

**AGENDA
BOARD OF MAYOR AND ALDERMEN**

**May 20, 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:**
374 Pickering Street
79 Lynwood Lane
116 Laxson Avenue
1291 Hall Street
170 Lowell Street
729 Union Street
214 Brennan Street
23 Darby Lane
29 Wyoming Avenue
23 Exeter Avenue
512 Brent Street
867-869 Hall Street
339 Thornton Street
156 Kenberma Street
329 Reed Street
24 Glendale Avenue
259 Whitford Street
247 Whitford Street
918 Goffstown Road
89-91 Taylor Street
471-473 East High Street

Note: On file for viewing with Office of the City Clerk, One City Hall Plaza.

- B. Pole Petitions:**
11-1196 Two poles at 455 Hayward Street
11-1197 Two poles on Pine Street
11-1199 One pole Fairmont Avenue
11-1200 Four poles on Elm Street
11-1201 One pole at 1030 Candia Road
11-1202 Two poles on Beech Street
11-1203 One pole on Commercial Street

Note: On file for viewing with Office of the City Clerk, One City Hall Plaza.

Informational to be Received and Filed

- C.** Communication from Carol Johnson, City Clerk, advising that at the request of the Selectmen of Ward One, the polling location for this Ward has been moved from the Brookside Congregational Church to the Derryfield School effective for the next election in such Ward
- D.** Communication from Rachel Royer and family of Jack Royer thanking the Board for the expressions of sympathy during their recent loss.
- E.** Manchester Transit Authority minutes and reports for March 2008.
Note: On file for viewing in Office of City Clerk, and forwarded to Mayor and Aldermen under separate cover.

REFERRAL TO COMMITTEE

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- F.** Communication from members of the taxi industry requesting the City to approve a rate increase of \$.25 per 1/6th of a mile for taxi fares.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- G.** Recommending that a request from Big J's Dogs to extend the hours of operation of his Peddlers License at Hampshire Plaza, 1000 Elm Street be approved.
(Unanimous vote)

- H. Recommending that a request from Jonathan's Quick Eats to extend the hours of operation of his Peddlers License at City Hall Plaza, One City Hall Plaza be approved.
(Unanimous vote)

Note: Concurrent referral to Committee on Bills on Second Reading

- I. Advising that it has approved an ordinance amendment proposed by the City Clerk to eliminate the need to create marginal and alphabetically indexed minutes of the Board of Mayor and Aldermen and recommends same be referred to the Committee on Bills on Second Reading.
(Unanimous vote)

**COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE
ADMINISTRATION**

- J. Advising that it has accepted the following Finance Department reports:
- a) Department Legend;
 - b) Open Invoice report over 90 days by fund;
 - c) Open Invoice report all invoices for interdepartmental billings only;
 - d) Open Invoice report all invoices due from the School Department only;
 - e) Listing of invoices submitted to City Solicitor for legal determination; and
 - f) Accounts Receivable summary

and is forwarding same to the Board for informational purposes.

(Unanimous vote.)

(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.)

- K. Advising that it has accepted the City's Monthly Financial Statements (unaudited) for the nine months ended March 31, 2008 and is forwarding same to the Board for informational purposes.
(Unanimous vote)
(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.)

- L. Recommending that the 2nd Quarter FY2008 Write Off List for the Accounts Receivables Module provided by the Finance Department be approved.
(Unanimous vote)

COMMITTEE ON COMMUNITY IMPROVEMENT

- M. Recommending that a request by the Public Health Director to apply for grant funds for the Safe Rides to School Program requiring a commitment by the City to expend up to \$15,000 be approved; further noting that the \$15,000 is fully reimbursed should the City be awarded the grant.
(Unanimous vote)
- N. Recommending that the proposal to proceed with developing a walkway from McDuffee Street through Wolfe Park be approved; further noting that EPD and Parks & Recreation have indicated that funding exists to complete the project.
(Unanimous vote)
- O. Advising that the request from the Executive Director of Child Health Services to reconsider the Mayor's budget cut of FY2009 CIP allocations to the agency has been received and filed.
(Unanimous vote)

COMMITTEE ON JOINT SCHOOL BUILDINGS

- P. Advising that it has accepted the monthly report for April 2008 as submitted by the Building Maintenance Division and is forwarding same to the Board for informational purposes.
(Unanimous vote with the exception of Alderman J. Roy who was absent.)
- Q. Advising that it has accepted the report from the School Committee on Building & Sites approving the installation of the Site Sync GPS Wireless Clock System at the Beech Street and Wilson Schools and notes that additional information has been requested on costs associated with the installation of an intercom system at Bakersville, Beech Street, and Wilson Schools.
(School Committee Member Beaudry, Craig, Gelinas, and Aldermen M. Roy voted yea, Alderman Sullivan was opposed; and Aldermen J. Roy was absent.)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

- R. Recommending that a request from the Parking Manager to permit Mystery Gang Productions (a New York film company) to park three commercial vehicles on street, 24 hours per day, 7 days per week, on Walnut Street until June 30, 2008 be approved.

(Aldermen Shea, O'Neil, J. Roy, and Ouellette voted yea via poll conducted Monday, May 12, 2008; Alderman Sullivan was absent from the 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 nominations made by Mayor Guinta:

Planning Board - Alternate

Michael Poisson to succeed Jack Brady, term to expire May 1, 2010.

Conduct Board

Adam Schmidt to succeed Jay Cadorette term to expire October 1, 2010.

Fire Commission – labor representative

William Whitmore to succeed Omer Beaudoin, term to expire May 1, 2009.

Ladies and Gentlemen, what is your pleasure?

6. Mayor Guinta advises that a motion is in order to recess the meeting to allow the Committee on Finance to meet.
7. Mayor Guinta calls the meeting back to order.

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

9. Report of Committee on Lands and Buildings recommending that a request from the Shapiro Family Trust to place a 15-foot bronze sculpture of a bull on the Eastern end of the Hands Across the Merrimack bridge be approved and further that the Department of Parks, Recreation, and Cemetery be responsible for maintaining the sculpture. To accommodate meeting the conditions of placement, an ordinance amendment has been submitted with the request that same be adopted under suspension of the rules.
(If the Board so desires a motion is in order to accept the report, and to suspend the rules and place the ordinance on its final reading at this time without referral to the Committee on Bills on Second Reading or the Committee on Enrollment; following which a motion shall be in order that the Ordinance be ordained.)

10. Communication from Kevin Sheppard, Public Works Director, requesting the Board approve the application for pension under the former retirement system as submitted by Richard Johnson after 41 years, 9 months of service to the City of Manchester.
Ladies and Gentlemen, what is your pleasure?

11. Ordinance: **(A motion is in order to read by title only.)**

“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.”

A motion is in order that the Ordinance pass and be Enrolled.

12. 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.

13. Mayor Guinta calls the meeting back to order.

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

Ladies and Gentlemen, what is your pleasure?

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

“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.”

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 third and 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.)

16. 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.

17. 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.

18. 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.

19. 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)*

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

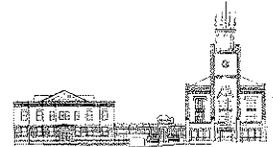
20. NEW BUSINESS
A. Communications
B. Aldermen

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



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

May 15, 2008

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

Re: Change of Polling Location – Ward One

Honorable Members:

Recently this office was requested to assist with finding a new polling location for Ward One. While Brookside Congregational Church was a wonderful host, there were some difficulties with the location. Pursuant to RSA 658:9, the Selectmen of Ward One have chosen to move the polling location to the Derryfield School, 2108 River Road, who has graciously accepted the opportunity to assist the community.

This location has been viewed by representation of the Secretary of State, City Clerk, Moderator and Selectmen and has been determined to meet the requirements of law. There appears to be no additional costs to this move, other than notification to the voters which has been projected in our expenditures for FY2008. The Derryfield School administration has expressed a desire to work with the City Clerk's office and ward officials, and I feel that move will be a positive one for these voters. In addition to advertising, the City Clerk's office will advise all currently registered voters in the ward of the new location via mail during the month of June.

Though I will be unavailable at the May 20th meeting, I would be happy to discuss this move further with the Board should you desire upon my return. Additionally, Mr. Normand will be available at the meeting should questions arise.

Sincerely,

Carol A. Johnson
City Clerk

C

Perhaps you sent a lovely card,
Or sat quietly in a chair;
Perhaps you sent beautiful flowers,
If so, we saw them there.
Perhaps you sent or spoke kind words
As any friend could say;
Perhaps you were not there at all
Just thought of us that day.
Whatever you did to console the heart,
We thank you so much, whatever the part.
Your kindness was appreciated
With Love, Rachel + Family

D

Request for a rate increase of taxicab fares in the city of Manchester

To : The Board of Mayor And Aldermen

We the majority of the taxicab drivers of the city of Manchester hereby request that the honorable board of Mayor and Aldermen hereby approve a rate increase of taxi fares from the current rate of 1.50 per mile to 2.00 per mile.

In the summer of 2006 the board granted a temporary increase to 2.00 per mile for 3 months but fuel prices fell and the increase was abolished. The fuel prices are now at an all time high, and it has become virtually impossible to make a reasonable wage as a full time taxi driver.

The last increase in fares was in 1999 when gas prices were below 2.00 per gallon. Gas prices are now around 3.50 per gallon. People who use their own transportation are subjected to huge increase in travel expense due to gas prices, it is our feelings that people using public transportation should be subject to a reasonable increase.

Thank you in advance for your consideration.

Sincerely

The taxi drivers of Manchester

John H. Murray 17
Vaughn R. Ackerman
Josue Champagne #9
Ray Bergeron #1
Robert (Bugsy 14) England
Craig Barkah
Robert J. Gagnon
Dustin Roberts
James Cook #24

Amy R Cashman
Billy Lelone
Jack Pearson
Alphonso Benjamin
Cynthia Clark

F

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that a request from Jason Hoffman of Big J's Dogs to extend the hours of operation of his Peddlers License at Hampshire Plaza 1000 Elm Street be approved.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee
Reputy

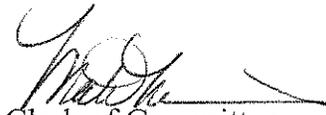
G

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that a request from Jonathan Hallet of Jonathan's Quick Eats to extend hours of operation of his Peddler's License at City Hall Plaza be approved.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee
Deputy

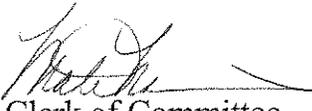
H

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

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved an ordinance amendment proposed by the City Clerk to eliminate the need to create marginal and alphabetically indexed minutes of the Board of Mayor and Aldermen and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,

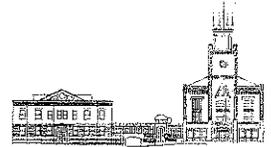

Clerk of Committee
Repub

I



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

Memo To: Committee on Administration

From: Carol A. Johnson
City Clerk

Date: May 6, 2008

Re: Consideration of change in records ordinance

Recently I met with the Deputy City Clerk and the Archivist for the City and we have concluded that marginal references on minutes of the Board are costly of city staff time and are no longer necessary.

The Board assisted the City Clerk's office in purchasing a machine that has capability to scan, and microfilm documents held by the Clerk's office. This contributes to our belief that research is available and will continue to be available in the long term.

For these reasons I am requesting the Committee consider recommending to the Board the enclosed changes to the Section 30.23, removing referencing to marginal notations and indexes and inserting in place thereof that the City Clerk shall keep a record of the acts, votes and proceedings of the Board of Mayor and Aldermen.

I

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending Chapter 30: City Officials and Employees of the Code of Ordinances of the City of Manchester by deleting references to the marginal and alphabetical indexing of minutes of the Board of Mayor and Aldermen in Section 30.24: Index of Board Proceedings.”

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.

§ 30.23 ~~INDEX~~ **RECORD** OF BOARD PROCEEDINGS.

The City Clerk shall keep a ~~marginal and alphabetical index~~ **record** of all the acts, votes, and proceedings of the Board of Mayor and Aldermen.

- II. This ordinance shall take effect upon passage.

I

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the following Finance Department reports:

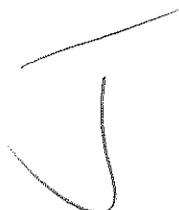
- a) Department Legend;
- b) Open Invoice report over 90 days by fund;
- c) Open Invoice report all invoices for interdepartmental billings only;
- d) Open Invoice report all invoices due from the School Department only;
- e) Listing of invoices submitted to City Solicitor for legal determination; and
- f) Accounts Receivable summary

and is forwarding same to the Board for informational purposes.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee
Deputy



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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's Monthly Financial Statements (unaudited) for the nine months ended March 31, 2008 and is forwarding same to the Board for informational purposes.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee
Reynolds

K

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the 2nd quarter FY2008 Write Off List for the Accounts Receivable module be approved.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee
Repulse

L

Department of Finance
Accounts Receivable
2nd Quarter FY08
Write Off Submission

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount	Sent to CCS Collections	Acct Closed by CCS	CCS Reason Acct Closed	Explanation
police	Rescue One	8951	9872203	12/13/2005	145.00	145.00	02/20/07	11/06/07	TSL	Account Balance Is Not Suit Worthy Per Client Threshold
police	Rescue One	8951	9873476	1/6/2006	115.00	115.00	02/20/07	11/06/07	TSL	Account Balance Is Not Suit Worthy Per Client Threshold
police	Rescue One	8951	9874276	2/14/2006	165.00	165.00	02/20/07	11/06/07	TSL	Account Balance Is Not Suit Worthy Per Client Threshold
police	Rescue One	8951	9875011	3/14/2006	90.00	90.00	02/20/07	11/06/07	TSL	Account Balance Is Not Suit Worthy Per Client Threshold
police	Rescue One	8951	9875599	4/4/2006	85.00	85.00	02/20/07	11/06/07	TSL	Account Balance Is Not Suit Worthy Per Client Threshold
police	Rescue One	8951	9876341	5/3/2006	90.00	90.00	02/20/07	11/06/07	TSL	Account Balance Is Not Suit Worthy Per Client Threshold
traffic	Kathryn Donohue	8606	9851769	2/5/2004	977.34	977.34	06/14/04	10/30/04	USA	Unserviceable Address/invalid Phone Number
traffic	Alexis Rojas	8555	9851006	1/9/2004	1585.09	1079.56	06/14/04	08/13/05	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9843832	5/27/2003	217.50	217.50	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9844119	6/10/2003	39.00	39.00	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9844244	6/16/2003	33.00	33.00	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9844748	6/24/2003	394.50	394.50	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9845093	7/9/2003	34.50	34.50	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9845895	8/5/2003	38.00	38.00	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9845981	8/11/2003	12.00	12.00	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9846774	9/3/2003	569.00	569.00	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9846835	9/9/2003	30.00	30.00	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired
hwy	Francis J. Towne	8052	9846965	9/15/2003	28.50	28.50	10/27/03	07/31/04	AEX	All Efforts Exhausted - Stature of Limitations Expired

\$4,142.90

AEX - All Efforts Exhausted
SIF - Settled in Full
USA - Unserviceable Address/invalid Phone Number
DEC - Responsible Party Deceased
TSL - Account Balance Is Not Suit Worthy Per Client Threshold

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 by Tim Soucy, Public Health Director, to apply for grant funds for the Safe Rides to School Program which requires a commitment by the City to expend up to \$15,000 be approved.

The Committee further notes that the \$15,000 is fully reimbursed should the City be awarded the grant.

(Unanimous Vote)

Respectfully submitted,


Clerk of Committee
Deputy



5/5/08 APPROVED

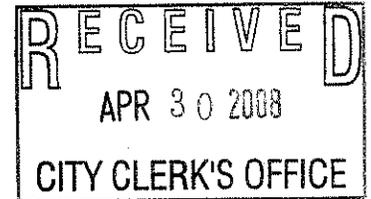
Timothy M. Soucy, REHS, MPH
Public Health Director

Anna J. Thomas, MPH
Deputy Public Health Director



BOARD OF HEALTH
M. Mary Mongan, RN, Chair
Carol Bednarowski, Clerk
Laura Smith Emmick, MD
William Mehan, DMD, MS
Kristin Schmidt, PA-C

CITY OF MANCHESTER
Health Department



April 29, 2008

Michael Garrity, Chairman and Committee on Community Improvement
C/o Carol Johnson, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Chairman Garrity and Members of the Committee,

The Health Department has been working with Wilson Street School (and other city/community partners) to explore funding available through the Safe Routes to School Program. This is Federal Highway Administration funding, in which the NH DOT will receive a total of 5 million dollars over the next four years. This funding enables communities to implement safe walking programs to increase the number of students who walk to and from school, and includes up to \$100,000 per application round to support infrastructure changes (i.e. sidewalk installation, safety improvements, signage, etc).

The SRTS program has a 100% reimbursement structure that requires the City to commit to the project by entering into a formal agreement with the NH DOT to incur initial project costs with the understanding that NH DOT will provide 100% reimbursement for expenses. If selected for funding, all projects will be issued a "formal notice to proceed" prior to beginning any project, which is the authorization approval for 100% reimbursement. This guarantees that all projects will receive reimbursement.

We estimate that these costs will not exceed \$15,000 for this round of funding. If selected for the SRTS Program, we are asking that CIP commit to provide the initial project costs, which will be fully reimbursed. I will be available to answer any questions that the Committee may have. Thank you for your consideration.

Sincerely,

Timothy M. Soucy, REHS, MPH
Public Health Director

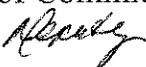
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the proposal to proceed with developing the walkway from McDuffee Street through Wolfe Park by the Environment Protection Division and Parks & Recreation departments be approved.

The Committee notes that EPD has indicated that CSO funding exists to cover the walkway expenses with Parks & Recreation providing benches for the project.

(Unanimous Vote)

Respectfully submitted,


Clerk of Committee


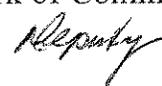
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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that the communication from Fred Rusczek, Executive Director of Child Health Services, requesting reconsideration of the Mayor's 12% budget cut of FY2009 CIP allocations to his agency has been received and filed.

(Unanimous Vote)

Respectfully submitted,


Clerk of Committee


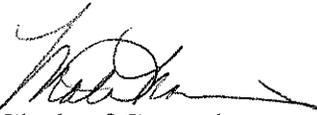
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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that it has accepted the monthly report for April 2008 as submitted by Tim Clougherty, Chief Facilities Manager, and is forwarding same to the Board for informational purposes.

(Unanimous vote with the exception of Alderman J. Roy who was absent.)

Respectfully submitted,


Clerk of Committee
Deputy

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7/5/08 ACCEPTED REPORT

JOINT SCHOOL BUILDING COMMITTEE

HIGHWAY DEPARTMENT / PROJECT FINANCIAL SUMMARY REPORT

30-Apr-08

DESIGN/BUILD/FINANCE SCHOOL IMPROVEMENT PROGRAM - Project #310303

BUDGET
109,247,719

FUNDING	SOURCE:	Bond
FY03 CIP	School Revenue Bond	\$101,410,000
FY03 CIP	Gen.Obligation Bond	\$3,590,000
FY03 CIP	Earned Interest	\$3,995,000
FY05	School Admin.Funding	\$252,719

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED
Insurance & Legal	\$2,667,039.12		\$0.00	100%	\$2,667,039.12
DMJM Program Management (Original + Amend.1-4)	\$4,114,045.63		\$0.00	100%	\$4,114,045.63
Future DMJM	\$174,125.63		\$0.00	100%	\$174,125.63
Other Construction Expenses	\$812,010.32		\$0.00	100%	\$812,010.32
Corrective Work through Facilities (Contract & Labor)	\$49,643.75		\$6,220.00	87%	\$43,423.75
Corrective Work through Facilities (JSBC 9-4-07)	\$1,800,000.00	\$1,477,036.09	\$39,657.63	16%	\$283,306.28
Gilbane Construction Company					
Base Contract	\$93,105,138.47		\$905,000.00	99%	\$92,200,138.47
Change Orders 1 - 27	\$2,747,761.29		\$0.00	100%	\$2,747,761.29
Gilbane Contract To Date	\$95,852,899.76		\$905,000.00		\$94,947,899.76
Program FF&E	\$2,000,000.00				
FF&E To Date	\$1,929,999.29			100.0%	\$1,929,999.29
Gilbane Change Orders (accounted for above)	\$63,922.00				
FF&E To Date	\$1,993,921.29		\$0.00		\$1,929,999.29
Contingency	\$5,014,547.82				
Various Projects and Expenses	\$262,123.75		\$0.00	100%	\$262,123.75
DMJM Program Management (accounted for above)	\$1,520,740.35				
Wiggin & Nourie, P.A. - Manchester PS GP,LLC vs City	\$417,987.89		\$0.00	100%	\$417,987.89
Gilbane Change Orders (accounted for above)	\$2,616,437.29				
Liberty Mutual - Audit & Retro First Adjustment Statement	\$246,292.00		\$0.00	100%	\$246,292.00
Contingency Authorized to Date	\$5,063,581.28		\$0.00		\$926,403.64
Other Project Expenses					
Future Legal - Wiggin Nourie	\$50,000.00	\$36,688.16	\$0.00	27%	\$13,311.84
OCIP Reserve Account - Liberty Mutual GL&WC Losses	\$321,000.80		\$63,136.13	80%	\$257,864.67
Finance Bond Legal Fees - Hinckley,Allen,Snyder 2004	\$1,160.00		\$0.00	100%	\$1,160.00
TOTAL	\$109,247,719.00				
ENCUMBERED/EXPENDED TOTAL	\$107,184,603.69	\$1,513,724.25	\$1,014,013.76		\$106,170,589.93
ACCOUNT 310303 BALANCE	\$2,063,115.31				
COMMITTED FUNDS (from above)	(\$1,513,724.25)				
PROJECT FUND BALANCE (SEE NOTE 1)	\$549,391.06				

Other Project Assets
 Excess Interest Earned (see Note 2 below) \$487,541.00

Note 1: Any balance below \$739,930 is subject to withholding until Letter of Credit obligations have been satisfied.
 Note 2: Excess interest is subject to withholding until potential arbitrage issues are resolved

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JOINT SCHOOL BUILDING COMMITTEE

4/30/2008

HIGHWAY DEPARTMENT / PROJECT FINANCIAL SUMMARY REPORT

**DESIGN/BUILD/FINANCE SCHOOL IMPROVEMENT PROGRAM - Project #310303
FACILITIES WORK COMPLETION REPORT**

BUDGET 1,800,000

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
Door Hardware	\$350,000.00	\$208,330.00				
Merrimack Bldg. Supply-Hillside Door Hardware	\$68,070.00		\$0.00	100%	\$68,070.00	
Merrimack Bldg. Supply-Southside Door Hardware	\$69,200.00		\$0.00	100%	\$69,200.00	
Professional Touch - Hillside DblDoor Repair & Painting	\$2,100.00		\$2,100.00	0%		
Professional Touch - Southside DblDoor Repair & Painting	\$2,300.00		\$2,300.00	0%		
Totals	\$141,670.00	\$208,330.00	\$4,400.00		\$137,270.00	\$0.00
HVAC Sound Issues	\$425,000.00	\$423,081.28				
WJ Goode Corporation - All schools HVAC Remediation	\$1,520.25		\$0.00	100%	\$1,520.25	
Union Leader - Exp. Of Interest HVAC EngineeringSvc	\$398.47		\$0.00	100%	\$398.47	
Totals	\$1,918.72	\$423,081.28	\$0.00		\$1,918.72	\$0.00
EBU Performance Issues	\$64,240.00	\$41,869.00				
Gerard Laflamme - Webster Library 2 Exit Signs	\$650.00		\$0.00	100%	\$650.00	
Gerard Laflamme - CHS EBU & Exit Light Replacements	\$4,716.00		\$471.60	90%	\$4,244.40	
Gerard Laflamme - Pk-Varney 3 EBU Replacements	\$531.00		\$531.00	0%	\$0.00	
Gerard Laflamme - Hillside EBU/Exit Replacements	\$6,495.00		\$649.50	90%	\$5,845.50	
Gerard Laflamme - Southside EBU/Exit Replacements	\$1,963.00		\$196.30	90%	\$1,766.70	
Gerard Laflamme - West EBU/Exit Replacements	\$8,016.00		\$801.60	90%	\$7,214.40	
Totals	\$22,371.00	\$41,869.00	\$2,650.00		\$19,721.00	\$0.00
Faucet & Toilet Operation/Sensors	\$10,000.00	\$10,000.00				
Totals	\$0.00	\$10,000.00	\$0.00		\$0.00	\$0.00
Ductwork Deficiencies	\$300,000.00	\$300,000.00				
Totals	\$0.00	\$300,000.00	\$0.00		\$0.00	\$0.00
Electrical Panel and Feeder Replacement	\$254,000.00	\$233,580.00				
C&M Engineering- West Elec.Inventory & Design Riser	\$12,720.00		\$12,720.00	0%		
C&M Engineering- Memorial Elec.Inventory & Design Riser	\$7,700.00		\$7,700.00	0%		
Totals	\$20,420.00	\$233,580.00	\$20,420.00		\$0.00	\$0.00
Energy Management & CMMS Completion	\$126,760.00	\$24,426.93		0%		
Projtech - Maximo Integration & HTE Interface	\$23,774.00		\$11,617.00	51%	\$12,157.00	
Datasplce - Software & Integration Services	\$46,259.45		\$570.63	99%	\$45,688.82	
Insight - Handheld units and docking stations	\$30,464.55		\$0.00	100%	\$30,464.55	
Barcode Planet - 2/ 4slot cradles for Handhelds	\$1,123.28		\$0.00	100%	\$1,123.28	
Insight - SD Cards for Handheld Units	\$581.85		\$0.00	100%	\$581.85	
Circuit City - 1- USB Cable for Handheld	\$29.99		\$0.00	100%	\$29.99	
Radio Shack -5 - 6' USB Cables for handhelds	\$99.95		\$0.00	100%	\$99.95	
Totals	\$102,333.07	\$24,426.93	\$12,187.63		\$90,145.44	\$0.00

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FACILITIES WORK COMPLETION REPORT - CONTINUED

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
Ceiling Fire Dampers	\$50,000.00	\$50,000.00				
Totals	\$0.00	\$50,000.00	\$0.00		\$0.00	\$0.00
Wall Fire Dampers	\$50,000.00	\$50,000.00				
Totals	\$0.00	\$50,000.00	\$0.00		\$0.00	\$0.00
Duct Smokes in ETR Equipment	\$40,000.00	\$40,000.00				
Totals	\$0.00	\$40,000.00	\$0.00		\$0.00	\$0.00
Repair of Rubber Flooring at Stairs DRG Construction - West HS 52 rubber stair treads	\$5,000.00 \$4,552.00	\$448.00	\$0.00	100%	\$4,552.00	
Totals	\$4,552.00	\$448.00	\$0.00		\$4,552.00	\$0.00
Miscellaneous and Punchlist Items	\$125,000.00	\$95,300.88				
College Bound Movers - Move records from DMJM trailers	\$617.00		\$0.00	100%	\$617.00	
DRG Mechanical - Disconnect Plumbing to Trailers	\$440.00		\$0.00	100%	\$440.00	
Telephone Network Technologies-Disconnect Fiber Optics	\$320.00		\$0.00	100%	\$320.00	
Paul Cloutier-Remove decking/skirting & site restoration	\$5,800.00		\$0.00	100%	\$5,800.00	
JCR Construction - Eliminate Power to Trailers	\$1,932.12		\$0.00	100%	\$1,932.12	
LBA Inc- Hillside No Lighting Café Stairwell/Outside Light Gon	\$646.97		\$0.00	100%	\$646.97	
DRG Mechanical - Bakersville Add FTR & HTR to Gym Hall	\$19,800.00		\$0.00	100%	\$19,800.00	
FW Webb - Bakersville Add Htr. Thermostat Wire	\$79.53		\$0.00	100%	\$79.53	
Leblancs Hdwe - Bakersville Add Htr Electrical Material	\$63.50		\$0.00	100%	\$63.50	
Totals	\$29,699.12	\$95,300.88	\$0.00		\$29,699.12	\$0.00

UNENCUMBERED PROJECT FUNDS	\$0.00					
ENCUMBERED/EXPENDED TOTAL	\$1,800,000.00	\$1,477,036.09	\$39,657.63	16%	\$283,306.28	\$0.00
TOTAL	\$1,800,000.00					

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JOINT SCHOOL BUILDING COMMITTEE

HIGHWAY DEPARTMENT / PROJECT FINANCIAL REPORT

30-Apr-08

DESIGN/BUILD/FINANCE SCHOOL IMPROVEMENT PROGRAM - Project #310303

BUDGET
109,247,719

FUNDING	SOURCE:	Bond
FY03 CIP	School Revenue Bond	\$101,410,000
FY03 CIP	Gen.Obligation Bond	\$3,590,000
FY03 CIP	Earned Interest	\$3,995,000
FY05	School Admin.Funding	\$252,719

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED
INSURANCE & LEGAL					
Arthur J. Gallagher & Co.					
Insurance Administrative & Broker Services	\$250,000.00		\$0.00	100%	\$250,000.00
Primary Insurance of \$25,000,000	\$265,000.00		\$0.00	100%	\$265,000.00
Excess Insurance of \$25,000,000	\$130,000.00		\$0.00	100%	\$130,000.00
Liberty Mutual Insurance Company					
OCIP Premiums	\$1,479,523.00		\$0.00	100%	\$1,479,523.00
Workmen's Compensation Premium	\$25,000.00		\$0.00	100%	\$25,000.00
OCIP Loss Fund	\$343,396.73		\$0.00	100%	\$343,396.73
Fernando Insurance - CHS Statue Insure	\$7,500.00		\$0.00	100%	\$7,500.00
Fernando Insurance - Builders Risk Insurance	\$26,080.00		\$0.00	100%	\$26,080.00
Ropes & Gray - Consultant Services	\$138,321.64		\$0.00	100%	\$138,321.64
Albert Risk Management Consultants - OCIP	\$2,217.75		\$0.00	100%	\$2,217.75
Insurance & Legal To Date	\$2,667,039.12				
PROGRAM MANAGEMENT					
Program Management Services					
DMJM H&N (See contingency for contract amendment)	\$3,141,000.00		\$0.00	100%	\$3,141,000.00
OTHER EXPENSES					
Information Systems - Computer equipment & Remote Ser	\$1,009.95		\$0.00	100%	\$1,009.95
PSNH - West HS 3Phase High Voltage Install	\$5,000.00		\$0.00	100%	\$5,000.00
PSNH - Central HS 3Phase Primary & Transformer	\$15,205.99		\$0.00	100%	\$15,205.99
Seacoast Diversified - West HS Strip lead paint	\$4,920.00		\$0.00	100%	\$4,920.00
CED TwinState - Smyth,Jewet,Gossler Light Fixtures	\$2,815.57		\$0.00	100%	\$2,815.57
Building Permits	\$753,187.65		\$0.00	100%	\$753,187.65
United Oil Recovery -Remove oil from CHS tank	\$2,761.25		\$0.00	100%	\$2,761.25
RPF Associates, Inc. - Dust Settling Testing	\$1,772.50		\$0.00	100%	\$1,772.50
RPF Associates, Inc. - Lead Paint Testing	\$1,156.24		\$0.00	100%	\$1,156.24
Alpha Asbestos - Lead Paint Removal West HS Railings	\$2,450.00		\$0.00	100%	\$2,450.00
Alarmax - Smoke Detectors for Webster	\$669.29		\$0.00	100%	\$669.29
Highway Dept. - Pavement Patching @ Webster	\$1,975.46		\$0.00	100%	\$1,975.46
WW Grainger - Portable Blowers for Hillside/Southside She	\$809.56		\$0.00	100%	\$809.56
Century Mechanical - Southside Shelter Exhaust Fans	\$894.31		\$0.00	100%	\$894.31
Foley & Buhl Engineering - Hallsville Assessment	\$3,800.00		\$0.00	100%	\$3,800.00
Damon Insulation Co. - Insulate Rain Leader Southside	\$1,950.00		\$0.00	100%	\$1,950.00
Alpha Asbestos - Hang Plastic Southside Shelter	\$1,475.00		\$0.00	100%	\$1,475.00
RPF Associates - Memorial Asbestos Sampling	\$496.00		\$0.00	100%	\$496.00
RPF Associates - Beech Dust Settling testing	\$3,349.00		\$0.00	100%	\$3,349.00
Scott Lawson - Beech St. Abatement Consultant	\$1,660.25		\$0.00	100%	\$1,660.25
Alpha Asbestos - Classical ACM Floor Core samples	\$2,175.00		\$0.00	100%	\$2,175.00
Wood Science Specialists - CHS-C Flooring	\$1,917.30		\$0.00	100%	\$1,917.30
Pelmac Industries - Southside move intercom @ front door	\$560.00		\$0.00	100%	\$560.00
Other Expenses To Date	\$812,010.32				

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DESIGN BUILD PROJECT - PAGE 2 OF 5

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED
Design & Construction Services					
Gilbane Building Company - Base Contract	\$93,105,138.47		\$905,000.00	99%	\$92,200,138.47
Change Orders					
CO#1: Wall System Rev	\$0.00		No change in Contract		
CO#2: Cable Reroute	\$0.00		No change in Contract		
CO#3: Gym Floor Lines	\$0.00		No change in Contract		
CO#4: Jewett Repainting	\$0.00		No change in Contract		
CO#5: Middle School Structure	\$0.00		No change in Contract		
CO#6: Rebuild Chimneys	\$0.00		No change in Contract		
CO#7: Architectural, Painting & Carpentry Changes	\$0.00		No change in Contract		
CO#8: CHS-PA Refinish Auditorium Flooring	\$27,648.00		Funding from School		\$27,648.00
CO#9: MHS Stage Rigging and WHS Furniture Move	\$0.00		No change in Contract		
CO#10: Furniture Move at Central	\$12,550.00		Funding from FF&E		
CO#11: HSMS Unsuitable Soils & EBU Rewiring	\$32,724.20		Funding from Contingency		
CO#12 Hillside/Southside MS Stairs & Addition Bathroom	\$325,453.00		Funding from Contingency		
CO#13 Central Intercom/Webster Ceilings	\$16,352.00		Funding from Contingency		
CO#14 Hazmat Removal	\$848,864.12		Funding from Contingency		
CO#15 CHS Bleachers & New Divider	\$187,543.58		Funding from Contingency		
CO#15 WHS Lockers	\$102,600.00		Funding from Contingency		
CO#15 WHS Consumer Science Room	\$52,488.24		Funding from Contingency		
CO#15 Southside Restore Bleacher Integrity	\$3,888.00		Funding from Contingency		
CO#16 CHS Consumer Science Upgrade	\$81,861.20		Funding from School		
CO#16 CHS, Parkside Changes	\$7,336.00		Funding from Contingency		
CO#16 Weston Additional Painting	\$37,130.00		Funding from Contingency		
CO#17 CHS, WHS, McDonough, Bakerville, HGF, Pk-V	\$102,150.00		Funding from Contingency		
CO#18 MHS, Beech and West Various Changes	\$7,865.00		Funding from Contingency		
CO#19 MHS, WHS, Hillside, Southside, Hallsville, NW, MST	\$97,236.48		Funding from Contingency		
CO#20 MHS, CHS, Hillside, Southside, Beech	\$93,005.00		Funding from Contingency		
CO#21 MHS, CHS, WHS, Hillside, McDonough, Hallsville, MST	\$78,581.94		Funding from Contingency		
CO#22 CHS, WHS, Hillside, Southside, Parkside, Beech, Weston	\$5,745.00		Funding from Contingency		
CO#23 Beech Bleachers & Stair Treads, Bakesville Chimney Reduction	\$14,297.00		Funding from Contingency		
CO#24 Central, Hallsville, CR on Parkside	\$16,113.00		Funding from Contingency		
CO#25 Memorial, Central, Southside, Highland and Cr for Hillside	\$128,992.77		Funding from Contingency		
CO#26 CHS, MHS, WHS, Southside, McDonough, and Beech	\$312,367.16		Funding from Contingency		
CO#26 Memorial Consumer Science Upgrade	\$91,126.00		Funding from School & FF&E		
CO#27 MHS Boiler, CHS War Memorial, various credits	\$63,843.60		Funding from Contingency		
New Guaranteed Maximum Price (GMP)	\$95,852,899.76				
GILBANE WORK COMPLETED BY FACILITIES DIVISION					
Bakersville - Install Additional FTR in Cold Classrooms(DRG/Webb)	\$9,376.28		\$0.00	100%	\$9,376.28
Bakersville - Install Access Doors in FTR	\$0.00		\$0.00		
Bakersville - Secure FTR Brackets at Bottom	\$270.00		\$0.00	100%	\$270.00
CHS Garage - Resolve Garage Lighting Problem	\$0.00		\$0.00		
CHS Burns - Troubleshoot & correct compensated HW reset	\$291.00		\$0.00	100%	\$291.00
Hillside - Troubleshoot & correct compensated HW reset	\$692.11		\$0.00	100%	\$692.11
Parkside - Replace HRU Blower Motors Short Circuited	\$980.12		\$0.00	100%	\$980.12
Memorial - Repair HRU10 Drive Shaft Sheared Off Supply Fan	\$0.00		\$0.00		
Computerized Maintenance Management System (HTE)	\$16,309.24		\$2,100.00	87%	\$14,209.24
Lease of Trailers behind Southside	\$21,725.00		\$4,120.00	81%	\$17,605.00
Total Work Completed by Facilities Division	\$49,643.75		\$6,220.00		\$43,423.75
GILBANE WORK COMPLETED BY FACILITIES (JSBC 9-4-07)	\$1,800,000.00				
Work in Process	\$1,800,000.00	\$1,477,036.09	\$39,657.63	16%	\$283,306.28
Committed Balance	\$0.00	\$1,477,036.09	\$39,657.63		
Program FF&E	\$2,000,000.00				
MHS - Consumer Science Upgrade (Partial CO#26)	\$51,372.00		\$0.00	100%	\$51,372.00
WB Mason - Hillside - Administration	\$44,242.23		\$0.00	100%	\$44,242.23
WB Mason - Hillside - Classrooms	\$70,195.67		\$0.00	100%	\$70,195.67
WB Mason - Southside - Administration	\$41,001.89		\$0.00	100%	\$41,001.89
WB Mason - Southside - Classroom	\$69,325.14		\$0.00	100%	\$69,325.14
WB Mason - West HS - Administration	\$60,284.88		\$0.00	100%	\$60,284.88
WB Mason - West HS - Classrooms	\$39,720.54		\$0.00	100%	\$39,720.54
WB Mason - Central HS - Administration	\$141,151.24		\$0.00	100%	\$141,151.24
WB Mason - Central HS - Classroom	\$68,362.75		\$0.00	100%	\$68,362.75

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DESIGN BUILD PROJECT - PAGE 3 OF 5

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED
(Program FF&E-continued)					
WB Mason - Memorial HS - Classroom & Administration	\$123,314.34		\$0.00	100%	\$123,314.34
School Furnishings - Cafeteria Tables	\$210,231.10		\$0.00	100%	\$210,231.10
Central HS - Furniture Move CO#10	\$12,550.00		\$0.00	100%	\$12,550.00
Union Leader - Central HS - Ad Sidewalk Plow Inv.To Bid	\$65.61		\$0.00	100%	\$65.61
Howard P. Fairfield - Central HS - Sidewalk Plow	\$71,660.00		\$0.00	100%	\$71,660.00
Aramark-CHS,MHS,Southside,Hillside - Entrance Mats	\$10,576.23		\$0.00	100%	\$10,576.23
School District- Reimburse for CHS Portable Bleachers	\$11,700.00		\$0.00	100%	\$11,700.00
Convergent Media Systems - High School Class TV's	\$46,510.00		\$0.00	100%	\$46,510.00
Aramark - Floor Machines/Carpet Extractor for additions	\$78,832.00		\$0.00	100%	\$78,832.00
RJ Vernak - Ice House Refrigeration - Central Ice Maker	\$2,305.00		\$0.00	100%	\$2,305.00
Telephone Technologies- MHS & Southside Portables	\$10,166.00		\$0.00	100%	\$10,166.00
Telephone Technologies- CHS/Hillside/Gr.Acres Portable C	\$3,020.00		\$0.00	100%	\$3,020.00
Interstate Electric - CHS Portable Disconnect FA	\$518.00		\$0.00	100%	\$518.00
BK Systems - Gr.Acres/Hillside Disconnect FA	\$1,859.00		\$0.00	100%	\$1,859.00
GA Laflamme -Gr.Acres Power Portable/Wire FA System	\$11,212.89		\$0.00	100%	\$11,212.89
Mr. Fix-It - Gr.Acres & Hillside Portable Ramps	\$4,990.00		\$0.00	100%	\$4,990.00
Paul Cloutier - Gr.Acres/Hillside Portable Sitework	\$12,730.00		\$0.00	100%	\$12,730.00
Century Mechanical - Gr.Acres Portable Plumbing Install	\$7,225.00		\$0.00	100%	\$7,225.00
Information Systems - Printer ,Server & Software	\$20,290.74		\$0.00	100%	\$20,290.74
Hillyard - Central Safety Cabinets	\$5,025.00		\$0.00	100%	\$5,025.00
School District - Reimburse Central HS Appliances	\$3,873.91		\$0.00	100%	\$3,873.91
Pelmac-Gossler Intercom/MHS & Southside Port. Disconnect	\$462.50		\$0.00	100%	\$462.50
Perkins - Central HS Sterilizer	\$7,609.00		\$0.00	100%	\$7,609.00
Wards Natural Science -CHS,Southside,Hillside Science E	\$68,017.05		\$0.00	100%	\$68,017.05
Conway Office - Six Copiers	\$83,995.00		\$0.00	100%	\$83,995.00
Barnstead International - Central HS Distillers	\$9,965.84		\$0.00	100%	\$9,965.84
Alert Scientific Inc - Central Distiller Installation	\$1,325.00		\$0.00	100%	\$1,325.00
Decker Inc. - School Floor Savers	\$39,705.02		\$0.00	100%	\$39,705.02
Delta Education - Central Science Equipment	\$320.38		\$0.00	100%	\$320.38
Educational Innovations - Central Science Equipment	\$119.19		\$0.00	100%	\$119.19
Frey Scientific - Hillside & Southside Science Equipment	\$3,490.56		\$0.00	100%	\$3,490.56
J. Saliese & Sons - Memorial Locker Repairs	\$13,420.00		\$0.00	100%	\$13,420.00
Nasco - Memorial Art Tables	\$4,744.00		\$0.00	100%	\$4,744.00
Pasco - Central Science Equipment	\$6,594.27		\$0.00	100%	\$6,594.27
Sargent-Welch - CHS, MHS & Southside Science Equip.	\$36,881.26		\$0.00	100%	\$36,881.26
Schiavi-Portable Move Hillside,Gr.Acres,Southside&MHS	\$39,354.97		\$0.00	100%	\$39,354.97
SK Boreal Lab - Central & Southside Science Equipment	\$4,306.59		\$0.00	100%	\$4,306.59
OfficeMax - Hillside & Southside Projectors	\$1,598.00		\$0.00	100%	\$1,598.00
Tice Associates - Southside Microscopes	\$9,900.00		\$0.00	100%	\$9,900.00
Vernier Software & Tech. - Central Science Equipment	\$11,598.23		\$0.00	100%	\$11,598.23
School Furnishings - McDonough Cafeteria Tables	\$29,100.60		\$0.00	100%	\$29,100.60
JR Pepper Electric - Reinstall Light Poles MHS Rear	\$7,472.00		\$0.00	100%	\$7,472.00
Highway-Southside Extend Pkg.Lot&Curb&Remove Decks	\$6,793.67		\$0.00	100%	\$6,793.67
Home Depot - 4" Lever caps for Portable capoffs	\$15.92		\$0.00	100%	\$15.92
Evans Line Constructio - Southside Remove transformers	\$2,000.00		\$0.00	100%	\$2,000.00
Bio-Rad Laboratories - MHS Electrophoresis Station	\$2,371.27		\$0.00	100%	\$2,371.27
Carolina Biology - MHS Science Equipment	\$5,631.68		\$0.00	100%	\$5,631.68
Nasco - CHS Art Tables	\$7,945.99		\$0.00	100%	\$7,945.99
Flinn Scientific - MHS Science Equipment	\$44,091.93		\$0.00	100%	\$44,091.93
Southern NH Univ. - CHS Basketball Facility Rental 5x	\$4,050.00		\$0.00	100%	\$4,050.00
Williams Communications - Beech Intercom System	\$37,839.00		\$0.00	100%	\$37,839.00
Williams Communications - Parkside Ceiling Speakers	\$0.00		\$0.00	0%	\$0.00
WB Mason - Memorial	\$4,015.00		\$0.00	100%	\$4,015.00
WB Mason - Central	\$7,543.79		\$0.00	100%	\$7,543.79
WB Mason - Bakersville	\$14,698.19		\$0.00	100%	\$14,698.19
WB Mason - Beech	\$11,873.47		\$0.00	100%	\$11,873.47
WB Mason - Green Acres	\$14,306.41		\$0.00	100%	\$14,306.41
WB Mason - Gossler	\$3,816.40		\$0.00	100%	\$3,816.40
WB Mason - Hallsville	\$11,208.76		\$0.00	100%	\$11,208.76
WB Mason - Highland Goffes Falls	\$15,857.85		\$0.00	100%	\$15,857.85
WB Mason - Jewett	\$3,104.02		\$0.00	100%	\$3,104.02

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DESIGN BUILD PROJECT - PAGE 4 OF 5

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED
(Program FF&E-continued)					
WB Mason - McDonough	\$6,143.76		\$0.00	100%	\$6,143.76
WB Mason - Northwest	\$2,707.09		\$0.00	100%	\$2,707.09
WB Mason - Parker-Varney	\$17,030.40		\$0.00	100%	\$17,030.40
WB Mason - Smyth	\$12,001.60		\$0.00	100%	\$12,001.60
WB Mason - Webster	\$15,776.14		\$0.00	100%	\$15,776.14
WB Mason - Weston	\$17,626.68		\$0.00	100%	\$17,626.68
WB Mason - Wilson	\$6,617.93		\$0.00	100%	\$6,617.93
Apple Computer - Central 6 eMacs/6 HP All-in-One	\$5,695.10		\$0.00	100%	\$5,695.10
Stateline Sports - Southside & Parkside Volleyball Stands	\$6,100.00		\$0.00	100%	\$6,100.00
Doty & Sons - Concrete Receptacles	\$29,499.66		\$0.00	100%	\$29,499.66
WB Mason - Hillside Storage cabinets/Coat trees	\$3,585.06		\$0.00	100%	\$3,585.06
WB Mason - Southside Storage cabinets/Coat rack	\$2,767.85		\$0.00	100%	\$2,767.85
Famous Lockers - Memorial Football Lockers	\$20,800.00		\$0.00	100%	\$20,800.00
Highway Dept. - Southside Repave Parking Lot	\$13,521.15		\$0.00	100%	\$13,521.15
Traffic Dept. - Post Signs & Stripe Parking Lot	\$1,294.41		\$0.00	100%	\$1,294.41
Highway Dept. - Hillside Excavate Waterline & Pave Portab	\$2,848.32		\$0.00	100%	\$2,848.32
Penney Fence - Southside Guardrail Relocation	\$1,300.00		\$0.00	100%	\$1,300.00
DRG Construction - Install white boards in grade schools	\$4,095.00		\$0.00	100%	\$4,095.00
WB Mason - Memorial 5 Shelves	\$1,225.00		\$0.00	100%	\$1,225.00
WB Mason-Nurse panels CHS,WHS,MHS,Southside,Hillside	\$375.00		\$0.00	100%	\$375.00
Home Depot - Southside Portable Restore Site	\$967.17		\$0.00	100%	\$967.17
Otis Elevator - Decommission CHS-Prac.Arts Elevator	\$2,161.00		\$0.00	100%	\$2,161.00
BK Systems - Restore Fire Alarm Panel after Portable move	\$699.00		\$0.00	100%	\$699.00
Schiavi - Move Portable to Gossler Park	\$7,630.00		\$0.00	100%	\$7,630.00
<i>Total FF&E</i>	<i>\$1,993,921.29</i>		<i>\$0.00</i>		<i>\$1,993,921.29</i>
CONTINGENCY					
Contingency/JSBC Approved Expenses	\$5,650,000.00				
Parker-Varney & Highland Open Concept Wall Designs \$155,000	\$0.00				
Mountainside Insulation - McDonough Insulate 27 ClsRrms	\$4,860.00		\$0.00	100%	\$4,860.00
Memorial - Guardrail Relocation(PennyFence) Pave (Hwy)	\$6,518.47		\$0.00	100%	\$6,518.47
Memorial - Replace & Install Two New Boilers in CO#26	\$0.00		\$0.00		
Central HS Gymnasium - Painting in CO#21	\$0.00		\$0.00		
Central HS Granite War Memorial (in CO#27 \$26,087))	\$0.00		\$0.00		
Beech Fire Alarm Expansion JSBC 2-21-06 \$115,000					
C&M Engineering - Beech Fire Alarm Expansion	\$12,215.00		\$0.00	100%	\$12,215.00
Union Leader - Beech FA Bid Invitation (2x)	\$359.24		\$0.00	100%	\$359.24
Spillers Graphics - Beech FA Plans	\$90.36		\$0.00	100%	\$90.36
G.A. Laflamme - Beech - Fire Alarm Upgrade	\$100,300.00		\$0.00	100%	\$100,300.00
WW Grainger - Beech FA Upgrade New Fire Door Basement	\$117.00		\$0.00	100%	\$117.00
Concrete Masonry - Open Concrete Wall for New Fire Door	\$500.00		\$0.00	100%	\$500.00
Job Complete - Total Expended \$113,581.60 of the \$115,000					
Foley Buhl Roberts - Hallsville Roof Structure Evaluation	\$26,233.42		\$0.00	100%	\$26,233.42
Peimac - Central Security System Problems	\$14,124.00		\$0.00	100%	\$14,124.00
Spillers Graphics - Hallsville Clock Tower Roof Plans	\$6.00		\$0.00	100%	\$6.00
Chris Tartsa - Hallsville Clock Tower Repairs	\$3,900.00		\$0.00	100%	\$3,900.00
Gerard A. Laflamme - Hallsville Tower/Move Conduits	\$350.00		\$0.00	100%	\$350.00
Union Leader - Hallsville Roof Structure Prequal Contractors	\$589.82		\$0.00	100%	\$589.82
Beech - New metal sign & storefront entrance(In CO#26)	\$0.00		\$0.00		
Memorial - New Storage Lockers for Band Instruments	\$26,578.00		\$0.00	100%	\$26,578.00
The Grout Guy - Bakersville - Regrout Hallway Tile	\$8,400.00		\$0.00	100%	\$8,400.00
Hallsville - UPS Store Mail Bid Packets	\$14.00		\$0.00	100%	\$14.00
Hallsville - Contractor Repairs - Approved JSBC6/6/06	\$0.00				
DMJM Program Management - Contract Amendments #3 & #4	\$973,045.63		\$0.00	100%	\$973,045.63
Wiggin & Nourie, P.A. - Manchester PS GP,LLC vs City	\$417,987.89		\$0.00	100%	\$417,987.89
Memorial - Scraping,Priming,Painting Dust Collection Cyclone	\$0.00		\$0.00		
Bakersville Tech Rm Retrofit for Faculty Restroom	\$13,800.00		\$0.00	100%	\$13,800.00
Central HS Garage - Payment for Pumps	\$2,483.44		\$0.00	100%	\$2,483.44
OCIP Reserve Account - Liberty Mutual GL & WC Losses	\$103,727.75		\$0.00	100%	\$103,727.75

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DESIGN BUILD PROJECT - PAGE 5 OF 5

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED
Beech St School Lighting Project	\$1,685.00		\$0.00	100%	\$1,685.00
Southside Relocation of Hallway Lockers	\$18,200.00		\$0.00	100%	\$18,200.00
Wilson Painting & Drywall Project	\$20,800.00		\$0.00	100%	\$20,800.00
Liberty Mutual - Audit & Retro First Adjustment Statement	\$246,292.00		\$0.00	100%	\$246,292.00
Contingency/ Change Order Number & Amounts					
CO#11: HSMS Unsuitable Soils & EBU Rewiring JSBC	\$32,724.20		\$0.00	100%	\$32,724.20
CO #12 Hillside/Southside MS Stairs JSBC 11/25/04	\$325,453.00		\$0.00	100%	\$325,453.00
CO#13: Central Intercom/Webster Acoustical Ceiling	\$16,352.00		\$0.00	100%	\$16,352.00
CO#14: Hazmat Removal JSBC 3/22/05	\$848,864.12		\$0.00	100%	\$848,864.12
CO#15 CHS Bleacher/WHS Locker/Southside Bleacher	\$346,519.82		\$0.00	100%	\$346,519.82
CO#16 CHS & Parkside Changes & Weston Painting	\$126,327.20		\$0.00	100%	\$126,327.20
CO#17 CHS, WHS, McDonough, Bakerville, HGF, Parker Varney	\$102,150.00		\$0.00	100%	\$102,150.00
CO#18 MHS, Beech and West Various Changes	\$7,865.00		\$0.00	100%	\$7,865.00
CO#19 MHS, WHS, Hillside, Southside, Hallsville, NW, MST	\$97,236.48		\$0.00	100%	\$97,236.48
CO#20 MHS, CHS, Hillside, Southside, Beech	\$93,005.00		\$0.00	100%	\$93,005.00
CO#21 MHS, CHS, WHS, Hillside, McDonough, Hallsville, MST	\$78,581.94		\$0.00	100%	\$78,581.94
CO#22 CHS, WHS, Hillside, Southside, Parkside, Beech, Weston	\$5,745.00		\$0.00	100%	\$5,745.00
CO#23 Beech Bleachers & Stair Treads, Bakesville Chimney Reduction	\$14,297.00		\$0.00	100%	\$14,297.00
CO#24 Central, Hallsville and CR for Parkside	\$16,113.00		\$0.00	100%	\$16,113.00
CO#25 Memorial, Central, Southside, Highland & Cr for Hillside	\$128,992.77		\$0.00	100%	\$128,992.77
CO#26 CHS, MHS, WHS, Southside, McDonough, and Beech	\$352,121.16		\$0.00	100%	\$352,121.16
CO#27 MHS Boiler, Ceiling, CHS War Memorial, various credits	\$63,843.60		\$0.00	100%	\$63,843.60
Contingency Authorized to Date	\$4,659,368.31		\$0.00		\$4,659,368.31
Future Other Project Expenses					
Legal Expenses - Wiggin Nourie	\$50,000.00	\$36,688.16	\$0.00	27%	\$13,311.84
OCIP Reserve Account	\$217,273.05		\$63,136.13	71%	\$154,136.92
DMJM Program Management	\$174,125.63		\$0.00	100%	\$174,125.63
Finance Bond Legal Fees - Hinckley, Allen, Snyder 2004	\$1,160.00		\$0.00	100%	\$1,160.00
Total Pending Expenditures	\$442,558.68				

UNENCUMBERED PROJECT FUNDS	\$549,391.06				
ACCOUNT 310303 BALANCE	\$2,063,115.31				
COMMITTED FUNDS	\$1,513,724.25				
ENCUMBERED/EXPENDED TOTAL	\$107,184,603.69	\$1,513,724.25	\$1,014,013.76		\$106,170,589.93
TOTAL BUDGET	\$109,247,719.00				\$0.00
					\$106,170,589.93
HTE PROJECT REPORT AS OF 4/29/08	\$2,053,041.08		\$1,014,013.76		\$106,173,095.41
MY DIFFERENCE	\$10,074.23		\$0.00		(\$2,505.48)
21BDR30969 BOND FINANCING	(\$7,568.75)				
NET DIFFERENCE	\$2,505.48				

P 3-8

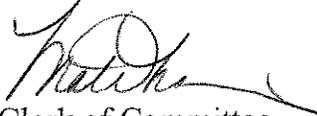
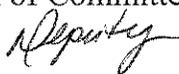
To the Board of Mayor and Aldermen of the City of Manchester:

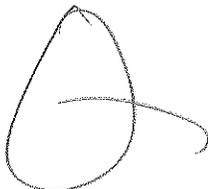
The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that the Committee has accepted the report from the School Committee on Building & Sites approving the installation of the Site Sync GPS Wireless Clock System at the Beech Street and Wilson Schools.

The Committee further requests that a detailed report identifying the costs associated with installation of the intercom system at Bakersville, Beech Street, and Wilson Schools be provided to the Committee prior to the next meeting.

(School Committee Member Beaudry, Craig, Gelinas, and Aldermen M. Roy voted yea, Alderman Sullivan was opposed; and Aldermen J. Roy was absent.)

Respectfully submitted,


Clerk of Committee




TO: Joint School Building Committee
FROM: Building & Sites Committee
RE: Clock System for Beech and Wilson Schools

At the Building & Sites Committee meeting held on March 24, 2008, the Committee reviewed recommendations relative to the above-referenced. After due and careful consideration the Committee recommends:

To approve the Site Sync GPS Wireless Clock System to be installed at Beech Street School and at Wilson School.

The motion passed by unanimous vote.

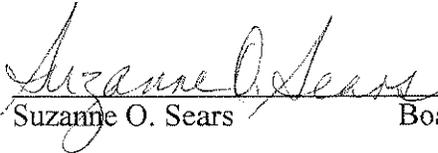
Respectfully submitted,
Arthur Beaudry, Chairman
Dave Gelinis
Joyce Craig
Jonathan Cote

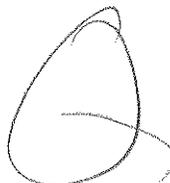
**Katherine Labanaris

*Member Absent

**Non-member attending

IN BOARD OF SCHOOL COMMITTEE
Adopted.....2008


Suzanne O. Sears Board Clerk



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 the Parking Manager to permit Mystery Gang Productions (a New York film company) to park three commercial vehicles on street, 24 hours per day, 7 days per week, on Walnut Street until June 30, 2008 be approved.

The Committee further notes that an exception to the Traffic Code exceeding seven days requires approval of Board of Mayor and Aldermen.

(Aldermen Shea, O'Neil, J. Roy, and Ouellette voted yea via poll conducted Monday, May 12, 2008; Alderman Sullivan was absent from the vote)

Respectfully submitted,


Clerk of Committee
Deputy

R

Normand, Matthew

From: Stanley, Brandy
Sent: Monday, May 12, 2008 11:23 AM
To: Normand, Matthew; Johnson, Carol
Subject: Phone Poll

Good morning:

Would it be possible to conduct a phone poll with the traffic committee today? The group is filming a movie and is living at the NHIA dorm on Walnut Street. I called Alderman Shea and he is OK with the phone poll. Question is below.

The Parking Manager requests that Mystery Gang Productions be allowed to reserve parking spaces for 3 film production trucks on Walnut Street between Amherst and Concord from May 5, 2008 and June 30, 2008. The trucks will be parked on a 24 hour basis, 7 days per week when they are not in use for filming in remote locations.

Thanks!

Brandy

The parking division is looking for a temporary waiver of Sec. 70.36(c) which prohibits on-street parking of commercial vehicles between midnight and 5:00 a.m.

Shea - LM yes

O'Neil - LM yes

Sullivan - no VM

J. Roy - yes

Ouellette - yes

R

5/12/2008



City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

May 6, 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) Michael Poisson to succeed Jack Brady as an alternate member of the Planning Board, term to expire May 1, 2010;
- (2) Adam Schmidt to succeed Jay Cadorette as a member of the Conduct Board, term to expire October 1, 2010;
- (3) William Whitmore to succeed Omer Beaudoin (resignation) as the labor member of the Fire Commission, term to expire May 1, 2009.

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

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William R. Whitmore
138 Fox Hollow Way
Manchester, NH 03104
(603)669-4801

This is a request to the Mayor and Board of Aldermen to consider giving me an appointment to the Manchester Fire Commission.

Career – Retired USPS Letter Carrier

Affiliations –

US Army Veteran – Vietnam

National Association of Letter Carriers – Member and former Safety Officer
Branch 44, Manchester NH

NH AFL-CIO – Vice President 1999 – 2000

American Legion Henry J. Sweeny Post #2 - Vice Chairman
Manchester, NH

Disabled American Veterans – Member

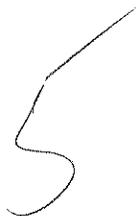
Governor's Veterans Commission – Member
Concord, NH

Education –

Lincoln Street Elementary School
Central High School
NH College

I am married with two grown children and a third generation Manchester resident.

I hope my attributes of honesty, integrity, and dependability in conjunction with a real desire to give back to the City of Manchester would qualify me as a candidate for the fire commission.



ADAM J. SCHMIDT

246 Cranwell Drive, Manchester, NH 03103 Home: (603) 634-0038 Cell: (603) 785-4973

adamjschmidt@comcast.net

EDUCATION

Master's in Public Administration

University of New Hampshire, December 2006

Bachelor of Arts in Politics

Saint Anselm College, May 1999

PROFESSIONAL EXPERIENCE

Legislative Specialist : Bianco Professional Association, Concord, NH
(August 2001-present)

Identify, analyze, and track legislation for clients. Develop legislative strategies and coordinate communication with legislators and executive branch regulators. Consult with trade associations on management, communication and membership issues.

Collections Manager: Beliveau, Fradette, Doyle & Gallant, Manchester, NH (January 2000 – August 2001)

Managed collection of extensive portfolio on behalf of local and national lending and credit interests.

Intern/Assistant to the Mayor of Manchester: City of Manchester, Manchester, NH (September 1998-December 2000)

Communications with constituents. Develop scheduling and policy planning for the Office of the Mayor.

ORGANIZATIONS/INTERESTS

Board Member – Moore Center Services, Manchester, NH (2004 – present)

Election Worker – City of Manchester (1999 -2008)

St. Pius X Church Member



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

The Committee on Lands & Buildings respectfully recommends, after due and careful consideration, that a request from the Shapiro Family Trust to place a 15-foot bronze sculpture of a bull on the Eastern end of the Hands Across the Merrimack bridge be approved and further that the Department of Parks, Recreation, and Cemetery be responsible for maintaining the sculpture.

To accommodate meeting the conditions of placement, an ordinance amendment has been submitted with the request to be adopted under suspension of the rules at the May 20, 2008 Board meeting.

(Aldermen Smith, Osborne, J. Roy voted yea via poll; M. Roy remains unrecorded; and Gatsas was not reached)

Respectfully submitted,


Clerk of Committee
Deputy

9

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending Section 96.00: Parks, Recreation and Cemetery Established of the Code of Ordinances of the City of Manchester by adding subsection (E) which places the responsibility of maintenance of the bronze bull sculpture at the Hands Across the Merrimack Bridge under the department.”

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.

§ 96.00 PARKS, RECREATION, AND CEMETERY ESTABLISHED.

(A) Pursuant to Charter § 3.02 there is established a Department of Parks, Recreation and Cemetery.

(B) The department head shall be the Superintendent of Parks, Recreation and Cemetery who shall be appointed as provided by Charter § 3.03.

(C) The Department of Parks, Recreation and Cemetery shall also include a Parks, Recreation and Cemetery Commission consisting of five members who shall be appointed as provided by Charter § 3.14 and the commission shall have those duties and responsibilities as assigned by the Charter.

(D) The Department of Parks, Recreation and Cemetery shall be responsible for city parks, recreational facilities and programs, including school athletic facilities, and public cemeteries and shall perform such other duties as are prescribed by federal, state and local law.

(E) **The Department of Parks, Recreation and Cemetery shall be responsible for maintaining the silicone bronze sculpture of a bull to be erected at the Eastern end of the Hands Across the Merrimack Bridge.**

- II. This ordinance shall take effect upon passage.

9

Kevin A. Sheppard
Public Works Director



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

CITY OF MANCHESTER
Highway Department

May 7, 2008

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

Attention Ms Carol Johnson, City Clerk

Dear Members of the Board:

Mr. Richard Johnson has applied for a pension under the "Old Retirement System". Mr. Johnson has devoted 41 years and 9 months of service to the City of Manchester Highway Department.

The Pension will be in the amount of 1867.66 per month, which is one-half of his regular wages and will be effective June 1, 2008.

Your consideration and approval of this request would be appreciated

Sincerely

Kevin Sheppard, PE
Public Works Director

Cc: Human Resources
Benefits Coordinator
Highway Commission

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City of Manchester

INFORMATION FORM FOR MUNICIPAL PENSIONS

DATE: May 7, 2008

Applicants Full Name: Richard B Johnson Age: 67

Address: 400 Silver Street Manchester NH 03103

Date of Birth: December 29, 1940 Place of Birth: Manchester NH

Length of Continuous Service: Forty one years nine months

Reason For Pension: Years of Service

Annual Salary: \$44,824.00

Amount of Pension Approved: \$1,867.66 Monthly

Beginning: June 1, 2008

Was Pension Request Approved by the Board, Commission or Official supervising the Department Where the Applicant was Employed?

Approved By Kevin Sheppard, Public Service Director

Annual Salary \$44,824.00 divided by 2 = \$22,412.00 divided by 12 =
\$1,867.66

10

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.

11-1 / 15-1

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;

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- 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;

- 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: _____

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Update



City of Manchester, New Hampshire

Class Specification

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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 thorough 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;

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- 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 Date: Feb 21, 2006

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Update



City of Manchester, New Hampshire

Class Specification

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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.

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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;

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- 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: _____

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Update



City of Manchester, New Hampshire

Class Specification

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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;

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- 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;

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- 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.

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Approved by: _____ Date: _____

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

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City of Manchester New Hampshire

In the year Two Thousand 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.

City of Manchester New Hampshire

In the year Two Thousand 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:

(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.

City of Manchester
New Hampshire

In the year Two Thousand 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:

~~(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 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. "

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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;

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.

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City of Manchester
New Hampshire

In the year Two Thousand and Eight

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.

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 **Eight**

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 **Eight**

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 of Manchester.

B) Issue, manage and account for revenue from all municipal parking leases within the City of Manchester.

C) Manage, operate, maintain and account for the revenue from all municipal parking garages with the City of Manchester 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 of Manchester 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 and tasks set forth above.

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