed by eighteen months after Purchaser obtains title to the Premises (with a certificate of occupancy issued within sixty days after such substantial completion), the City shall be entitled to draw from that letter of credit (or other security) at the rate of \$15,000 per month until exhausted or substantial completion of those improvements.
 - vi) The owner or Pandora Purchaser shall obtain all necessary permits and approvals, and a building permit following notice from Seller and Purchaser that other contingencies of the Agreement have been satisfied, so that the Pandora Purchaser may rehabilitate the Pandora Property into not less than 91 residential apartments to a standard consistent with representations made in the *1848 Associates and 1850 Associates Proposal for Seal Tanning and Granite Street Lot* dated 25 January 2008,

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or better, and any other secondary and accessory uses as may be approved under the City of Manchester's local land use regulations and approval processes. At or before the Closing under this Agreement, Purchaser's affiliate, 1850 Associates Limited Partnership, shall transfer title to the Pandora Property to the Pandora Purchaser. At or before the Closing under this Agreement, the Pandora Purchaser shall post with Seller a letter of credit (or other security acceptable to Seller) in the amount of \$750,000 to secure the Pandora Purchaser's commitment to so rehabilitate the Pandora Property. If that rehabilitation is not substantially completed within twenty-four (24) months after the Pandora Purchaser obtains title to the Pandora Property, (with a certificate of occupancy issued within sixty days after such substantial completion), Seller shall be entitled to draw from that letter of credit (or other security) at the rate of \$20,833 per month until exhausted or substantial completion of that rehabilitation.

- vii) Letters of credit or other security provided under sections v and vi above, shall be in a form approved by the Seller with expiration dates not less than one year after date of issuance and include "evergreen provisions" by which they shall automatically renew for another year unless notice is given by the Seller that they should not be renewed. The beneficiary of the letter of credit or other security shall be Seller or Seller's designee. The letter of credit or other security shall be issued by a financial institution satisfactory to the Seller and shall be irrevocable, unconditional and transferrable without charge.
- viii) Before the Closing, Purchaser shall deliver to the owner of the "Waumbec" building situated at 250 Commercial Street, Manchester, NH (the "Waumbec Owner"), with a copy to the Seller, a written offer to sell ownership of and/or the right to use in perpetuity up to 92 motor vehicle parking spaces on the parking deck to be constructed by Purchaser on the Seal Tanning Lot. The offer shall include the condition that, in the event that Purchaser re-conveys Phillippe Cote Street to the Seller as provided in section 6)d)i), above, the number of parking spaces to be provided for the Waumbec Owner shall be reduced by 42 spaces. The price to be paid by the Waumbec Owner to the Purchaser shall be an amount equal to the incremental cost to the Purchaser to create those parking spaces and the Purchaser's cost to maintain and manage those spaces. The offer may have other commercially reasonable terms, including without limitation a requirement that the Waumbec Owner provide to the Purchaser adequate security for payment of the price prior to the Purchaser incurring costs to create those parking spaces. If the Waumbec Owner accepts that offer, the Purchaser and the Waumbec Owner shall negotiate in good faith to enter into a binding agreement that is contingent upon completion of the Closing under this Agreement. Should Waumbec Owner dispute the purchase price offered or the associated maintenance and management costs, the Seller shall obtain an independent engineering firm or other consulting firm or firms with expertise in parking design, construction and management, acceptable to Purchaser and Waumbec Owner, to determine whether or not the costs are reasonable based on accepted industry standards.
- ix) The provisions of this paragraph d) shall survive the closing called for under this agreement.

7) ACCESS TO PREMISES. Between the date hereof and the date of Closing, Purchaser and Purchaser's representatives shall be permitted access to the Premises at reasonable times in order to conduct any due diligence or inspections it desires as contemplated herein. In the course of making such inspections, Purchaser shall not unreasonably interfere with Seller's or the public's use of the Premises. All engineers and other representatives of Purchaser performing tests and examinations upon the Premises shall be adequately insured with coverages and limits approved by the City of Manchester's Risk Manager.

8) DEFAULT

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- a) In the event that Purchaser defaults hereunder, the Deposit shall be paid to Seller as liquidated damages and Seller's sole remedy and each party shall be discharged from further obligation hereunder.
- b) In the event that Seller defaults hereunder, then Purchaser may, at Purchaser's option, (i) terminate this Agreement by written notice to Seller, whereupon the Deposit shall be refunded to Purchaser and each party shall be discharged from further obligation hereunder, or (ii) seek specific performance and the costs of seeking said specific performance.

9) MISCELLANEOUS

- a) This Agreement contains all the agreement of the parties with respect to the subject matter hereof. All prior discussions are merged herein. Any amendment hereto shall be effective only if in writing and signed by authorized representatives of the parties.
- b) This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- c) The captions in this Agreement are inserted for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement of any of its terms.
- d) There is no third party beneficiary to this Agreement including but not limited to Waumbec Owner.
- e) Purchaser may assign its rights hereunder to related entity(s) on the conditions that (1) the assignee(s) assume(s) all Purchaser's obligations relating to the subject premises that are conveyed to the assignee and (2) Purchaser remains responsible to Seller for performance of all Purchaser's obligations hereunder.
- f) Seller and Purchaser each represent to the other that no broker is entitled to any commission in connection with this sale. Each party shall indemnify the other against, and hold the other harmless from, any claim by any party to any broker's or other commission or other fee in connection with this sale to the extent that such claim for commission or other fee arises out of the acts or omissions of the indemnifying party.
- g) New Hampshire law governs this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands to the written instrument as of the date first above written.

PURCHASER:
1848 ASSOCIATES

Witness

By: _____
Name: _____
Title: _____

Dated: _____

SELLER:
THE CITY OF MANCHESTER

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Witness

By: _____

Name: _____

Title: _____

Dated: _____

REVIEW AND APPROVED BY THE CITY
OF MANCHESTER CITY SOLICITOR:

By: _____

Name:

Title:

EXHIBIT A

Property Descriptions

PARCEL I – PHILLIPPE COTE STREET LOT

All that piece or parcel of property situated in the City of Manchester, County of Hillsborough, State of New Hampshire, designated as Cote Street and shown on a plan entitled "Manchester Housing Authority, N.H. R-7, Amoskeag Millyard Project, Beggs & Cobb Corporation and Pandora Industries, Inc., Subdivision & Disposition Plan of Parcels 1-20, 1-25, 1-27 & 1-36" dated April 14, 1977, last revised April 24, 1979; prepared by Metcalf & Eddy Inc. and Thomas F. Moran Inc. and recorded at the Hillsborough County Registry of Deeds as Plan No. 14770; bounded and described as follows:

Beginning at a point on the westerly sideline of Commercial Street at its intersection with the southerly sideline of Cote Street (currently known as Phillippe Cote Street) at a point of curvature; said point being the southeasterly corner of the parcel herein described;

Thence, westerly, northerly and easterly along said Cote Street on the following courses: along a curve to the left having a radius of 19.00 feet, an arc distance of 29.96 feet; South 69°59'55" West, a distance of 156.42 feet; along a curve to the right having a radius of 86.98 feet, an arc distance of 136.15 feet; North 20°19'05" East, a distance of 306.98 feet; along a curve to the right having a radius of 113.00 feet, an arc distance of 87.30 feet; along a curve to the right having a radius of 141.50 feet, an arc distance of 152.84 feet; North 85°49'50" East, a distance of 90.65 feet; along a curve to the left having a radius of 19.00 feet, an arc distance of 32.22 feet to the westerly sideline of Commercial Street;

Thence, southerly along said Commercial Street: along a curve to the left having a radius of 1530.00 feet, an arc distance of 87.97 feet to the southerly sideline of Cote Street at a point of curvature;

Thence, westerly, southerly and easterly along said Cote Street on the following courses: along a curve to the left having a radius of 19.00 feet, an arc distance of 26.38 feet; South 85°49'50" West, a distance of 102.96 feet; along a curve to the left having a radius of 175.00 feet, an arc distance of 52.06 feet; along a curve to the left having a radius of

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55.00 feet, an arc distance of 29.15 feet; along a curve to the left having a radius of 77.00 feet, an arc distance of 78.94 feet; South 20°19'05" East, a distance of 304.68 feet; a curve to the left having a radius of 39.98 feet, an arc distance of 62.58 feet; North 69°59'55" East, a distance of 159.95 feet; along a curve to the left having a radius of 19.00 feet, an arc distance of 29.74 feet to the westerly sideline of Commercial Street;

Thence, southerly along said Commercial Street: South 19°40'05" East, a distance of 88.00 feet to the point or place of beginning.

Parcel I shall also include any additional land situated between Phillippe Cote Street (as shown on said Plan) and Parcel III as hereafter described.

PARCEL II – LOT 1-36 ("SEAL TANNING LOT")

All that piece or parcel of property situated in the City of Manchester, County of Hillsborough, State of New Hampshire, designated as Lot 1-36 and shown on a plan entitled "Manchester Housing Authority, N.H. R-7, Amoskeag Millyard Project, Beggs & Cobb Corporation and Pandora Industries, Inc., Subdivision & Disposition Plan of Parcels 1-20, 1-25, 1-27 & 1-36" dated April 14, 1977, last revised April 24, 1979; prepared by Metcalf & Eddy Inc. and Thomas F. Moran Inc. and recorded at the Hillsborough County Registry of Deeds as Plan No. 14770; bounded and described as follows:

Beginning at a point on the northerly sideline of Cote Street (currently known as Phillippe Cote Street) at its intersection with the division line between Lot 1-25 on the west and the parcel herein described on the east; said point being the southwesterly corner of the parcel herein described;

Thence, northerly along said Lot 1-25 on the following courses: North 17°39'55" West, a distance of 72.81 feet; North 05°43'50" East, a distance of 393.28 feet; North 64°04'15" East, a distance of 9.08 feet to the southerly sideline of Textile Court;

Thence, easterly along said Textile Court on the following courses: South 80°02'05" East, a distance of 89.16 feet; along a curve to the right having a radius of 19.00 feet, an arc distance of 27.62 feet to the westerly sideline of Commercial Street;

Thence, southerly along said Commercial Street: along a curve to the left having a radius of 1530.00 feet, an arc distance of 389.76 feet to the northerly sideline of Cote Street at a point of curvature;

Thence, westerly along said Cote Street on the following courses: along a curve to the right having a radius of 19.00 feet, an arc distance of 32.22 feet; South 85°49'50" West, a distance of 90.65 feet; along a curve to the left having a radius of 141.50 feet, an arc distance of 50.34 feet to the point or place of beginning.

Being 61,552 square feet more or less.

PARCEL III – PORTION OF LOT 1-20 ("GRANITE STREET LOT")

Beginning at a point on the easterly sideline of Lot 1-25 (a/k/a Gateway 1) at the new proposed southerly right of way line of Phillippe Cote Street; said point being South 19°59'35" East, a distance of 19.94 feet more or less from the current southerly sideline of Phillippe Cote Street at its intersection with the division line between Lot 1-25 on the west and Lot 1-20 on the east; said point being the northwesterly corner of the parcel herein described;

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Thence, South $87^{\circ}25'39''$ East, a distance of 45.89 feet;

Thence, North $70^{\circ}29'23''$ East, a distance of 172.81 feet;

Thence, South $63^{\circ}19'22''$ East, a distance of 16.83 feet;

Thence, South $19^{\circ}55'09''$ East, a distance of 75.00 feet;

Thence, South $20^{\circ}26'08''$ West, a distance of 30.25 feet;

Thence, South $60^{\circ}25'37''$ West, a distance of 209.95 feet;

Thence, North $19^{\circ}59'35''$ West, a distance of 164.28 feet to the point or place of beginning.

Being 28,877 square feet more or less or 0.66 acres more or less.

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City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Five Hundred Dollars (\$1,500) for the FY2008 CIP 612508 Community Assessment 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 2008 CIP as contained in the 2008 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 funding in the amount of \$1,500 to be used for the conduction of a community economic self assessment; and

WHEREAS, the Board of Mayor and Aldermen desires to accept these funds contingent upon the receipt of a CTAP Grant in the amount of \$3,500 required as a match;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 612508 – Community Assessment Project - \$1,500 State

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

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City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Seven Hundred and One Dollars (\$5,701) for the FY2008 CIP 210808 STD Clinical and DIS 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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement services for individuals in Manchester who have been in contact with or at risk of being exposed to sexually transmitted diseases;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 210808 – STD Clinical & DIS Program - \$5,701 State
(from \$320,000 to \$334,376)

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

2/2

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars (\$25,000) for the FY2008 CIP 210108 HIV Counseling & Testing 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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement HIV Counseling and Testing services for individuals in Manchester who have been in contact with or at risk of being exposed to HIV;

By increasing:

FY2008 CIP 210108 – HIV Counseling & Testing Program - \$25,000 State
(from \$30,000 to \$55,000)

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

21-3

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Nine Hundred Dollars (\$5,900) for the FY2008 CIP 210308 Immunization Services.”

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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement immunization services in Manchester;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2007 CIP 210308 – Immunization Services - \$5,900 State
(from \$82,500 to \$88,400)

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

21-4

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty One Thousand Five Hundred Fifty Three Dollars (\$21,553) for the FY2008 CIP 210708 School Based Dental Services.”

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 2008 CIP as contained in the 2008 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 additional grant funds from the State of New Hampshire Department of Health and Human Services to implement school based dental services in Manchester;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 210708 – School Based Dental Services - \$21,553 State
(from \$18,447 to \$40,000)

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

21-5

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the 2008 CIP 214308 Pandemic Flu Planning – Phase III 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 2008 CIP as contained in the 2008 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 \$10,000 from the State of New Hampshire Department of Health and Human Services for the implementation of the Flu Pandemic Planning;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 214308 – Pandemic Flu Planning – Phase III Program - \$10,000 State

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

21-6

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY2006 & FY2008 Community Improvement Programs providing for the reduction of Sixty Thousand Two Hundred Sixty Two Dollars and Four Cents (\$60,262.04) from various CIP Projects.”

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 & 2008 CIP as contained in the 2006 & 2008 CIP budget; and

WHEREAS, Table 3 contains all sources of Cash funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to recapture funds from various existing CIP Cash Projects to be used to reduce the General Operating Fund deficit;

NOW, THEREFORE, be it resolved that the 2006 & 2008 CIP be amended as follows:

By decreasing:

FY2006 CIP 511306 – Crystal Lake Master Plan – Parks, Recreation & Cemetery –	\$ 726.52 Cash
FY2006 CIP 810806 – Community Development Initiatives - Planning -	\$ 5,780.15 Cash
FY2008 CIP 213408 – Wrap For Youth Resiliency – Office of Youth Services -	\$ 50,000.00 Cash
FY2008 CIP 612008 – Dilapidated Building Demolition – Building -	\$ 288.36 Cash
FY2008 CIP 810508 – Employee Training & Development – Human Resources-	\$ 3,128.00 Cash
FY2008 CIP 810708 – VISTA Office Relocation – Mayor’s Office -	\$ <u>339.01</u> Cash
Total	\$ 60,262.04 Cash

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

21-7

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Thousand Eight Hundred Seventy Five Dollars (\$1,875) for the FY2008 CIP 713408 Chronic Drain 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 2008 CIP as contained in the 2008 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 additional FEMA funds in the amount of \$1,875 for Bodwell Road drain line;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 713408 – Chronic Drain Project - \$1,875 State/FEMA
From \$66,000 Cash to \$67,875 (\$66,000 Cash; and \$1,875 State/FEMA)

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

21-8

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Eighty-One Thousand Dollars (\$81,000) from Contingency to the Building Department.”

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:

Special Projects	Account 0300C10898.....	\$81,000
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Resolved, that this resolution shall take effect upon its passage.

For “Dilapidated Building- Blaine Street”

21-9

City of Manchester New Hampshire

In the Year One Thousand Nine Hundred and

AN ORDINANCE

"Amending Section 33.064 Employees Injured in the Line of Duty to apply to all employees and to require the the repayment of sick leave benefits upon a determination of employee eligibility for workers compensation benefits

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

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

~~(A) — Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.~~

~~(B) — For employees of the Police Department and employees of the Fire Department the following shall apply:~~

(1A) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Human Resources Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2B) Pending determination of workers compensation eligibility, the employee may receive sick leave benefits. On a determination that the employee is eligible of eligibility for workers compensation benefits, the employee shall repay to the city all sick leave benefits the employee has received. Upon repayment sick leave credit shall be restored.

(3C) To the extent authorized by law, the city, during the period the employee is receiving supplemental pay benefits, shall continue to contribute to the employee's retirement system on the employees' regular gross salary provided the employee maintains his contributions to the system.

(4D) Disabled employees may authorize deductions first from this supplemental portion of his pay and then from his workers compensation disability payments for medical insurance, credit union payments, bonds or savings plans, retirement, and United Fund contributions, or other authorized deductions, upon approved forms.

(5E) In cases of third party liability the city shall be entitled to the same lien and rights with respect to supplemental pay as are afforded employers under the Workers Compensation Law. As a condition to receiving supplemental pay benefits, the employee shall execute a written assignment of such lien and rights to the city in such form as is required by the Risk Manager. The Risk Manager is authorized to make third party lien

settlements on behalf of the city and the employee with respect to supplemental pay benefits, provided however, that a full report shall be made to the Aldermanic Insurance Committee.

(6F) It shall be the duty of each department head to monitor the payment of supplemental pay benefits to employees within his department. On recommendation of the department head, the Risk Manager may require employees receiving supplemental pay benefits to be examined by a physician or physician chosen by the city at the city's expense at intervals not more frequent than the requirements set forth in R.S.A. 281-A:38.

(7G) In no event shall this section provide more than 52 weeks of supplemental pay benefits for the injury or any recurrence thereof. Employees unable to resume normal work duties after one year shall be examined by a physician or physicians chosen by the city at the city's expense. If on such examination the employee is found to be unable to fulfill the requirements of his/her normal work duties, such employee shall be terminated.

(8H) Any employee so terminated shall be entitled to a hearing before the Aldermanic **Human Resources/Insurance** Committee. Requests by employees for a hearing must be submitted to the Committee no later than 15 calendar days after the receipt of notification of termination. The Aldermanic **Human Resources/Insurance** Committee shall hold a hearing within 30 calendar days of the receipt of the request.

(9I) If the employee prevails in the hearing before the Aldermanic **Human Resources/Insurance** Committee, employment will not be terminated but in no event shall the supplemental pay benefits exceed the maximum of 52 weeks of cumulative benefits. The determination of the Aldermanic **Human Resources/Insurance** Committee is subject to review by that Committee each 30 calendar days. The decision of the Aldermanic **Human Resources/Insurance** Committee shall be final.

~~(10) — Effective date and retroactivity. This section shall take effect on its passage. Employees who sustained compensable injuries from May 12, 1982, to the effective date of this section shall be entitled to supplemental pay benefits subject to all of the terms and conditions of this section retroactive to the date of the injury, except the formula for calculating the amount of the supplemental pay benefit shall be in accordance with the previous provisions of this section, having an effective date of July 6, 1982, provided that the total amount of the supplement paid shall not exceed 52 weeks of cumulative benefits. Sick leave payments taken in lieu of supplemental pay benefits, shall be restored. Employees who believe their previous Workers' Compensation claims are affected by this change to a total cumulative benefit of 52 weeks must file a claim with the Risk Manager no later than 12 months from the date of passage of this section.~~

This ordinance shall take effect upon its passage

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City of Manchester
New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances 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 POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121, Grade 12

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Purchasing Assistant, Class Code 1121, Grade 12 non-exempt
(Class Spec. attached)

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

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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	Purchasing Assistant
Class Code Number	1121

General Statement of Duties

To assist Purchasing Agent in the procurement of goods and services; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to work under the direct supervision of the Purchasing Agent or other designated personnel to assist in the purchasing processes pursuant to Municipal Code and related guidelines. Some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside vendors and the public. The principle duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Checks purchase requisitions and confers with department employees concerning procurement problems;
- Reviews and approves purchase requisitions for goods and services;
- Generates purchase orders as needed and required;
- Generates credit purchase orders;
- Requests, compiles and prepares correspondence for vendors and bid process;
- Maintains and updates vendor and data files;

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- Completes purchase requisition forms and prepares correspondence for vendors and bid process;
- Requisitions supplies and materials for Department as requested, applying City guidelines and policies;
- Obtains telephone and internet quotations for use in purchasing supplies, materials, equipment and services;
- P-Cards – incumbent is required to match up receipts with what is in the system, enters item description, account line item, work order, job number, etc., into HTE;
- Maintains Toter inventory and database;
- Inputs monthly gasoline transactions;
- Schedules vehicle inspections;
- Compiles data, assembles using spreadsheets or related computer applications and publishes reports as requested;
- Answers inquiries/questions from City Departments regarding existing purchasing procedures;
- Writes reports as required;
- 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)

- Knowledge of current public sector purchasing practices, State laws and City Ordinances;
- Knowledge of business methods, markets and purchasing practices;
- Knowledge of various grades and qualities of a variety of materials, supplies and equipment used by various departments;
- Knowledge of standard office procedures, practices and equipment;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- 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;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a 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 G.E.D equivalent; and
- Three years of experience associated with purchasing activities; 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 monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

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City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

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

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.55 RESIDENTIAL PERMIT PARKING.

(D) *Residential Parking Permit Zones*. The following areas are hereby designated as the Residential Parking Permit Zones:

- (6) Residential Parking Permit Zone #6. Area bounded on the west by the west side of Elm Street, on the north by the south side of Bridge Street, on the east by the east side of Chestnut Street and on the south by the north side of Merrimack Street, **also to include 41 Mechanic St**. Residents within this district shall not be issued a residential parking permit to park within the District. Residents within the district to the north of the north side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (2)(b). Residents within the district to the south of the south side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (1).

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

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City of Manchester
New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending 70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows: **SECTION 70.45 DUTIES OF PARKING MANAGEMENT AND OPERATIONS**

- I. Amend the Code of Ordinances by deleting language as stricken (----) and inserting new as bolded (**bold**).

The division of Parking Management and operations shall:

- (A) Manage, maintain, operate and account for revenue from all municipal parking meters within the city.
- (B) Issue, manage and account for revenue from all municipal parking leases within the city.
- (C) Manage, operates, maintain and account for the revenue from all municipal parking garages with the city with the exception of those garages located on school premises.
- (D) Manage, operate, maintain and account for the revenue from all municipal surface parking lots within the city with the exception of surface parking lots located on school premises.
- (E) Manage and operate all ~~on-street~~ **metered parking spaces and all other types of parking restrictions adjacent to where meters are located** within the City of Manchester.
- (F) Perform all such other duties or tasks as may be assigned by the Board of Mayor and Alderman or as may be incidental to the duties

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

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