

## AGENDA

### BOARD OF MAYOR AND ALDERMEN

June 3, 2008  
Mayor and all Aldermen

7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> 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:  
395 Lowell Street  
465 Crestview Circle  
250 Coolidge Avenue  
305 Rockland Avenue  
1177 Union Street  
275 Trolley Street  
273 Merrimack Street  
108 Sixth Avenue  
74 Sagamore Street  
76 Weston Street  
220 South Hall Street

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

- B. Pole Petitions:  
11-1198 Eleven poles on South Willow Street.  
11-1204 One poles on Pinecrest Road.

**Informational to be Received and Filed**

- C. Communication from Carol Johnson, City Clerk, advising that the next regular meeting of the Board of Mayor and Aldermen is currently scheduled for July 1, 2008.
- D. Communication from Comcast updating the Board on their progress in providing additional High Definition (HD) programming to Manchester customers.
- E. Communication from Comcast informing the Board that they are altering certain cable packages offered by the company and noting that changes will affect less than 1% of their customers.
- F. Manchester Economic Development Office Quarterly Report for the period ending March 31, 2008.
- G. Manchester Transit Authority minutes and reports for April 2008.

**REFERRAL TO COMMITTEE**

**COMMITTEE ON FINANCE**

**H. Resolution:**

“Authorizing the Finance Officer to make certain budgetary closings for Fiscal Year 2008.”

**REPORTS OF COMMITTEES**

**COMMITTEE ON PUBLIC SAFETY, HEALTH & TRAFFIC**

- I. Recommending that regulations for standing, stopping, parking and operation of vehicles be adopted as noted and those inconsistent therewith be repealed.  
*(Unanimous vote)*
- J. Recommending that the request from the Parking Manager to extend the Parking Control Officer Pilot Program until September 30, 2008 be approved.  
*(Unanimous vote)*

- K.** Advising that a request from Greenman-Pedersen for signage on South Willow Street, Driving Park Road, and LeClerc Circle was approved for directional signage only.  
*(Unanimous vote)*
- L.** Advising that a request to replace “No Trucks Allowed” signage from I-293 to West Baker Street and Brown Avenue/Calef Road was approved under a 90-Day pilot program.  
*(Unanimous vote)*
- M.** Recommending that the portion of the Traffic Calming Initiative relative to imprinted crosswalks on Massabesic Street, near Old Falls Road, be referred to the Highway Department and Alderman Osborne for review and implementation.  
*(Unanimous vote)*

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

4. Nominations to be presented by Mayor Guinta, if available.  
**Ladies and Gentlemen, what is your pleasure?**
5. Confirmation of nominations made by Mayor Guinta:  
**Heritage Commission**  
Jeffrey J. Nyhan to fill a vacancy as an alternate member, term to expire  
January 1, 2011.  
**Ladies and Gentlemen, what is your pleasure?**
6. Report(s) of the Committee on Community Improvement, if available.  
**Ladies and Gentlemen, what is your pleasure?**
7. Mayor Guinta advises that a motion is in order to recess the meeting to allow the Committee on Finance to meet.
8. Mayor Guinta calls the meeting back to order.

9. Report(s) of Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
  
10. Report(s) of the Committee on Bills on Second Reading, if available.  
**Ladies and Gentlemen, what is your pleasure?**
  
11. Communication from New Horizons requesting that the Board restore \$36,000 to the agency that was eliminated as part of the overall City budget.  
**Ladies and Gentlemen, what is your pleasure?**
  
12. Communication from Amoskeag Industries, Inc. requesting payment of a 20% share of the City's net proceeds from the sale of the Sargent Museum at 88 Lowell Street.  
**Ladies and Gentlemen, what is your pleasure?**
  
13. Resolution: **(A motion is in order to read by title only.)**  
  
"Authorizing the Finance Officer to make certain budgetary closings for Fiscal Year 2008."  
**A motion is in order that the resolution pass and be enrolled.**

#### **TABLED ITEMS**

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

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

"A Resolution appropriating to the Central Business Service District the sum of \$244,000 from Central Business Service District Funds for Fiscal Year 2009."

*Note: Recommendation from Central Business Service District (CBSD) requesting amendments as enclosed; An additional report from the Interim Planning Director is also enclosed.*

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

*(Tabled 5/19/08)*

15. Appropriating Resolution: (A motion is in order to read by title only.)

“Continuation of the Central Business Service District.”

*Note: Recommendation from Central Business Service District (CBSD) requesting amendments as enclosed; An additional report from the Interim Planning Director is also enclosed.*

- **Should the Board so desire, motions to amend the resolution would be in order.**
- **Following amendments, if any, a motion is in order that the Resolution pass and be Enrolled (as amended if so done).**

*(Tabled 5/19/08)*

16. Appropriating Resolution: (A motion is in order to read by title only.)

“A Resolution appropriating to the Manchester School District the sum of \$140,000,000 for the Fiscal Year 2009.”

*Proposed actions:*

- **Should the Board so desire, motions to amend the resolution would be in order.**
- **Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled (as amended if so done).**

*(Tabled 5/19/08)*

17. Appropriating Resolution: (A motion is in order to read by title only.)

“A Resolution appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,826,500 from School Food and Nutrition Services Revenues for Fiscal Year 2009.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled (as amended if so done).**

*(Tabled 5/19/08)*

18. Communication from Carol Johnson, City Clerk, providing the Board a report on the current status of activities at the Office of the City Clerk.

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

*(Tabled 2/19/2008)*

19. 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

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

*(Tabled 06/05/2007)*

20. 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.)*

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

*(Tabled 09/05/2006)*

21. 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.*

22. NEW BUSINESS  
A. Communications  
B. Aldermen

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

CITY OF MANCHESTER, NH  
**PETITION FOR POLE LOCATION LICENSE**

POLE LOCATION  
FORM NO. 1

May 20, 2008

*To the Hon. Board of Mayor and Aldermen  
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE**

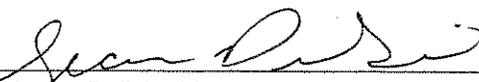
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License eleven ( 11) pole(s), 14/173X, 14/173Y, 712/X, 712/Y, 712/1PB, 14/165Y, 14/165YPB, 14/165PB, 14/164PB, 14/163PB, 14/MH1, 14/MH2 located on South Willow Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1198  
Dated: 5/18/2007

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY:   
Jeana Delisle, Licensing Specialist

*Conditions upon which The Pole Location License cited on reverse side is Granted:*

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, 1(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

# POLE LOCATION LICENSE

POLE LOCATION  
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_ It appearing that the public good requires it, it is hereby

## ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 20th day of May, 2008.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1198, dated 5/18/2007 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License eleven ( 11) pole(s), 14/173X, 14/173Y, 712/X, 712/Y, 712/1PB, 14/165Y, 14/165YPB, 14/165PB, 14/164PB, 14/163PB, 14/MH1, 14/MH2 located on South Willow Street in the City of Manchester.

Granted By Vote of Board of Mayor  
and Aldermen, subject to approval  
of surveyor of Highways at meeting  
of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_  
\_\_\_\_\_, Surveyor

ATTEST \_\_\_\_\_  
Carol Johnson, City Clerk

Received \_\_\_\_\_ at **Manchester** and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service of New  
Hampshire.

ATTEST \_\_\_\_\_  
Carol Johnson, City Clerk

# POLE LOCATION PLAN

DATE	<u>05/18/2007</u>	LICENSE NO.	<u>11-1198</u>
MUNICIPALITY:	<u>Manchester</u>	STATE HWY. DIV. NO.	<u>5</u>
STREET / ROAD:	<u>South Willow Street</u>	STATE LICENSE NO.	
PSNH OFFICE:	<u>Hooksett</u>	WORK REQUEST#	<u>961533</u>
PSNH ENGINEER:	<u>John Amato</u>	WORK FINANCIAL #	<u>9Y710585</u>
TELCO ENGINEER:		TELCO PROJECT #	

Pole Numbers		Pole Sz-CI	Eq BH	INDICATE NORTH WITH AN ARROW							Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			INSTALL POLE	REMOVE PB	REF	100% LTS	J/O	100% TEL					
14 173	no tel											Reference Pole		
14 173X	no tel											reference Pole		
14 MH1										500'		Manhole in municipal Row	M	
14 MH2										500'		Manhole in Municipal ROW	M	
14 166	no tel	50 cl 2										Reference Pole		
14 165Y	no tel	50 cl 2										Reference pole		

B-4

# POLE LOCATION PLAN

DATE 05/18/2007  
 MUNICIPALITY: Manchester  
 STREET / ROAD: South Willow Street  
 PSNH OFFICE: Hooksett  
 PSNH ENGINEER: John Amato  
 TELCO ENGINEER: \_\_\_\_\_

LICENSE NO. 11-1198  
 STATE HWY. DIV. NO. 5  
 STATE LICENSE NO. \_\_\_\_\_  
 WORK REQUEST# 961533  
 WORK FINANCIAL # 9Y710585  
 TELCO PROJECT # \_\_\_\_\_

Pole Numbers		Pole Sz-CI	Eq BH	INDICATE NORTH WITH AN ARROW							Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			INSTALL POIF	REMOVE PB	REF	100% LTS	J/O	100% TEL					
Riser Poles to feed new South Willow St URD 														
14	no	50cl2										Lt o set 100 % PSNH pole and anchor L#4739		
173	tel											Lt to set 100 % PSNH pole		
14	tel	50cl2										Lt to set 100 % PSNH pole		
173X														
14	no	50cl2										Lt to set 100 % PSNH pole		
173Y														
14	no	50cl2										Lt to set 100 % PSNH pole		
174	tel											L#4739		
14	no	50cl2										Lt to set 100 % PSNH pole and anchor L#11-263	M	
175	tel													
South Willow St														
712	no	50cl2										Lt to set 100 % PSNH pole	M	
X	tel													
712	no	50cl2										Lt to set 100 % PSNH pole	M	
Y	tel													
Harvey Rd .														
712	no	50cl2										Lt to set 100 % PSNH pole & PB	M	
1	tel											L#11-718		
712														
1PB														
712	425	50cl2										Lt to set jt 50 cl 2	M	
2	157											L#11-718		

# POLE LOCATION PLAN

DATE 05/18/2007  
 MUNICIPALITY: Manchester  
 STREET / ROAD: South Willow Street  
 PSNH OFFICE: Hooksett  
 PSNH ENGINEER: John Amato  
 TELCO ENGINEER: \_\_\_\_\_

LICENSE NO. 11-1198  
 STATE HWY. DIV. NO. 5  
 STATE LICENSE NO. \_\_\_\_\_  
 WORK REQUEST# 961533  
 WORK FINANCIAL # 9Y710585  
 TELCO PROJECT # \_\_\_\_\_

Pole Numbers		Pole Sz-CI	Eq BH	INDICATE NORTH WITH AN ARROW							Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			INSTALL POLE	REMOVE	REF	100% LTS	J/O	100% TEL					
14 166	no tel	50cl2								30'		Lt to set 100 % 50 cl 2 & anc L# 11-721	M	
14 165Y	no tel	50cl2								145'		Lt to set 100 % 50 cl 2 Lt set 100% PB	M	
14 165	no tel	50cl2								145'		Lt to set 100 % Lt 50 cl 2 & PB L# 4739	M	
14 164	no tel	50cl2								140'		Lt to set 100 % 50 cl 2 & PB Lt set 100% PB	M	
14 163	no tel	50cl2								110'		Lt to set 100 % 50 cl 2 & PB Lt replace PB L#4739	M	
14 162												reference pole L# 11-721	M	
<p>For old Pole Removal please see pole plan for Storm # 858895</p>														

CITY OF MANCHESTER, NH  
**PETITION FOR POLE LOCATION LICENSE**

POLE LOCATION  
FORM NO. 1

May 7, 2008

*To the Hon. Board of Mayor and Aldermen  
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE  
&  
FairPoint Communications, Inc.**

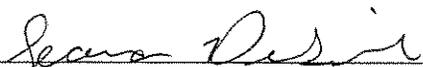
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one ( 1) pole(s), 973/9S located on Pinecrest Road in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and FairPoint Communications, Inc.".

Plan No. 11-1204  
Dated: 4/22/2008

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY:   
Jeana Delisle, Licensing Specialist

**FairPoint Communications, Inc.**

BY:   
Right of Way Department

*Conditions upon which The Pole Location License cited on reverse side is Granted:*

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, 1(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

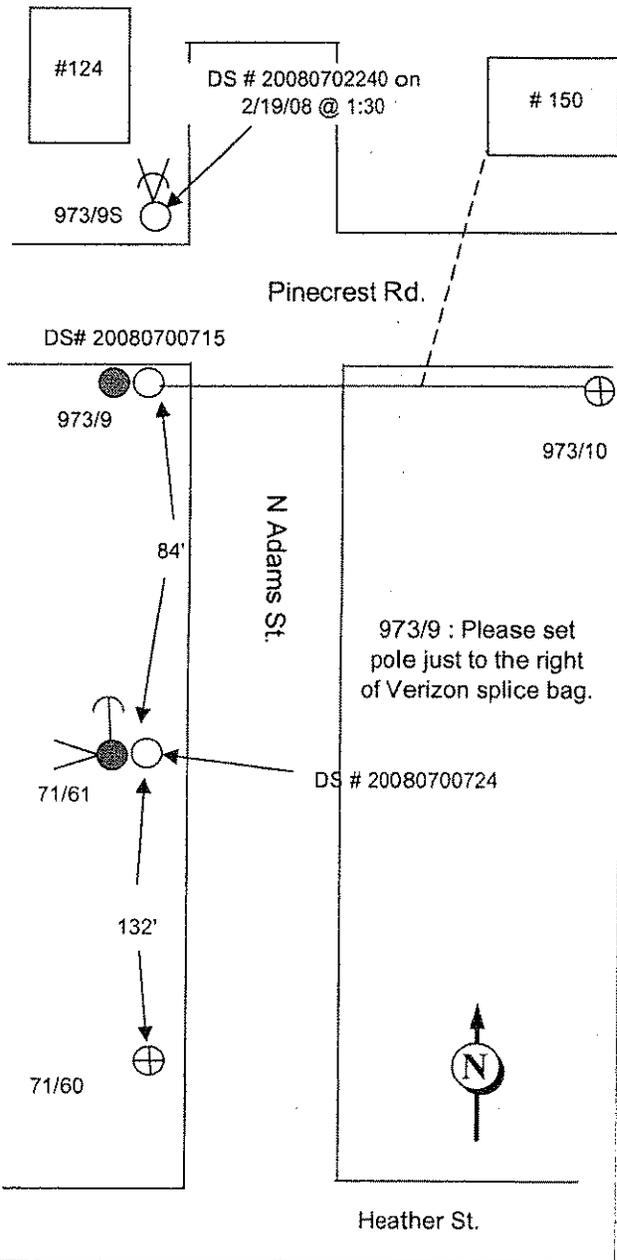


# POLE LOCATION PLAN

PUBLIC SERVICE OF NEW HAMPSHIRE and FairPoint Communications, Inc.

DATE	<u>04/22/2008</u>	LICENSE NO.	<u>11-1204</u>
MUNICIPALITY:	<u>Manchester</u>	STATE HWY. DIV. NO.	<u>5</u>
STREET / ROAD:	<u>Pinecrest Road</u>	STATE LICENSE NO.	
PSNH OFFICE:	<u>Hooksett</u>	WORK REQUEST#	<u>1075988</u>
PSNH ENGINEER:	<u>Dan Pariseau</u>	WORK FINANCIAL #	<u>810101</u>
TELCO ENGINEER:	<u>Wayne Hackett</u>	TELCO PROJECT #	<u>9AA7PF</u>

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL POI F PB	REMOVE	REF	100% LTS	J/O	100% TEL	Span	DIST. FROM EOP	Remarks	DOC REQ
LTS	TEL												
<u>973/9S</u>	<u>223/6S</u>	30-4	JT									PSNH to set new JT 30-4 Stub pole & anch	M
<u>973/9</u>	<u>223/6</u>	35-5	JT									PSNH to set JT 40-3	
<u>71/61</u>	<u>219/50</u>	35-5	JT									PSNH to set JT 40-3	





# CITY OF MANCHESTER

*Office of the City Clerk*



**Carol A. Johnson**  
City Clerk

**Matthew Normand**  
Deputy City Clerk

Memo To: Board of Mayor and Aldermen

From: Carol A. Johnson  
City Clerk 

Date: May 28, 2008

Re: July Meeting

The regular meeting of the Board of Mayor and Aldermen is presently scheduled for Tuesday, July 1, 2008. Unless otherwise ordered by the Board to change the date due to the holiday week, the meeting will be held on that date.

C



May 20, 2008

***Certified Mail, Return Receipt Requested***

The Honorable Frank Guinta  
Mayor/Board of Alderman  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101

Dear Mayor and Members of the Board:

In keeping with our ongoing efforts to provide regular updates regarding our service in Manchester, I would like to inform you about an effort underway at Comcast to fulfill customer demand for more High Definition (HD) programming and advanced digital services. As you may know, most of our customers today receive digital cable, and a significant and rapidly growing portion of this digital majority also subscribe to HD service. Because we are committed to offering more HD programming than any other provider and to meeting our customers' desire for even more HD content, we are taking steps now that will allow us to deliver more than 1,000 HD choices by the end of this year. In addition to increased HD choices, our customers have told us they expect us to continue enhancing popular digital features and services like On Demand and Digital Video Recorders.

To accommodate this significant expansion of digital and HD services (we currently offer about 500 HD choices a month), we will be changing the channel positions of a small number of cable networks this July, moving them to our digital service. Because more than 70 percent of our New England customers receive digital cable service today, most Comcast customers will continue to receive these networks without interruption. For the balance of our customers, these networks will no longer be viewable without a digital converter box. For those analog customers who would like to continue to view this programming, we will be offering them one free digital box for a year and a discount on additional outlets. This offer will allow current analog customers to enjoy the benefits of digital cable, including a clearer picture, access to On Demand programming, parental controls and an Interactive Program Guide. As you may know, our primary competitors – the satellite and telephone companies – do not offer any analog service and require that all of their customers either rent digital boxes or purchase expensive satellite receivers.

The move of these analog networks is scheduled to begin on July 15, 2008. As is our practice, we will be notifying affected customers about this initiative in a variety of ways, including sending them a letter (copy attached), calling them and when possible, visiting their home. Additionally, customers can visit a newly created website – [www.comcastdigitalworld.com](http://www.comcastdigitalworld.com) – to get their questions answered or contact us 24x7 by phone at 1-800-COMCAST or via live chat at [www.comcast.com](http://www.comcast.com). And, as previously communicated, Comcast will continue to offer basic cable as an analog service through and after the separate, unrelated event of the federally-mandated Broadcast Digital Transition, which applies only to broadcast television stations.

Manchester, NH

Page 2

For local residents who are interested in upgrading from analog to digital service, it is easy to switch simply by requesting a digital converter box or scheduling a professional installation. Again, let me point out that we will be offering analog customers a free digital box for a year, and that there will be no additional programming fee as a result of the channel adjustments.

Comcast's goal is to offer our customers the best quality, the most choices and the greatest value in home entertainment, and we will continue to invest in our network, in customer service and in new technologies in order to meet that goal. Please do not hesitate to contact me at 603-224-0957, ext. 202 should you have any questions about the information I have enclosed here or about our service in general.

Respectfully,



Bryan Christiansen  
Sr. Manager of Government Relations

Enclosure: Sample Customer Communication

## -Important information about your Service-

Effective 7/15/2008, the following channels will be moving to a new channel number and service level:

Network Name	Current Channel	Current Service Level	New Channel	New Service Level*
CN8	3	Basic	188	Basic
TruTV	27	Expanded Basic	186	Digital Starter
MSNBC	40	Expanded Basic	251	Digital Starter
EWTN	56	Expanded Basic	238	Digital Starter
Inspiration	56	Expanded Basic	234	Digital Starter
BCTV	56	Expanded Basic	268	Digital Starter
Hallmark	58	Expanded Basic	208	Digital Starter
PIN	95	Expanded Basic	No Longer Available	
NJT	56	Expanded Basic	No Longer Available	

\* In order to continue to view the programming listed, you will need to subscribe to the digital package stated. Digital converter box and remote necessary to receive digital programming (current monthly service charge of \$3.95) are not included. Not all programming and services available in all areas. Other restrictions apply. Call 1-800-COMCAST complete details. ©2008 Comcast. All rights reserved. 40

The following high-definition channels will now be included in the following packages:

TNT HD	Digital Starter
ESPN HD	Digital Starter
MOJO	Digital Starter
UHD	Digital Starter
HD Theater	Digital Starter
National Geographic Channel HD	Digital Classic

A high-definition cable box is required to view programming in HD.

### **Why is Comcast moving analog channels to the digital lineup?**

- By moving channels to digital we create capacity for more HD channels, faster Internet speeds and other enhancements in response to customer demand.

### **How does digital cable service benefit me?**

- Digital cable customers enjoy a host of features and benefits that are not available with analog service. Video On Demand, the Interactive Program Guide, Music Choice, enhanced picture quality and Parental Controls are all enabled by a digital converter box. Digital cable service also allows for advanced services like Digital Video Recorders and High Definition viewing.

### **What will it cost me to change my service to digital cable?**

- To continue receiving the channels that will be moving to digital cable, you will need a digital set top box. The fee for a standard-definition digital box with remote control is only \$3.95 per-month. Please visit [www.comcastdigitalworld.com](http://www.comcastdigitalworld.com) or call 1-800-COMCAST for more details.

### **How difficult is it to make the switch to digital cable?**

- The transition to digital cable is quick and easy and there are several options available to you: 1) You can pick-up a digital converter box at your local service center, 2) we can ship you a digital converter box and a self-installation kit at no charge or 3) you can schedule a professional installation.

For more information about these changes, to locate service centers near you or to learn more about the benefits of digital video service and current discount offers, please call 1-800-COMCAST or visit [www.comcastdigitalworld.com](http://www.comcastdigitalworld.com).



RECEIVED  
MANCHESTER DIGITAL SERVICE

May 23, 2008

*Via Certified Mail Return Receipt Requested*

'08 MAY 27 P2:47

The Honorable Frank Guinta  
Mayor/Board of Alderman  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101

Dear Mayor and Members of the Board:

As part of a multi-year initiative to standardize programming and pricing, I am writing to inform you that Comcast will be making some changes to certain cable packages. These changes will affect a minimal number (less than 1%) of our customers. As a result of the changes, some customers will need to contact Comcast if they want to continue receiving digital services.

Effective June 29, 2008, Comcast will be discontinuing the following cable packages: Digital Platinum, Digital Sports Package, Digital Standard and the Premier Pack. The impact to the customer is dependent on the package to which the customer currently subscribes.

- Customers who subscribe to the **Digital Sports Package** will no longer receive the programming contained in this package, and their monthly bill will be decreased by \$6.95. Many of these channels and more are available by subscribing to the Sports Entertainment package for a monthly price of \$7.95, providing greater value with additional programming.
- Customers who subscribe to the **Premier Pack** will no longer receive the programming contained in this package, and their monthly bill will be decreased by \$7.95. Many of these channels are available by subscribing to the Sports Entertainment package for a monthly price of \$7.95.
- Customers who subscribe to the **Digital Platinum package** who also subscribe to Expanded cable will see the name of this package change on their bills to the Digital Premier and Sports Entertainment package. While the monthly price will stay the same for these customers, they will experience greater value with additional programming like CBS College Sports Network and Soapnet. Basic cable customers who have subscribed to this package without subscribing to Expanded cable will no longer receive digital services. Channels in this package will either be available in other tiers of service or are no longer offered. These customers may contact us to subscribe to another available package if they wish to continue receiving digital services. The programming in the Sports Entertainment package will be included in the Digital Premier and Sports Entertainment package, therefore customers who currently subscribe to this package in addition to the Digital Platinum package will see a decrease in their monthly bill of \$7.95.

Manchester, NH

Page 2

- Customers who subscribe to the **Digital Standard package** who also subscribe to Expanded cable will begin to receive the Digital Preferred and the Sports Entertainment packages. While the monthly price will stay the same for these customers, they will experience greater value with additional programming like Flix and Soapnet. Basic cable customers who have subscribed to this package without subscribing to Expanded cable will no longer receive digital services. Channels in this package will either be available in other tiers of service or are no longer offered. These customers may contact us to subscribe to another available package if they wish to continue receiving digital services. Lastly, customers who currently subscribe to both Digital Standard and the Sports Entertainment package will see a decrease in their monthly bill of \$7.95.

We will be notifying each affected customer of the specific change impacting their Comcast service by letter beginning May 28<sup>th</sup>. In addition, we will be calling many of the affected customers to explain the change and offer to review available packages that may best suit their viewing needs so they do not experience a disruption in service. Again, these changes affect only a limited number of our customers.

I also wanted to provide an update on a commitment made earlier this year to offer our customers 1,000 High Definition (HD) choices at any given time by years end. On May 19, we announced that we had passed the half-way point, with 500 choices – up from about 200 at the beginning of the year. We will be adding additional HD choices throughout the year to meet our goal.

Should you have any questions about the information contained herein or about our services in general, please do not hesitate to contact me at 603-224-0957, ext. 202.

Respectfully,



Bryan Christiansen  
Senior Manager of Government and Community Relations

# Manchester Economic Development Office

## Quarterly Report

For Period Ending March 31, 2008

### Economic Development Marketing

The City's marketing campaign continues to gain momentum as community and business leaders offer support for and participate in the effort. With the foundation of the campaign built, MEDO has set out to deploy, grow and measure the success of the campaign.

1. YourManchesterNH.com: The Economic Development Office web site launched in July of 2007 is currently receiving almost 800 visitors each month with a total of 2,351 for the first quarter of 2008. Approximately 75% of these are first time visitors. Our web presence is our principal vehicle for raising Manchester's visibility, attracting new businesses and conveying relevant information to existing and prospective businesses, investors, entrepreneurs and residents while also providing an easy connection to MEDO staff.

#### Notable web site statistics:

- The average visit time on the site is three minutes, with users extending visits up to 9 minutes. They visit anywhere from 3 to 7 pages, on average; an indication that the content has relevance and value.
- The five pages on the web site most frequently accessed are: Quick Facts (an easy-reference page about Manchester); Grow Your Business/Available Properties; our homepage (in fact, 800 people this quarter typed our Web address directly into their browsers); Live Here/Shopping and Dining (indicating that our focus on selling Manchester's quality of life is spot on); and Greater Manchester Profile (another page detailing Manchester highlights, including population, location, etc.).
- The top key words used for searches by our visitors include "jobs," "population," "restaurants," "shopping," "airport" and "housing."
- We receive regular and significant attention from users in Canada, specifically Quebec, including 50 hits from Canada this quarter. Most of the hits extend from Montreal.
- We have received visits from every state, across the nation. The states with the largest number of visitors to the site in order are: Massachusetts, New York, California, New Jersey, Illinois, Texas, Florida, Connecticut and Pennsylvania.
- During the first quarter of 2008, we received 449 visits from Massachusetts, with over 100 of them coming from the Boston area and the majority of the others coming from north of Boston. This is particularly significant since we have focused intently on the northern Massachusetts market.
- The state of New York generated 166 hits last quarter with well over 100 of those coming from New York City. Again, Manchester's visibility is clearly being raised among our target audiences.
- Though the number of out-of-state visitors was substantial, the site received the largest number of hits last quarter from New Hampshire, including 706 from

Manchester – an indication that the site has value to local businesses and residents and contributes to our business retention efforts.

2. Capitalizing on the Primary: New Hampshire's first-in-the-nation primary in January provided Manchester with an outstanding opportunity to promote itself on an international as well as national scale. With well over one-hundred foreign journalists stationed in Manchester for the Primary, MEDO partnered with the Chamber of Commerce and US State Department to create a comprehensive online media kit crafted specifically for the foreign press with detailed information about the state, our City, local landmarks, photo-ops, important local resources, maps and other items to make coverage of the NH Primary and therefore Manchester, thorough and accurate. We worked with several foreign journalists to connect them with quotable sources and find stories pertinent to their home countries. The electronic press kit was housed on the Chamber's web site for journalists' easy access. In addition, a press kit with maps, print materials and Manchester branded promotional gifts such as hats and pens were also distributed to each of the journalists. The feedback we received from the State Department and journalists was highly positive with a particular emphasis on how helpful the press kit was and their gratitude for the Manchester mementos they received.

Also in January, while the buzz around the Primary was still fresh, MEDO ran regionally placed advertisements in TIME, Newsweek, US News and World Report and Sports Illustrated that played on the presidential primary theme. This placement was targeted to the Boston and Boston North area and reached nearly 200,000 people. The ad included a version of our web site address that allowed us to measure several dozen hits that came directly from the ads.

3. 55% Initiative: MEDO is working with the University System of New Hampshire on its 55% Initiative, an effort targeting the attraction and retention of young professionals, particularly graduates of New Hampshire colleges and universities. We think this worthy endeavor connects directly with our work in Manchester, as we continue to market our city to young professionals and college graduates – the dynamic labor force our businesses need. Kate Benway has presented and spoken many times over the last quarter with University System Chancellor Stephen Reno and Associate Vice Chancellor Matt Cookson about the importance of the attracting and retaining young professionals and college graduates. She is working with Matt Cookson, along with several senior-level marketing college classes across the state, on a pilot marketing program aimed at this age group. That program will debut in Manchester first, with full roll-out across the state to follow.

Marketing Manchester successfully requires that we utilize a variety of media with sufficient frequency to reach our target audiences. Industry studies have shown that it typically takes from six to eight “touches” to influence an individual consumer’s decision making process and the decision making processes involved in business start-ups, relocations or investments tend to be particularly lengthy and complex. MEDO’s marketing efforts including print ads, the Web site, direct mail, and other efforts are focused intently on providing assistance to current as well as

prospective businesses, developers, investors, entrepreneurs and residents to ensure that they get the information and contacts that they need, that their experiences and associations with Manchester are positive and provide us the opportunity to tell the Manchester story.

### MEDO Revolving Loan Fund Activity

The City of Manchester's Revolving Loan Fund (RLF) has not received any applications in the past quarter. During this last quarter, however, at least three prospective applicants have visited the MEDO office and met with staff to discuss the RLF program and share their business plans with us. A restaurant operator with a solid business plan and well thought-out financial projections is currently finalizing the application. A specialized oak furnisher manufacturer is completing a site selection process before submitting an application. The third prospective applicant owns title and marketing firms. Based on feedback received, it is clear that the lending market has become more constrained and is making the RLF's two to one private match requirement difficult for some of the potential applicants. This requirement has delayed at least one applicant from completing the submission. The requirement of one new full-time equivalent job per \$10,000 lent also appears to be a barrier. Staff intends to propose changes to RLF lending rules in the near future to increase the pool of prospective borrowers so that the RLF can better fulfill its purpose.

The Revolving Loan Fund currently has six active loans. Approximately \$210,000 remains available to lend.

### Convention Center Feasibility Study

A draft of the Convention Center Feasibility study has been completed. The Convention Center/Performing Arts Center Steering Committee is reviewing the report and expects to work with the consultants from HVS to finalize the report before the end of the fiscal year. HVS considered seven central city sites in their overall assessment before narrowing their recommendations as well as three alternative ways in which a facility could be developed. Part of the assessment includes a review and evaluation of the hotel market as any new or reconfigured convention center space will need to have proximity to existing or additional hotel rooms. Manchester is viewed by event planners as a secondary market, meaning most convention and trade shows that a new or improved venue would capture are regional in nature. For this reason, the availability of parking facilities will be an important consideration. The greatest challenge will be cost since it appears likely that any new facility would require significant public sector investment.

A Performing Arts Center Feasibility Study, also being conducted by HVS, is nearing completion as well. There has been some evaluation of incorporating an adaptable performance space into convention center planning. The Convention Center/Performing Arts Center Steering Committee should be receiving a draft of the findings in the near future from HVS. The study has involved interviews with similar sized (1200-4000 seat) venues in the Northeast, to get a sense of market demand. Another significant consideration is the

operations of such a facility. For this reason, HVS also conducted a focus group with performing arts groups in the area to see if there was local capacity to manage such a facility already in place. As with the convention center study, most similar venues built recently have required a strong public private partnership

#### Self Assessment/Benchmarking Project

The Northeastern University Center for Urban and Regional Policy (CURP) has partnered with National Association of Industrial and Office Properties (NAIOP), to create a practical set of tools for local governments to better position themselves to attract industry, private investment, sustainable tax base and high quality, good paying jobs. The initial piece of the program is the Self-Assessment Tool. This tool identifies strengths and weaknesses within the community through responses from the community to two hundred questions regarding ten categories of importance.

Anticipated outcomes:

- To participate in the program to evaluate and compare Manchester to other cities within New Hampshire, New England and throughout the United States;
- To take the results of the comparison data and review it for areas both where Manchester could improve processes as well as identify strengths;
- To research processes that are working in other municipalities and see if Manchester can incorporate them into our local systems;
- To use the results of the self-assessment to develop more effective ways to attract new businesses to our community;
- To gauge Manchester's readiness to compete for private sector investment;
- To compare Manchester's relative strengths and weaknesses against competing jurisdictions;
- To enhance Manchester's power to effect positive change in policies and procedures;
- To gain access to sophisticated practical tools and strategies;
- To gain access to the latest and best information and training;
- To gain a certain visibility to the development community;
- To gain recognition by federal and state economic development program officials;
- To enter into an enduring long-term relationship through which Manchester can improve its practice of economic development.

Two funding applications to cover the \$5000 cost of the self-assessment are pending with NH DRED and the Community Technical Assistance Program (I-93 widening funds)

#### Brownfields Assessment Program

Working in conjunction with Southern New Hampshire Planning Commission, MEDO Staff is participating in a US EPA funded program to inventory and evaluate petroleum contaminated sites and develop remediation plans and make them ready for redevelopment. The project, anticipated to run through July 2010, will be the first step in gaining development interest in sites that are presently not considered of high interest.

### Other Investment Incentives

MEDO staff continues to work with current or potential businesses and property owners who are interested in making improvements or growing their businesses in the City. In addition to the Revolving Loan Fund, available incentives include the Community Revitalization Tax Relief Incentive (RSA 79-E), Section 108 loans, and the CROP Zone program. Staff is in discussions with representatives from the NH Department of Resources and Economic Development to investigate the creation of additional CROP Zone areas in Manchester.

### Parking Division

On January 15, the Parking Division completed the In Vehicle Parking Meter pilot program. The program was extremely successful and currently the contract with the winning vendor, ePark Systems, is being negotiated. The program allows EZ-Pass type payment options for frequent downtown parkers. Customers receive a meter from the manufacturer and activate it when parking. When the meter is activated, it is placed on the curbside dashboard and the Parking Control Officers refer to the meter for enforcement.

Other notable accomplishments include the following:

1. Development of a Late Fee Forgiveness program for presentation to the BMA. The program eliminates late fees during its course (May 15<sup>th</sup> through July 15<sup>th</sup>) and allows people to come in and settle up old parking tickets.
2. Worked with the Finance Department to lay the groundwork for accepting credit card payments for parking tickets online, which will be rolled out as a part of the Late Fee Forgiveness program.
3. Held a Downtown Parking Summit to garner input from downtown stakeholders with an eye toward reconfiguring parking rates and hours of enforcement in the downtown area. The 4 input sessions were held at the downtown Public Library on the afternoon of Wednesday February 13 followed by a morning session on Thursday February 14.
4. Initiated negotiations with the ownership group of Wall Street Tower to exchange parking rights in the garage for some concession (yet to be determined) of the outstanding debt due to the City. An initial meeting with all applicable City staff and the ownership group is scheduled for April 29<sup>th</sup>.

Parking Manager Brandy Stanley was also very active in making arrangements to accommodate the Media in the time leading up to and during the Presidential Primary. Bob Wheelock, Senior Producer, ABC News Special Events, wrote the following in a note to MEDO Director Jay Minkarah on January 16:

“I am writing to let you know what a truly wonderful experience the ABC News team had while covering the New Hampshire primary. We had a heck of a lot of people and

equipment, servicing all of our broadcasts, radio, affiliates and international clients and it was by all standards a huge success. A great deal of that success can be attributed to Brandy Stanley who time and again helped us out.

Beginning back in the fall when we are surveying for anchor locations through our Primary coverage on Tuesday January 8th, Brandy was there with us. Helping on issues with parking and locations, but also helping us with getting in touch with other city officials, basic Manchester geography, and snow removal. Her work ethic and ability to juggle problems and come up with quick, simple solutions was a great addition to our team.

Just wanted to spread the good word and say thank you for the help of you[r] department and again for the fantastic work on our behalf by Ms. Stanley. She helped make it much easier than it should have been!"

### Jac Pac Site

Plans for redevelopment of the Jac Pac site, now known as River's Edge, continued to progress through the first quarter of 2008. On January 25, the Brownfields Eligibility application, a key component of the project, was submitted to the state. An April approval was anticipated (received on April 17). Elliot Hospital also received notification that the Certificate of Need for the proposed ambulatory care facility was approved during the same week. On January 31, Anagnost Investments presented a conceptual plan to the Planning Board. The project proposal appeared to be well received. The preparation of engineered plans for submittal to the Planning and Zoning Boards continued throughout the quarter for submittal in early April. During the same time, alternative financing opportunities for the project's various components were actively pursued.

### Riverwalk Place/Chinburg Development

Sales of vacant units at Riverwalk Place picked up dramatically after a substantial price reduction was announced in March. Of the 24 townhouse units built to date, 21 have now either been sold or are under agreement. Interest in the Hands across the Merrimack Bridge appears to have contributed as well. A cooperative marketing initiative between area property owners, businesses and MEDO staff has reached a consensus around branding the area bounded by Granite Street, Elm Street, Queen City Avenue and the Merrimack River as Manchester's *River District*.

### Northwest Business Park @ Hackett Hill

The approval process for Phase One of the Northwest Business Park at Hackett Hill got back on track with the hiring of Jim Gove of Gove Environmental Services to facilitate state wetlands and site specific permit approvals and the related hiring of Dr. Robert Roseen of UNH to assist in the design of porous pavement parking lots and other stormwater management improvements. On February 7, 2008, the NH Department of Environmental Services agreed to extend the review

period for the pending permit applications to May 26, 2008 with a resubmittal deadline of April 11. The applications are currently pending; however staff is confident that the approvals will be granted in the near future.

### Seal Tanning & Granite Street Lots

On January 25, proposals were received from two property owners/developers in response to the RFP issued on December 7, 2007: 1848/1850 Associates (Kamen Companies) and Brady Sullivan. To qualify, proposals had to provide for the development of additional parking and the substantial rehabilitation of space within historic or potentially historic buildings in the vicinity. Factors considered in evaluating the proposals included the value of buildings proposed for rehabilitation, amount of parking to be provided, cost, and the potential compatibility, desirability and value of proposed uses. A review committee consisting of Planning & Community Development Director Robert MacKenzie, Parking Manager Brandy Stanley, Finance Director William Sanders, Sean Thomas of the Mayor's office, Alderman Mark Roy, and Economic Development Director Jay Minkarah in consultation with other City departments reviewed the applications and conducted interviews with the proponents.

On February 28, the review committee forwarded a recommendation to the Lands & Buildings Committee to accept the 1848/1850 Associates proposal with several conditions. On March 3, the Lands & Buildings Committee voted to recommend the Brady Sullivan Proposal after a lengthy discussion. At its March 4 meeting, however, the Board of Mayor & Aldermen voted to accept the 1848/1850 Associates proposal after receiving an offer to increase the purchase price to \$1,520,000. Staff was authorized to prepare a purchase & sales agreement.

### UNH Expansion

The committee planning for a technology oriented expansion of the UNH Manchester campus continued its efforts through the first quarter of 2008. An approximately 40,000 square foot addition to the existing building is contemplated that would be situated entirely on existing UNH property. Lavalée Brensinger was engaged to develop a preliminary concept design for discussion purposes. On February 4, a legislative breakfast was held at UNH Manchester to introduce the concept to members of Manchester's legislative delegation and other local officials. MEDO Director Jay Minkarah serves on the planning committee.

### Commuter Rail

The New Hampshire Rail Transit Authority (NHRTA) was very active during the first quarter of 2008. Important efforts included working for passage of HB 1404 relative to rail liability, pursuit of potential funding sources and continued dialogue with Pan Am Railways and the MBTA. The NHRTA's priority is restoring commuter/passenger rail to the *Capital Corridor* the name recently adopted for the line from Lowell to Concord through Nashua and Manchester. The NHRTA is chaired by Senator Peter Burling. Manchester Representatives include MEDO Director Jay Minkarah, Airport Director Mark Brewer and Southern New Hampshire Planning Commission Director David Preece.

### Manchester Development Corporation

MEDO continues to staff the Manchester Development Corporation (MDC). The MDC generally meets on the second Friday morning of each month. The MDC has not undertaken any recent new investments, however, a \$1,000,000 line of credit was approved for the MHRA/City to assist in funding improvements to the Northwest Business Park at Hackett Hill. The MDC has a strong interest in promoting development of the business park and is entitled to 10% of the proceeds from the sale of any lots. The MDC is also working with City staff on a proposed refinancing of the Wall Street Tower development. The MDC currently holds a secured note in the amount of \$2,366,557 with an interest rate of 9.25% and an unsecured note in the amount of \$3,787,000 with an 8% interest rate. The loans originally date from a second mortgage executed in 1985, but were refinanced and split into secured and unsecured notes in 1990. Both loans are due in full in 2015 with interest. Discussion with the building's ownership is on-going.

### Other Activities

In addition to the projects and programs described above, MEDO staff worked with other departments and organizations on several projects including the Highway Department in planning for improvements to the Gaslight District and Elm Street between Lake and Valley Streets, In-Town Manchester's North of Bridge Charrette and the MTA in planning for a Downtown/Millyard shuttle service. MEDO Staff also continues to work with various property owners, developers, real estate professionals, businesses and others to pursue opportunities for development, redevelopment and investment in the City.

**MANCHESTER  
TRANSIT AUTHORITY**

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



JOHN H. TRISCIANI, CHAIR  
PETER ESCALERA, VICE CHAIR  
JOSEPH DESELLE  
MAUREEN A. NAGLE  
CAROL WILLIAMS

DAVID SMITH  
EXECUTIVE DIRECTOR

May 28, 2008

Ms. Carol Johnson, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Carol,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, May 27, 2008. Enclosed are the approved Minutes of the April 15, 2008 Special Meeting, April 29, 2008 Commission Meeting, April 2008 Financial Report, and April 2008 Ridership Report.

The next scheduled Commission Meeting will be Tuesday, June 24, 2008 at 5:00 PM.

If you should have any questions, please feel free to contact me at extension 632.

Very truly yours,

A handwritten signature in black ink that reads 'Karyn Bennett'. The signature is written in a cursive style with a large, looped 'K' and 'B'.

Karyn Bennett  
Assistant Executive Director

KB:cr

Enclosures

**MANCHESTER  
TRANSIT AUTHORITY**

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



JOHN H. TRISCIANI, CHAIR  
PETER ESCALERA, VICE CHAIR  
JOSEPH DESELLE  
MAUREEN A. NAGLE  
CAROL WILLIAMS

DAVID SMITH  
EXECUTIVE DIRECTOR

Manchester Transit Authority

April 15, 2008 Special Commission Meeting

**MEMBERS PRESENT:**

Chairman John H. Trisciani  
Vice Chairman Peter Escalera  
Commissioner Joseph Deselle  
Commissioner Maureen A. Nagle  
Commissioner Carol Williams

**PERSONNEL PRESENT:**

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

1. a. Chairman TRISCIANI called the special meeting to order at 5:00 PM.
- b. Mayor's Budget Proposal – FY 2009. SMITH said the purpose of this meeting was to discuss necessary actions to meet the Mayor's budget for FY 2009. He explained our budget was submitted to the Mayor and included a request for an increase in City contribution of \$102,000; for a total of \$1,278,000 in local funding for FY 2009. The Mayor recommended a local contribution for transit of \$900,000; this would be a shortfall in the City's contribution of \$378,000, a reduction of \$276,000 (23%) from current budget. While the City contributes about 29% of operating costs, the Federal government provides a match to those City funds. The Federal share is greater than the local share because the match for many operating expenses is 50/50, but for StepSaver expenses and

preventative maintenance it is 80/20. The total shortfall of local and Federal contributions together amounts to \$756,300 (estimated).

Staff looked at several actions to be taken which included looking at line item budget, staffing, overhead, revenue increase in fares, and a service decrease. All actions will be necessary to address the funding shortfall.

**Line Item Budget Reductions:** SMITH submitted a list of line item expenses totaling \$27,800 that could possibly be eliminated and amounts to \$14,451 in transit savings.

**Staff Overhead:** SMITH estimates \$60,000 in staff reduction. He explained the Cost Allocation Plan details the cost breakdown between transit and school functions. Achieving a transit savings will impact the school operation. The total staff cost for transit is \$270,000; \$60,000 is almost a 25% reduction in staff.

**Fare Increase:** SMITH presented a comparison of transit fares in the northeast. Our current \$1.00 adult fare compares with other transit properties except Burlington, VT and Portland, ME are higher. He presented 2 fare increase options; a 25% increase to \$1.25 and 50% increase to \$1.50. He explained when fares are increased ridership decreases by industry standard 3% to 4% for every 10% increase. Based on current level of service, if we increased 25% our income would increase about \$50,000 but we would lose over 30,000 riders, and a 50% increase would increase our revenue \$89,000 but we would lose 61,500 passengers. SMITH recommended the 50% increase because the Mayor's budget impact is so great. ESCALERA asked if ridership would bounce back after time. SMITH replied there is an immediate decrease and wears off to some extent over time. WHITTEN said people start putting more of a conscious effort into car

pooling or consolidating trips so they do all their errands once a week.

WILLIAMS feels the increased StepSaver fare is a hefty increase because those clients have limited income. TRISCIANI feels it would force some of those clients to take the fixed route service, if they are able.

**Service Reduction:** SMITH said after taking these actions (line item reductions, staff overhead, and fare increase), we would still have an estimated \$650,000 loss of local income and federal income which equates to 15,000 hours of service per year. During our budget presentation to the Mayor he asked for information on the impact of level funding this year. SMITH explained level funding requires a reduction of 5,300 hours, equivalent to the hours of service we provide on Saturdays. If we cancel Saturday service, that leaves us with 10,000 hours left to eliminate on weekdays to meet the Mayor's proposed subsidy.

WHITTEN discussed route productivity and ridership. He reported a 9.6% weekday increase in riders on fixed routes since July 2007 and a 9.48% increase in StepSaver riders. There has been growth every month since inception of COA except for the #2 Hanover St/Dartmouth Hitchcock and #11 Front St/Hackett Hill. The #11 is no longer in service on Saturday and #2 no longer services East Industrial Park Drive. The five weakest performing routes are #1 Bridge St/Dartmouth Hitchcock, #5 River Road/SNHU, #7 Prospect/VA Hospital, #9 DW Highway/North Side Plaza, and #11 Front St/Hackett Hill Rd. The #10 Valley and #8 So. Willow routes are more productive on Saturday than during the week. The #2 Hanover St/Massabesic has peak ridership at 6:30AM and 2:30 PM. The #4 Elliot Hospital's peak is 10:00 AM through 3:00 PM, and #13 Bedford's peak is middle of the day.

SMITH said they are making preliminary recommendations to eliminate the 5 least productive routes; #1 Bridge, #5 River Road, #7 Prospect/VA Hospital, #9 DW Highway, and #11 Front Street. These routes are primarily residential so they don't have big shopping or employment concentration. We also need to consider that people transfer from route-to-route throughout the City, and the routes without high concentrations of shopping and work trips, are the routes that generate the riders for the other routes. SMITH discussed a survey done by SNHPC before the COA implementation; 42% ride to work, 22% go shopping, and 13% go to school. The largest age category is between 25 to 44 years of age. Seventy percent (70%) are adults, use the bus almost every day, and have no valid drivers' license, with 76% having no car available. This underscores the nature of ridership and the fact that our riders really need the service we provide. SMITH doesn't anticipate coming up with a service plan tonight.

He said this Board must inform the Mayor and Aldermen about what we must do to meet the Mayors' proposed budget. The Board of Mayor & Aldermen might not conclude their budget until June; so we must hold a public hearing prior to finalization of the budget regarding the fare increase and service reduction if we expect changes to become effective July 1<sup>st</sup>.

WILLIAMS asked how many employees would be laid off if we cut service. SMITH said until we put a service plan together we will not know the exact number of transit operators, but 15,000 hours in lost service would be about 8 drivers.

NAGLE said the Commissioners have to be proactive and let people know that we need public transportation. TRISCIANI agreed this Board and all employees have to be proactive to get the information out to the public and to their aldermen. SMITH said when we have our budget presentation before the Aldermen, one item that is always discussed is that the MTA is an enterprise fund, we do our own banking. In the last few years we did spend down our cash account, as requested by Aldermen in prior years. However, we have to maintain a cash account in order to pay the bills. The school operation gets paid at the end of the month on a 12-month cycle where in the past we were on a 9-month cycle. We have reduced our cash requirement for school service. The transit operation is more of a problem because our fiscal year begins in July, the Federal fiscal year begins in October, and they are never ready to issue a grant immediately. Last year CANTWELL filed this fiscal years' grant in August and even though we filed early, the grant was not approved until March 28<sup>th</sup>. This is the reason why we need cash in our account.

SMITH said on a monthly basis payroll is \$250,000, fuel \$75,000, health insurance \$65,000, and vehicle insurance \$50,000. These are some of the monthly expenses that we must continue to pay while we wait 9 months for a grant to be awarded. CANTWELL explained that in March we did not do a check run for 2 weeks and came within one day of not having payroll covered. If the City had not given us their monthly subsidy on time, there would have been no money for payroll. Our cash balance got as low as \$13,000 in March.

ESCALERA said City officials want to encourage development in Manchester and want companies and CEO's to come here but we must have a good school

system in place for their children. TRISCIANI agreed they aren't going to move into the City just because they have a job here, they will be looking at what Manchester and surrounding towns have to offer.

SMITH said another issue that has to be addressed is the CMAQ grant application for the downtown shuttle bus. He explained in 2005 we were requested by the Mayors' Office, Planning Department, Economic Development Department, and SNHPC to take the lead in applying for a CMAQ grant for a downtown circulator. We went through a 15-month approval process, which was a state-wide competition, and Manchester's project was chosen but couldn't be funded until 2009 due to CMAQ money being granted for the I-293 Project. That money is available in 2009 and we have been working with Economic Development and Planning Department to determine how to implement this project. That was before the Mayor recommended the cut. SMITH asked the Board if they wanted to still be the lead agency on that grant. SMITH said it is proposed that service would be paid for by parking revenue and we would not have any operating cost participation, however, should MTA continue a project to initiate a new service for the downtown circulator when we can't get people to and from work.

TRISCIANI recommended placing flyers on the transit buses regarding the Mayors' proposed budget. All Commissioners agreed. SMITH said staff would work with SNHPC on a detailed service plan and try to preserve what service we can.

SMITH explained all transit systems that receive Federal funds report detailed data to the FTA in the National Transit Database Report. We have pulled data for 10 transit systems in New England that compare in size to Manchester from the

FTA's website. Manchester has a very basic level of service and is the lowest of the 10 systems in terms of its concentration of service to its population, annual service hours per capita.

TRISCIANI requested SMITH give the Mayor and Aldermen the information given to this Board, so when the flyers are posted on the buses they will know what their constituents are talking about. All Commissioners agreed.

With no further business to come before the Board, NAGLE made a motion to adjourn the meeting at 6:50 PM. Seconded by ESCALERA. All Commissioners in favor.



Manchester Transit Authority

April 29, 2008 Commission Meeting

**MEMBERS PRESENT:**

Chairman John H. Trisciani  
Vice Chairman Peter Escalera  
Commissioner Joseph Deselle  
Commissioner Maureen A. Nagle  
Commissioner Carol Williams

**PERSONNEL PRESENT:**

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

1. a. Chairman TRISCIANI called the meeting to order at 5:07 PM.
- b. Approve Minutes of March 25, 2008 Commission Meeting. ESCALERA made a motion to approve the Minutes of March 25, 2008 Commission Meeting.  
Seconded by NAGLE. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. Financial Report for March 2008. NAGLE made a motion to approve the Financial Report for March 2008. Seconded by DESELLE.  
Transit Operation: CANTWELL reported revenues were \$324,642; \$25,952 (8.69%) more than budget. Farebox, tickets, and shuttle revenues were \$4,545 (15.73%) more than budget. Farebox averaged \$875 per day. The significant variances for revenue were the sale of fuel and maintenance services for City vehicles, advertising revenue increased, and we received an insurance claim

payment for vehicle repair. Transit expenses were \$362,495; \$22,811 (6.72%) more than budget. Significant variances were driver labor was higher due to the COA and mechanic labor was higher due to snow removal.

**School Operation:** CANTWELL reported revenue was \$203,861; \$8,618 (4.06%) less than budget as school athletic and charter revenues fell behind budget for the month. School charter revenue was \$5,900 less than budget this month and behind by \$5,400 year-to-date. School expenses were \$240,059; \$20,209 (7.76%) less than budget. Significant variance this month was in labor which was \$9,200 less than budget; \$7,300 for school bus drivers and \$2,500 for mechanics due to snow day cancellations, reduction in charter work, and maintenance department doing inspections and snow removal.

The check register was reviewed. TRISCIANI questioned the \$7,000 Keyspan invoice asking if that was for 2 months. CANTWELL replied that is the March invoice. The accounts receivable was reviewed. TRISCIANI said during the next School District contract negotiations, negotiate that the School District assume the responsibility of paying charter invoices for individual schools, rather than the MTA waiting 120 days to get paid.

All Commissioners in favor of approving March 2008 Financial Report.

b. **Operations Reports for March 2008.**

**Transit-School Report:**

**Transit:** BENNETT reported Howard Ende from First Transit did a site visit to review our StepSaver Program and they have implemented some of his recommendations. On March 25<sup>th</sup> the indecent exposure case went to court and

the defendant made an agreement and did not have to appear before the judge. He is no longer permitted to ride an MTA bus.

**School:** On March 15 Barbara Gagne and Karen Burkush from MSD, Captain Soderburg and District Chief Campasano from MFD, and Parker Varney principal Calanan met to discuss the school bus accident on February 15<sup>th</sup>. During this meeting we discussed procedures for future responses. During the month we successfully licensed 2 school bus drivers and have an additional 4 in training. We have 75 active school bus drivers with 3 on extended leave. We operated 113 charters. The MPD swat team had a training session in the yard on March 21<sup>st</sup> utilizing our transit and school buses to perform drills to access a bus. On March 25<sup>th</sup> the Training Coordinator and part-time dispatcher attended a substance and drug abuse workshop to recognize the signs of employees working under the influence. Training must be done every other year. NAGLE thanked WHITTEN and dispatcher Georgiana Alcus for being at the college on Earth Day explaining bus schedules.

**Transit-School Statistics Ridership Report:** WHITTEN reported that ridership was very strong this month. Passengers per revenue hour are up to 11.36. Average fare was 82 cents. It was an excellent safety month; collisions were down to 1.99 per 100,000 miles. Drivers are doing a fantastic job keeping themselves and everyone on the road safe. Complaints were up but that is to be expected with the budget. Total miles operated per road call were low. All the inspections are completed 100%.

The #9 DW Highway is the only route not to see the across the board jumps that we've had. For the first time in several months the U-pass ridership and

StepSaver ridership fell about 6%. There were no missed trips and 40,000 passenger boardings this month and over 1,000 boardings on StepSaver. There was 1 vehicle collision and no passenger accidents. TRISCIANI asked about the U-pass billing for Manchester Community College (MCC). SMITH will check into this.

WHITTEN reported on the Ridership comparison report stating all routes are up where we would expect them. The malls continue to be more productive simply by cost per passengers per revenue hour. The #9 D. W. Highway is the weakest route.

WHITTEN reported we have entered into an EPA grant process with other City departments for diesel emissions, this is 100% funded so won't require a local match. Part of this grant would enable us to convert a vehicle to biodiesel and we are researching particulate filters and such for the school and transit buses to make them greener and reduce our carbon footprint in the community. We are working with the Highway, Water Works, Parks and Recreation, and Fire Departments so the grant will be a city-wide joint venture and each department pulling inventory together.

**Maintenance Report:** BEAUREGARD reported there was 1 transit road call and no vehicles were towed. They did 16 out of 16 inspections and outside repairs were higher this month. He explained there was overtime because they hired a new utility person and he had to be trained for his CDL license. This resulted in an employee coming in early to cover his work. One mechanic was tied up the entire month getting 26 City vehicles ready for State inspection. Road calls were high in school, but low in transit & E&H. Inspections were on-target.

## NEW BUSINESS

3. a. **FY 2008 Year End Budget Projection.** SMITH said the year-end budget status has been discussed by the Board of Mayor and Aldermen (BMA) with the Fire and Highway Departments. The Aldermen have called a meeting to talk about where they are at year-end so we did a year-end projection in the event we are asked. The budget expectation at year-end projects we would use about \$10,000 of our equity to support the level of operation. One reason we will be over is because we increased the level of service in December to resolve the schedule performance problems. Our materials and supplies budget will be over, but when we take out the City fuel we saved about \$25,000 in materials and supplies. TRISCIANI said lower materials and supplies could be attributed to most of the fleet being new.
- ESCALERA made a motion to accept the year-end projection to be mailed to the BMA. Seconded by DESELLE. All Commissioners in favor.
- b. **Proposal for Bus Line Inspection at Gillig.** SMITH said in prior years the Board has approved bus line inspections when new buses have been ordered and are in production. The amount is within the \$5,000 limit for Management decision, but since this is a First Transit proposal he is requesting Board approval. He explained for any order over 10 buses, the FTA requires that there be a factory inspection. That means the purchaser must have a representative on hand at the factory during the entire production. This is not required for purchases under 10 buses, but it is a good idea. One great value is that FTA requirements for Buy America requires at the end of production we visit the factory personally and review all their invoices to determine that those invoices for the parts are of

American origin. The total cost to have the inspection is less than the airfare it would cost to send someone to the factory. The proposal is \$500 per bus, last year it was \$488 per bus, for a total of \$1,500. Eighty percent would be paid for as a capital expense and SMITH recommended approval. DESELLE made a motion to accept First Transit's \$1,500 proposal for the bus line inspection.

Seconded by NAGLE. All Commissioners in favor.

## OLD BUSINESS

4. a. Plan to Meet City Budget. SMITH said at the April 15<sup>th</sup> Special Board Meeting he presented our estimate on what it would take to meet the Mayors' \$900,000 contribution level. At that meeting it was an estimate and we identified about \$15,000 in line item savings, \$60,000 in staff layoffs, and considered recommending a 50 cent fare increase which would take away 30% of our service and illustrated how much service would be impacted.  
  
SMITH explained during the past 2 weeks CANTWELL and WHITTEN have spent a great deal of time focusing on service and budgetary planning and making the service fit within the budget. They found that our estimates were too low and the impact is much greater than we had anticipated. We have already implemented several of the savings in the line item budget list. On the \$60,000 staff savings, we are now estimating it would be 3 positions of the 14 staff positions. This would result in a reduction of support for drivers on the street with an increased concern for safety. When they were working on the 50 cent fare increase, they found that increase was unworkable because it was too high and would result in lower ridership and lower revenue, so they went back to the 25 cent fare increase. With the line item changes, staff reduction, and fare

increase, service has to be cut 47%. Our projection of what that would do is eliminating all Saturday service, eliminate the lowest ridership route which is the #9 D. W. Highway, recombine routes #1 Bridge/Dartmouth Hitchcock and #7 Prospect/VA Hospital, and have every route operating on Saturday service level. Starting time would be no earlier than 8:00 AM and ending by 5:30 PM. Routes 3 Brown Ave/Airport and Route 11 Front Street would be operating only 2 trips in the morning and 2 trips in the afternoon. That is as much as we could afford to provide with the Mayors' \$900,000 budget.

WHITTEN and CANTWELL also looked at current level funding from the City. It was determined we could do the line item cuts, save about \$10,000 in staff overtime for street coverage, and if we reduce the fares from \$1.50 to \$1.25 we would have relatively little impact on service. The recommendation they made was to eliminate #9 D.W. Highway which averages 2 to 3 people per trip and that would be the only impact in service and retain Saturday service.

SMITH suggests continuing campaigning very strongly to preserve the service level but he would also suggest if they have opportunity to talk to Aldermen and they say some budget reduction is necessary, that staff would advocate for level funding. This level of service would be equivalent of losing two drivers, but based on turnover it would not require lay-off. ESCALERA made a motion to mail this information out to the BMA. Seconded by NAGLE. All Commissioners in favor.

- b. **Legal Notice for Publication of Program of Projects.** SMITH said we have scheduled a public hearing for May 14<sup>th</sup>. The public hearing is to meet federal requirements for any fare increase or service changes that exceed a certain

threshold and provides an opportunity for the public's input. If we have to cut service July 1<sup>st</sup>, we minimize the impact by doing it as early in the year as we can. The Program of Projects (POP) is an annual publication requirement and in most years we can meet that requirement without advertising because SNHPC advertises and publishes their biennial TIP notice program and all of our projects are in the TIP program. Since we have to publish a POP this year he incorporated it into the Notice of Public Hearing.

### **OTHER BUSINESS**

5. a. NAGLE explained Juanita Leach is a legally blind student and started to circulate a petition throughout the college. This petition has been mailed out to the BMA. SMITH explained the drivers got 996 signatures on a petition and have sent the petition to the BMA. Commissioners are thankful for what the drivers and Juanita Leach are doing.
- b. **Date for Next Meeting.** Tuesday, May 27, 2008.

With no further business to come before the Board, WILLIAMS made a motion to adjourn the meeting at 6:05 PM. Seconded by ESCALERA. All Commissioners in favor.



Transit

April 2008

**Manchester Transit Authority  
Income Statement Transit  
For the Ten Months Ending April 30, 2008**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
<b>Farebox Revenue</b>					
Farebox Revenue	\$20,728.89	\$18,330.00	\$200,574.57	\$179,775.00	\$20,799.57
Adult Fares	2,324.00	2,300.00	19,324.75	23,000.00	(3,675.25)
Adult Monthly Fares	3,388.00	2,400.00	37,502.00	24,000.00	13,502.00
Senior Citizens Fares	805.00	1,000.00	7,985.00	10,000.00	(2,015.00)
Senior Citizen Monthly Fare	210.00	1,000.00	9,804.60	10,000.00	(195.40)
Disabled Rider Fare	1,747.81	1,750.00	19,133.02	17,500.00	1,633.02
Student Fares	509.50	850.00	5,997.00	8,500.00	(2,503.00)
<b>Total Farebox and Tickets</b>	<b>29,713.20</b>	<b>27,630.00</b>	<b>300,320.94</b>	<b>272,775.00</b>	<b>27,545.94</b>
<b>Shuttle and Excursions</b>					
Shopping Shuttle	780.00	1,260.00	10,860.00	12,600.00	(1,740.00)
Excursion Revenue			1,322.00	2,880.00	(1,558.00)
<b>Total Shuttle and Excursions</b>	<b>780.00</b>	<b>1,260.00</b>	<b>12,182.00</b>	<b>15,480.00</b>	<b>(3,298.00)</b>
<b>Other Revenue</b>					
Sale of Fuel to City Departments	35,182.15	28,750.00	333,476.11	287,500.00	45,976.11
Sale of Maintenance Service to City	175.57	2,000.00	17,947.60	20,000.00	(2,052.40)
Advertising Revenue-Bus	6,412.25	5,500.00	60,170.13	55,000.00	5,170.13
Sale of Vehicles and Equipment			1,800.00		1,800.00
Sale of Scrap Materials	584.36		985.59		985.59
Insurance Repair Reimbursement			2,600.38		2,600.38
Interest Income	774.91	750.00	7,356.84	7,500.00	(143.16)
Photo Picture ID Revenue	10.00	25.00	142.00	250.00	(108.00)
Other Non-Transp. Revenue	99.03	25.00	936.56	266.00	670.56
<b>Total Other Revenue</b>	<b>43,238.27</b>	<b>37,050.00</b>	<b>425,415.21</b>	<b>370,516.00</b>	<b>54,899.21</b>
<b>Total Operational Income</b>	<b>73,731.47</b>	<b>65,940.00</b>	<b>737,918.15</b>	<b>658,771.00</b>	<b>79,147.15</b>
<b>Operating Assistance</b>					
City of Manchester	98,059.50	98,060.00	980,595.00	980,600.00	(5.00)
Town of Bedford	3,600.00	3,600.00	36,000.00	36,000.00	
State of New Hampshire			34,000.00	34,000.00	
Federal Operating Subsidy	138,006.00	131,090.00	1,335,128.00	1,315,712.00	19,416.00
<b>Total Operating Assistance</b>	<b>239,665.50</b>	<b>232,750.00</b>	<b>2,385,723.00</b>	<b>2,366,312.00</b>	<b>19,411.00</b>
<b>Total Revenue</b>	<b>313,396.97</b>	<b>298,690.00</b>	<b>3,123,641.15</b>	<b>3,025,083.00</b>	<b>98,558.15</b>
<b>Expenses</b>					
<b>Labor</b>					
Transit Operator Wages	66,944.59	60,132.00	650,480.22	595,137.00	55,343.22
Transit Operator Overtime Wages	9,326.10	7,693.00	86,365.35	75,843.00	10,522.35
StepSaver Operator Wages	12,457.72	13,591.00	117,081.24	131,695.00	(14,613.76)
StepSaver Operator Overtime Wages	2,905.34	1,923.00	23,555.27	18,961.00	4,594.27
Mechanic Wages	17,647.27	12,541.00	140,294.82	120,844.00	19,450.82
Mechanic Overtime Wages	908.45		12,136.41		12,136.41
Transp. Admin Wages	11,860.81	9,726.00	116,062.79	93,726.00	22,336.79
Transp. Admin Overtime Wages	53.69	175.00	6,677.82	1,750.00	4,927.82
Maint. Admin Wages	3,544.52	3,832.00	35,009.50	36,922.00	(1,912.50)
Maint. Admin Overtime Wages			10.93		10.93
General Admin Wages	7,868.27	7,360.00	79,746.40	70,924.00	8,822.40
Gen. Admin Overtime Wages		113.00	578.84	1,130.00	(551.16)

**Manchester Transit Authority  
Income Statement Transit  
For the Ten Months Ending April 30, 2008**

	Current	Budget	YTD	YTD Budget	YTD Net Change
<b>Total Labor</b>	<b>\$133,516.76</b>	<b>\$117,086.00</b>	<b>\$1,267,999.59</b>	<b>\$1,146,932.00</b>	<b>\$121,067.59</b>
<b>Fringe Benefits</b>					
Health Insurance Expense	49,700.73	53,140.00	470,511.61	538,600.00	(68,088.39)
Dental Insurance Expense	1,241.55	1,245.00	12,799.31	12,450.00	349.31
Life Insurance Expense	629.40	676.00	5,992.04	6,760.00	(767.96)
Pension Expense	6,016.00	6,656.00	61,736.00	66,560.00	(4,824.00)
FICA Expense	13,955.55	11,418.00	119,117.74	113,134.00	5,983.74
Worker's Compensation	4,323.00	4,655.00	45,218.27	46,264.00	(1,045.73)
Unemployment Compensation	517.00	366.00	4,250.00	3,660.00	590.00
Transit Operator Vacation Wages	4,107.77	5,017.00	55,195.82	50,170.00	5,025.82
Transit Operator Holiday Wages	2,589.49	3,923.00	55,902.50	43,154.00	12,748.50
Transit Operator Sick Wages	3,007.56	3,923.00	31,795.08	39,230.00	(7,434.92)
Mechanic Vacation Wages	1,471.00	1,395.00	15,511.04	13,950.00	1,561.04
Mechanic Holiday Wages	492.14	1,224.00	16,265.60	12,240.00	4,025.60
Mechanic Sick Wages	2,463.88	94.00	6,839.92	940.00	5,899.92
Transp. Admin Vacation Wages	672.69	1,258.00	11,847.55	12,580.00	(732.45)
Transp. Admin Holiday Wages	604.63	1,382.00	12,788.45	13,820.00	(1,031.55)
Transp. Admin Sick Wages	596.96	674.00	4,164.70	6,740.00	(2,575.30)
Maint. Admin Vacation Wages	471.49	827.00	8,580.71	8,270.00	310.71
Maint. Admin Holiday Wages	266.00	563.00	4,985.99	5,630.00	(644.01)
Maint. Admin Sick Wages		99.00	8,225.92	990.00	7,235.92
Gen Admin. Vacation Wages	158.30	828.00	6,996.14	8,280.00	(1,283.86)
Gen. Admin Holiday Wages	902.33	843.00	8,341.94	8,430.00	(88.06)
Gen. Admin Sick Wages	161.68	149.00	486.97	1,490.00	(1,003.03)
Transit Uniform Allowance	1,552.15	779.00	5,479.25	7,790.00	(2,310.75)
Maintenance Uniform Allowance	340.01	448.00	3,902.12	5,883.00	(1,980.88)
Tool Allowance		100.00	1,992.00	1,000.00	992.00
License Reimbursement	240.00	42.00	490.00	420.00	70.00
Burden Adjustment	(10,631.49)	(15,580.00)	(117,692.55)	(154,738.00)	37,045.45
<b>Total Fringe Benefits</b>	<b>85,849.82</b>	<b>86,144.00</b>	<b>861,724.12</b>	<b>873,697.00</b>	<b>(11,972.88)</b>
<b>Services</b>					
Management Consultant	12,620.31	12,917.00	139,046.15	129,170.00	9,876.15
Commissioner Expense	10.07	83.00	580.49	830.00	(249.51)
Auditing Expense			6,428.00	6,000.00	428.00
Legal Expense	35.24	583.00	8,246.91	5,830.00	2,416.91
Service Bureau	1,968.42	630.00	6,480.65	6,300.00	180.65
Security Service	40.89	83.00	809.39	830.00	(20.61)
Outside Advertising	2,804.79	417.00	8,305.00	4,170.00	4,135.00
Drug & Alcohol Testing	144.00	583.00	1,282.50	5,830.00	(4,547.50)
Pre-Employment Medical		83.00	951.44	830.00	121.44
Janitorial Service and Supplies	552.34	667.00	6,474.40	6,670.00	(195.60)
Bank Service Charges	488.97	650.00	4,987.60	6,500.00	(1,512.40)
<b>Total Services</b>	<b>18,665.03</b>	<b>16,696.00</b>	<b>183,592.53</b>	<b>172,960.00</b>	<b>10,632.53</b>
<b>Materials and Supplies</b>					
Fuel Operations	24,342.88	21,007.00	241,580.24	206,594.00	34,986.24
Sale of Fuel to City Departments	34,219.53	28,125.00	320,426.06	281,250.00	39,176.06
Maintenance Parts	3,182.32	10,222.00	31,224.28	100,856.00	(69,631.72)
Purchase Discounts	(312.09)	(250.00)	(1,178.83)	(2,500.00)	1,321.17
Tires Expense		1,137.00	6,193.46	11,176.00	(4,982.54)
Oil and Grease	553.04	382.00	3,501.80	3,757.00	(255.20)
Maintenance Supplies	583.10	863.00	8,770.94	8,624.00	146.94

**Manchester Transit Authority  
Income Statement Transit  
For the Ten Months Ending April 30, 2008**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Body Shop Supplies	\$331.13	\$720.00	\$4,652.00	\$7,200.00	(\$2,548.00)
Hazardous Materials		90.00		900.00	(900.00)
Outside Parts and Labor	112.80	83.00	872.89	830.00	42.89
Repairs-Inner City Terminal		250.00	116.50	2,500.00	(2,383.50)
Repairs-Building and Grounds	1,048.10	883.00	12,265.13	8,834.00	3,431.13
Repairs-Shop Equipment		270.00	2,238.79	2,700.00	(461.21)
Repairs-Radio Equipment		42.00		420.00	(420.00)
Repairs-Office Equipment	280.29	367.00	2,920.68	3,670.00	(749.32)
Office Supplies	339.30	917.00	5,288.92	9,170.00	(3,881.08)
Transit Schedules and Tickets	850.00	1,250.00	9,939.80	12,500.00	(2,560.20)
<b>Total Materials and Supplies</b>	<b>65,530.40</b>	<b>66,358.00</b>	<b>648,812.66</b>	<b>658,481.00</b>	<b>(9,668.34)</b>
<b>Utilities</b>					
Electricity	3,333.74	1,988.00	19,726.17	19,880.00	(153.83)
Natural Gas	1,993.70	1,500.00	16,853.58	14,200.00	2,653.58
Telephone	733.83	663.00	6,161.83	6,630.00	(468.17)
Water	152.61	159.00	1,588.73	1,590.00	(1.27)
<b>Total Utilities</b>	<b>6,213.88</b>	<b>4,310.00</b>	<b>44,330.31</b>	<b>42,300.00</b>	<b>2,030.31</b>
<b>Insurance</b>					
Public Liability Insurance	11,361.00	11,969.00	113,606.00	119,690.00	(6,084.00)
Other Liability	885.00	1,204.00	8,857.64	12,040.00	(3,182.36)
<b>Total Insurance</b>	<b>12,246.00</b>	<b>13,173.00</b>	<b>122,463.64</b>	<b>131,730.00</b>	<b>(9,266.36)</b>
<b>Other Expenses</b>					
Dues and Memberships	16.00	83.00	985.83	830.00	155.83
Tolls and Parking			10.00		10.00
Training and Meetings		250.00	1,196.04	2,500.00	(1,303.96)
Grievance Expense		38.00		380.00	(380.00)
Depreciation	36,000.00	36,000.00	360,000.00	360,000.00	
<b>Total Other Expenses</b>	<b>36,016.00</b>	<b>36,371.00</b>	<b>362,191.87</b>	<b>363,710.00</b>	<b>(1,518.13)</b>
<b>Total Expenses</b>	<b>358,037.89</b>	<b>340,138.00</b>	<b>3,491,114.72</b>	<b>3,389,810.00</b>	<b>101,304.72</b>
<b>Net Income (Loss)</b>	<b>(44,640.92)</b>	<b>(41,448.00)</b>	<b>(367,473.57)</b>	<b>(364,727.00)</b>	<b>(2,746.57)</b>



School

April 2008

**Manchester Transit Authority  
Income Statement School  
For the Ten Months Ending April 30, 2008**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
<b>Student Transportation</b>					
Pupil Contract	\$166,708.91	\$166,709.00	\$1,672,341.96	\$1,667,090.00	\$5,251.96
Manchester Skill Center	9,896.25	10,598.00	98,962.80	105,980.00	(7,017.20)
Special Needs	11,310.00	13,572.00	113,100.00	131,196.00	(18,096.00)
Student Tickets			(22.50)		(22.50)
<b>Total Student Transportation</b>	<b>187,915.16</b>	<b>190,879.00</b>	<b>1,884,382.26</b>	<b>1,904,266.00</b>	<b>(19,883.74)</b>
<b>School Charter</b>					
Student Athletics	13,112.80	4,000.00	109,466.05	99,500.00	9,966.05
Student Fieldtrips	12,671.60	10,000.00	79,453.65	83,000.00	(3,546.35)
<b>Total School Charters</b>	<b>25,784.40</b>	<b>14,000.00</b>	<b>188,919.70</b>	<b>182,500.00</b>	<b>6,419.70</b>
<b>Other Revenue</b>					
Sale of Vehicles and Equipment			4,000.00		4,000.00
Interest Income	38.45	100.00	1,638.14	1,000.00	638.14
Other Non-Transp. Revenue	25.25		1,268.45		1,268.45
<b>Total Other Revenue</b>	<b>63.70</b>	<b>100.00</b>	<b>6,906.59</b>	<b>1,000.00</b>	<b>5,906.59</b>
<b>Total Operational Income</b>	<b>213,763.26</b>	<b>204,979.00</b>	<b>2,080,208.55</b>	<b>2,087,766.00</b>	<b>(7,557.45)</b>
<b>Expenses</b>					
<b>Labor</b>					
School Operator Wages	81,733.88	82,234.00	719,167.62	780,624.00	(61,456.38)
School Operator Overtime Wages	5,589.64	2,544.00	24,207.66	24,298.00	(90.34)
Transit Operator Wages	90.65	212.00	345.14	1,940.00	(1,594.86)
Transit Operator Overtime Wages	169.64		3,080.75		3,080.75
Mechanic Wages	6,707.66	10,469.00	81,888.53	100,885.00	(18,996.47)
Transp. Admin Wages	6,982.36	7,657.00	75,826.90	73,786.00	2,040.90
Transp. Admin Overtime Wages	53.82	408.00	2,689.24	4,080.00	(1,390.76)
Maint. Admin Wages	3,687.73	3,563.00	32,369.84	34,334.00	(1,964.16)
General Admin Wages	3,421.30	4,145.00	35,143.74	39,945.00	(4,801.26)
Gen. Admin Overtime Wages		32.00		320.00	(320.00)
<b>Total Labor</b>	<b>108,436.68</b>	<b>111,264.00</b>	<b>974,719.42</b>	<b>1,060,212.00</b>	<b>(85,492.58)</b>
<b>Fringe Benefits</b>					
Health Insurance Expense	43.21		1,987.43		1,987.43
Dental Insurance Expense	(56.93)		1,187.61		1,187.61
FICA Expense	9,056.88	7,905.00	68,777.41	76,844.00	(8,066.59)
Worker's Compensation	2,818.00	3,344.00	30,222.84	32,559.00	(2,336.16)
School Operator Vacation Wages	1,891.40	1,216.00	11,348.40	9,998.00	1,350.40
School Operator Holiday Wages	571.24	2,216.00	23,247.81	33,236.00	(9,988.19)
School Uniform Allowance	58.98	547.00	1,618.41	5,470.00	(3,851.59)
Maintenance Uniform Allowance			76.40		76.40
Tool Allowance			408.00		408.00
License Reimbursement	160.00	250.00	2,150.00	2,500.00	(350.00)
Burden Adjustment	10,631.49	15,580.00	117,692.55	154,738.00	(37,045.45)
<b>Total Fringe Benefits</b>	<b>25,174.27</b>	<b>31,058.00</b>	<b>258,716.86</b>	<b>315,345.00</b>	<b>(56,628.14)</b>
<b>Services</b>					
Management Consultant	12,098.47	12,917.00	137,322.47	129,170.00	8,152.47

**Manchester Transit Authority  
Income Statement School  
For the Ten Months Ending April 30, 2008**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Commissioner Expense	\$10.07	\$83.00	\$573.98	\$830.00	(\$256.02)
Auditing Expense			9,642.00	9,000.00	642.00
Legal Expense	52.86	583.00	5,350.80	5,830.00	(479.20)
Service Bureau	168.42	1,045.00	8,118.84	10,450.00	(2,331.16)
Security Service	61.35	125.00	1,213.89	1,250.00	(36.11)
Outside Advertising	57.41	833.00	1,866.22	8,330.00	(6,463.78)
Driver and Criminal Record	(20.25)		2,529.75		2,529.75
Drug & Alcohol Testing	527.40	667.00	4,587.07	6,670.00	(2,082.93)
Pre-Employment Medical	270.00	250.00	4,280.00	2,500.00	1,780.00
Janitorial Service and Supplies	552.38	667.00	6,474.75	6,670.00	(195.25)
Bank Service Charges			12.50		12.50
<b>Total Services</b>	<b>13,778.11</b>	<b>17,170.00</b>	<b>181,972.27</b>	<b>180,700.00</b>	<b>1,272.27</b>
<b>Materials and Supplies</b>					
Fuel Operations	23,241.42	19,658.00	187,792.95	181,051.00	6,741.95
Maintenance Parts	543.40	5,436.00	49,377.36	50,068.00	(690.64)
Tires Expense		1,528.00	7,991.79	14,071.00	(6,079.21)
Oil and Grease	543.40	304.00	3,667.88	2,803.00	864.88
Maintenance Supplies	276.87	720.00	7,636.82	7,200.00	436.82
Body Shop Supplies	302.74	613.00	3,360.78	6,130.00	(2,769.22)
Hazardous Materials		77.00	203.58	770.00	(566.42)
Outside Parts and Labor		83.00		830.00	(830.00)
Repairs-Building and Grounds	857.57	783.00	8,664.46	7,830.00	834.46
Repairs-Shop Equipment		230.00	1,122.82	2,300.00	(1,177.18)
Repairs-Radio Equipment	329.16	42.00	329.16	420.00	(90.84)
Repairs-Office Equipment	238.78	300.00	2,574.06	3,000.00	(425.94)
Office Supplies	244.72	750.00	4,612.28	7,500.00	(2,887.72)
School Schedules and Tickets		167.00	2,974.10	1,670.00	1,304.10
<b>Total Materials and Supplies</b>	<b>26,578.06</b>	<b>30,691.00</b>	<b>280,308.04</b>	<b>285,643.00</b>	<b>(5,334.96)</b>
<b>Utilities</b>					
Electricity		1,763.00	13,722.17	17,630.00	(3,907.83)
Natural Gas	1,631.21	1,800.00	13,796.05	12,900.00	896.05
Telephone	647.36	588.00	5,272.73	5,880.00	(607.27)
Water	129.99	141.00	1,337.52	1,410.00	(72.48)
<b>Total Utilities</b>	<b>2,408.56</b>	<b>4,292.00</b>	<b>34,128.47</b>	<b>37,820.00</b>	<b>(3,691.53)</b>
<b>Insurance</b>					
Public Liability Insurance	14,335.00	15,949.00	143,341.00	159,488.00	(16,147.00)
Other Liability	741.00	1,009.00	7,408.98	10,090.00	(2,681.02)
<b>Total Insurance</b>	<b>15,076.00</b>	<b>16,958.00</b>	<b>150,749.98</b>	<b>169,578.00</b>	<b>(18,828.02)</b>
<b>Other Expenses</b>					
Dues and Memberships	24.00	292.00	1,593.27	2,920.00	(1,326.73)
Tolls and Parking	85.40		109.90		109.90
Training and Meetings	(212.68)	417.00	1,619.49	4,170.00	(2,550.51)
Grievance Expense		38.00		380.00	(380.00)
Depreciation	19,703.80	21,000.00	200,472.15	210,000.00	(9,527.85)
<b>Total Other Expenses</b>	<b>19,600.52</b>	<b>21,747.00</b>	<b>203,794.81</b>	<b>217,470.00</b>	<b>(13,675.19)</b>
<b>Total Expenses</b>	<b>211,052.20</b>	<b>233,180.00</b>	<b>2,084,389.85</b>	<b>2,266,768.00</b>	<b>(182,378.15)</b>

**Manchester Transit Authority  
Income Statement School  
For the Ten Months Ending April 30, 2008**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
<b>Net Income (Loss)</b>	<u>\$2,711.06</u>	<u>(\$28,201.00)</u>	<u>(\$4,181.30)</u>	<u>(\$179,002.00)</u>	<u>\$174,820.70</u>

# Commissioners Memorandum

To: Commissioners  
 From: Mike Whitten, Operations Planning Manager  
 Date: May 21, 2008  
 Re: Transit Ridership Report – April 2008



<u>Routes</u>	<u>April</u>			<u>FYTD</u>		
	Weekdays	FY 2007	FY 2008	FY 2007	FY 2008	% Change
	Saturdays	21	22	211	212	
		4	4	43	43	
Bridge St-Dartmouth Route #1			1,885		15,281	
Hanover-Massabesic Route #2			3,352		29,397	
Brown Ave-Airport Route #3			2,810		24,227	
Elliot-Industrial Park Route #4			2,646		23,920	
River Rd-SNHU Route #5			1,470		15,356	
Bremer-Mast Rd Route #6			5,414		41,444	
VA Hospital Route #7			1,535		14,798	
So. Willow Route #8			5,469		52,251	
DW Highway Route #9 *			724		8,261	
Valley-Weston Rd. Route #10			5,087		42,736	
Front St. Route #11			2,010		18,353	
So. Beech Route #12			5,406		43,563	
Bedford Highlands Route #13			5,249		49,531	
UPass Riders - MCC		583	631	4,624	6,045	30.73%
Vista Shuttle		205	0	2,613	1,360	-47.95%
Hannaford Shuttle		388	490	5,068	4,605	-9.14%
Stop & Shop Shuttle		210	169	1,537	1,367	-11.06%
Weekday Fixed Route Totals		29,426	39,943	310,102	347,739	12.14%
Saturday Fixed Route Totals		3,493	3,773	36,250	38,711	6.79%
MTA Specials & Excursions		0	0	77	101	31.17%
Fixed Route Weekday Average		1,401	1,816	1,470	1,640	11.61%
<b>Total Transit Passengers Served</b>		<b>32,919</b>	<b>43,716</b>	<b>346,429</b>	<b>386,551</b>	<b>11.58%</b>
<b>Total StepSaver Passengers Served</b>		<b>1,075</b>	<b>975</b>	<b>9,337</b>	<b>10,020</b>	<b>7.31%</b>

  
 Mike Whitten  
 Operations Planning Manager

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

"Authorizing the Finance Officer to Make Certain Budgetary Closings  
for the Fiscal Year 2008."

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

- I. That the Finance Officer be and he is hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the year 2008 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.

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

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

### **Section 70.36 Stopping, Standing, or Parking Prohibited**

#### **RESCIND NO PARKING ANYTIME:**

On Cedar Street, south side, from Hall Street to Belmont Street (Ord. 7012)

On Hall Street, west side, from Spruce Street to a point 65 feet southerly (Ord. 8445)

*Alderman Osborne*

#### **RESCIND COMPACT VEHICLE PARKING ONLY:**

On Massabesic Street, north side, from a point 33 feet east of Belmont Street to a point 17 feet east

*Alderman Osborne*

#### **NO PARKING ANYTIME – EMERGENCY ORDINANCE:**

On Auburn Street, north side, from a point 60 feet east of Canton Street to a point 35 feet easterly

On Belmont Street, west side, from Cedar Street to a point 95 feet south

*Alderman Osborne*

On Zachary Road, both sides, from a point 735 feet east of East Industrial Park Drive to the end of the road

*Alderman Pinard*

#### **NO PARKING ANYTIME:**

On Cedar Street, south side, from Belmont Street to a point 145 feet west

On Cedar Street, north side, from Belmont Street to a point 110 feet west

On Belmont Street, east side, from a point 125 feet north of Spruce Street to Lake Ave.

On Massabesic Street, north side, from a point 33 feet east of Belmont Street to a point 17 feet east

*Alderman Osborne*

**RESCIND 30 MINUTE PARKING:**

On Hall Street, west side, from a point 20 feet south of Spruce Street to a point 45 feet south  
(Ord. 3077)

*Alderman Osborne*

**RESCIND NO PARKING LOADING ZONE:**

On Hall Street, west side, from a point 40 feet south of Spruce Street to a point 25 feet south  
(Ord. 8414)

*Alderman Osborne*

**NO PARKING ANYTIME:**

On Cedar Street, north side, from a point 180 feet west of Beech Street to a point 35 feet west  
Alderman Osborne

On Hall Street, west side, from Hanover Street to Manchester Street

*Alderman Jim Roy*

**RESCIND NO PARKING LOADING ZONE:**

On Hall Street, west side, from a point 65 feet south of Hanover Street to a point 30 feet southerly

*Alderman Jim Roy*

**STOP SIGN:**

Douglas Street Athletic Field Driveway and Douglas Street – SWC

*Alderman Ouellette*

**RESCIND TWO HOUR PARKING - 8AM - 6PM - MONDAY- SATURDAY:**

Canton Street, east side, from Auburn Street to Spruce Street (Ord. 8350)

*Alderman Osborne*

**RESCIND NO PARKING ANYTIME – EMERGENCY ORDINANCE:**

On Zachary Road, both sides, from a point 735 feet east of East Industrial Drive to the end of the  
road

*Alderman Pinard*

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

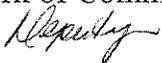


**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Brandy Stanley, Parking Manager, to extend the Parking Control Officer Pilot Program until September 30, 2008, be approved.

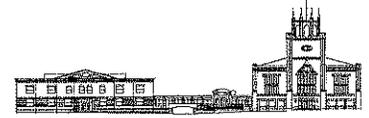
*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee  


# **CITY OF MANCHESTER**

## **PARKING DIVISION**



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

**May 13, 2008**

**Alderman Bill Shea  
Chairman, Committee on Public Safety and Traffic  
One City Hall Plaza  
Manchester, NH 03101**

**Re: Parking Control Officer Pilot Program**

**Dear Alderman Shea:**

**Last year, the Aldermen approved a pilot program in which the Parking Control Officers switched to the management of the Parking Division. The program expires on June 30.**

**I have had a conversation with Deputy Chief Gary Simmons regarding the impending close of the program, and we are both in agreement that the pilot program was a success. It has been a pleasure working with the Parking Control Officers, and it has made both departments run more efficiently on a number of levels.**

**Given the amount of time and energy spent by the department heads and the Aldermen on preparing a budget, we would like to request that the pilot program be extended 90 days, or until September 30, 2008. The additional time will allow us to prepare an analysis of the success of the pilot program for presentation to the Aldermen as well as work with the Patrolman's Union on the implications of a permanent transfer.**

**Please let me know if you have any questions.**

**Sincerely,**

**Brandy Stanley  
Parking Manager  
City of Manchester**

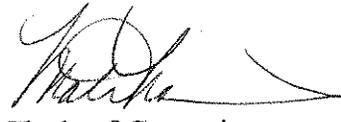
**CC: Jay Minkarah  
Gary Simmons**

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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that a request from Greenman-Pedersen for signage on South Willow Street, Driving Park Road, and LeClerc Circle was approved for directional signage only.

*(Unanimous Vote)*

Respectfully submitted,



Clerk of Committee



*Deputy*

# **GPI** Greenman - Pedersen, Inc.

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Engineering and Construction Services

REF.: NHX-2007619

May 14, 2008

Mrs. Carol A. Johnson  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

SUBJECT: Burger King/Citizens Bank Redevelopment  
South Willow Street – Manchester, NH

Dear Mrs. Johnson:

On behalf of our client Burger King Corporation, *Greenman-Pedersen, Inc. (GPI)* is submitting design plans and specifications to be placed on the Tuesday May 14<sup>th</sup> Traffic and Safety Board agenda. The work consists of the adding additional pavement markings and the installation of new traffic signs along South Willow Street and at the intersection of Driving Park Road and LeClerc Circle. These off-site improvements were recommended and conditioned as part of the public review approval for the proposed redevelopment.

Design plans for this project are currently under review by the Department of Highways for the City of Manchester. It is upon the department's request that we are submitting these plans to the Board for approval. This submittal will be emailed, as well as faxed.

Should you have any questions, or require additional information, please contact me directly at (603) 891-2213.

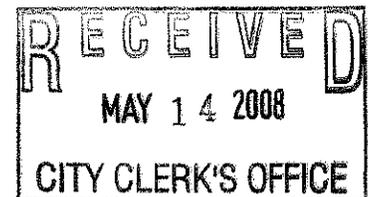
Sincerely,

**GREENMAN - PEDERSEN, INC.**



James Winn, P.E.  
Project Manager

enclosure(s)







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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that a request to replace "No Trucks Allowed" signage from I-293 to West Baker Street and Brown Avenue/Calef Road was approved under a 90-Day pilot program.

*(Unanimous Vote)*

Respectfully submitted,



Clerk of Committee

Carol A. Johnson  
City Clerk



Matthew Normand  
Deputy City Clerk

**CITY OF MANCHESTER**  
*Office of the City Clerk*

**MEMORANDUM**

**TO:** PUBLIC SAFETY, HEALTH & TRAFFIC COMMITTEE  
**FROM:** CAROL A. JOHNSON  
CITY CLERK  
**RE:** ADDITIONAL INFORMATION RE: #9 ON AGENDA  
**DATE:** 5/16/08

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Enclosed is additional information for your review regarding item number 9, the petition from residents in the Brown Avenue/Calef Road area regarding signage "No trucks Allowed" for your review.

NO TRUCKS

SECTION 52 A - COMMERCIAL MOTOR VEHICLE TRAFFIC PROHIBITED

ALTON ST. FROM TARRYTOWN RD. TO JONES ST.	9/10/85	
ARAH ST., FROM HAMEL DR. TO UNION ST.	6/18/86	
ARNOLD ST., FROM BOYNTON TO S. MAIN	11/3/94	
BEAVER ST., FROM BRIDGE ST. TO HANOVER ST.	3/22/83	
BELMONT ST. FROM BRIDGE ST. TO HANOVER ST.	10/13/92	
BELMONT FROM BRIDGE TO HANOVER	10/13/92	
BLODGET ST. FROM ELM ST. TO PINE ST.	9/8/86	
BRIDGE ST. FROM CANDIA RD. TO WELLINGTON RD.	3/1/88	
BROWN AVE. FROM HAZELTON TO HAZELTON	6/7/88	
BROWN AVE. FROM QCA TO W. MITCHELL ST.	7/11/85	
CAMPBELL ST. FROM UNION ST. TO HAMEL DR.	1/28/86	
CEDAR ST., FROM TARRYTOWN RD. TO CYPRESS ST.	10/14/86	
CILLEY RD. FROM MAPLE ST. TO HALL ST.	9/23/88	
CONNECTING RD. FROM BROWN AVE. TO KENBERMA	7/19/78	
DAY ST. FROM DWH TO PICKERING ST.	9/12/89	
FERNDALE ST. FROM MAPLETON ST. TO KENBERMA RD.	6/20/73	
FOX ST. FROM S. BEECH ST. TO GREENWOOD ST.	6/20/73	
FRONTAGE RD.. FROM THE WEST END OF 143 FRONTAGE DR. TO THOMAS ST.	7/19/78	
GAY ST. FROM TESSIER TO GREENLEAF	7/12/88	
GOLD ST. FROM S. BEECH ST. TO CALEF RD.	6/20/74	
GOLD ST. FROM S. BEECH ST. TO ROSS	6/29/89	
GREENWOOD FROM PRESIDENT TO FOX	11/26/8	
HALL ST. FROM CILLEY TO HAYWARD	9/23/88	
HAYWARD ST. FROM MAMMOTH TO BELMONT	7/10/89	
JEFFREY ST. FROM BROWN AVE. TO GOFFE FALLS RD.	5/18/82	
JOBIN DR. FROM JEWETT ST. TO S. WILLOW ST.	5/29/78	
KENBERMA ST. FROM CONNECTING RD. TO THOMAS ST.	6/20/73	
LINCOLN ST. FROM SOMERVILLE ST. TO S. WILLOW ST.	11/17/81	
MAPLETON ST. FROM S. BEECH ST. TO FERNDALE	6/20/73	
MARYLAND AVE. FROM HANOVER ST. TO BRIDGE ST.		
MILFORD ST., FROM DONALD ST. TO SYLVESTER ST.	9/10/85	
MYSTIC, FROM CALEF TO S. BEECH	6/2/94	
NELSON ST. FROM MAMMOTH RD. TO TARRYTOWN RD.	9/10/85	
OAK ST. FROM WEBSTER ST. TO RED COAT LANE	9/22/88	
OAKLAND FROM MAMMOTH TO PLATTS	2/13/95	
PAGE ST. FROM HANOVER ST. TO BRIDGE ST.	6/16/83	
RHODE ISLAND AVE. FROM HANOVER ST. TO BRIDGE ST.	9/10/85	
ROCHELLE FROM VARNEY TO MILFORD	9/13/94	
ROCKLAND AVE. FROM VARNEY ST. TO SHIRLEY HILL RD.	9/10/85	
PRESIDENT RD. FROM S. BEECH ST. TO GREENWOOD	10/19/78	
SEWALL ST. FROM S. BEECH ST. TO ROSS AVE.	7/19/78	
SOMERVILLE ST. FROM MAMMOTH RD. TO PORTER ST.	9/10/85	
S. BEECH ST. FROM S. WILLOW TO BROWN AVE.	3/26/77	
SMYTH LANE, FROM MAMMOTH TO SMYTH RD.	10/24/90	
SYLVESTER ST. FROM MILFORD ST. TO VARNEY ST.	9/10/85	
WEBSTER ST. FROM MAPLE TO SMYTH	7/10/89	
WELLINGTON FROM EDOUARD ROY DR. TO BYPASS 28	11/3/94	
W. MITCHELL ST. FROM CALEF RD. TO BROWN AVE.	7/11/85	
WESTWOOD DR. FROM GOFFE FALLS RD. TO PEPPERIDGE	11/14/77	
WOODLAND AVE FROM CANDIA RD. TO LAYDON	10/11/88	

TRUCK-PROHIBITED - 9:00PM-7:30AM

AMHERST STREET, FROM HILTON STREET TO KENNEY STREET 12/4/84

KENNEY STREET, FROM AMHERST STREET TO HANOVER STREET 12/4/84

THROUGH TRAFFIC PROHIBITED - 2:15PM-2:45PM

DURING SCHOOL HOURS

AUBURN SOUTHBACK, BETWEEN MAPLE STREET AND BEECH STREET 12/11/84

NO THROUGH TRAFFIC

ON MARKET ST. FROM HAMPSHIRE LANE TO ELM ST. 8/31/90

TRUCK RESTRICTIONS 9:30PM-7AM

SECTION 52: COMMERCIAL MOTOR VEHICLE TRAFFIC PROHIBITED DURING CERTAIN HOURS (9:30 PM-7:00 AM)

AUBURN STREET, FROM MAPLE STREET TO BELMONT STREET 11/14/86  
 BEECH STREET, FROM WEBSTER STREET TO S. WILLOW ST. 1948  
 BEECH ST., EAST AND WEST SIDE, SOUTH OF WEBSTER ST.  
 BEECH ST. EAST AND WEST SIDE SOUTH OF BRIDGE ST.  
 BEECH ST., EAST AND WEST SIDE, SOUTH OF HANOVER ST.  
 BEECH ST. EAST AND WEST SIDE, SOUTH OF VALLEY ST.  
 BEECH ST. EAST AND WEST SIDE, SOUTH OF CILLEY RD.  
 BENNINGTON RD., FROM ELM STREET TO N. BAY STREET 7/19/78  
 BICENTENNIAL DR. FROM ARAH TO RIVER 4/23/92  
 BREMER ST. FROM EDDY RD. TO UPLAND 4/11/91  
 BRIDGE STREET, FROM WELLINGTON RD. TO CANDIA RD. 6/18/86  
 BRIDGE ST. FROM MAMMOTH TO MAPLE 6/14/89  
 CAMPBELL ST. FROM DWH TO UNION 4/17/92  
 CEDAR FROM WILSON TO BELMONT 9/20/94  
 CHESTNUT STREET, FROM WEBSTER STREET TO BRIDGE STREET 7/23/71  
 CANDIA ROAD, FROM MAMMOTH ROAD TO ROUTE 101 11/23/79  
 CANDIA RD., SOUTH SIDE, EAST OF MAMMOTH RD.  
 CANDIA RD. NORTH SIDE, WEST OF PAGE ST.  
 CANDIA RD. NORTH SIDE, WEST OF 101 OFF RAMP  
 CUMBERLAND FROM AMORY TO PUTNAM 4/11/91  
 DEARBORN ST., FROM A PT. 345 FEET NORTH OF GROVE TO  
 SUMMER ST. 7/12/88  
 DEPOT RD. FROM BROWN AVE. TO DEAD END 9/10/85  
 ELM ST. FROM WEBSTER TO BENNINGTON 4/17/92  
 GOFFE FALLS RD. FROM S. WILLOW TO BROWN AVE. 6/13/90  
 GOLD STREET, FROM ROSS STREET TO S. BEECH STREET 7/27/73  
 HALL STREET, FROM BRIDGE STREET TO HANOVER STREET 11/10/83  
 HIGHLAND PARK AVE. FROM CANDIA TO LAYDON 7/24/90  
 JAMES A. POLLOCK DRIVE, FROM ALLEN ST. TO LEWIS ST. 5/29/78  
 LAKE AVE. FROM TARRYTOWN TO MAPLE 7/10/89  
 LEXINGTON AVE. FROM ELM ST. TO UNION ST.  
 LUCAS RD. FROM S. MAMMOTH TO TOWN LINE 6/7/88  
 MADELINE ROAD, FROM UNION STREET TO N. BAY STREET 11/27/73  
 MAPLE STREET, FROM HOOKSETT ROAD TO S. WILLOW ST. 1948  
 MAPLE ST., EAST AND WEST SIDE, NORTH OF S. WILLOW  
 MAPLE ST. EAST AND WEST SIDE, NORTH OF CILLEY RD.  
 MAPLE ST., EAST AND WEST SIDE, NORTH OF VALLEY ST.  
 MAPLE ST. EAST AND WEST SIDE, NORTH OF HANOVER ST.  
 MAPLE ST. EAST AND WEST SIDE, NORTH OF BRIDGE ST.  
 MAPLE ST. EAST AND WEST SIDE, NORTH OF WEBSTER ST.  
 MERRILL RD. FROM S. WILLOW TO GOFFE FALLS 8/13/90  
 NORTH STREET, FROM MAPLE STREET TO ELM STREET 10/10/74

NOTRUCKS.txt

MERRIMACK FROM ELM TO MAPLE 1/7/94  
 NORTH ST. NORTH AND SOUTH SIDE, WEST OF MAPLE  
 NORTH ST. NORTH AND SOUTH SIDE, WEST OF BEECH ST.  
 NORTH ST. NORTH AND SOUTH SIDE, WEST OF UNION ST.  
 NORTH ST. NORTH AND SOUTH SIDE, WEST OF CHESTNUT ST.  
 N. BAY STREET, FROM LEXINGTON AVE. TO MADELINE RD. 7/19/78  
 PAGE STREET, FROM CANDIA ROAD TO HANOVER STREET 12/14/71  
 PATTERSON FROM SALEM TO ALMOND 9/9/93  
 PUTNAM ST. FROM MAIN TO DOUGLAS ST. 2/28/92  
 ROCHELLE AVENUE, FROM MILFORD STREET TO VARNEY STREET 11/10/83

SALMON STREET, FROM ELM STREET TO MAPLE STREET 8/20/74  
 SALMON ST., NORTH AND SOUTH SIDE, EAST OF ELM ST.  
 SALMON ST. NORTH AND SOUTH SIDE, EAST OF CHESTNUT ST.  
 SALMON ST. NORTH AND SOUTH SIDE, EAST OF UNION ST.  
 SALMON ST. FROM MAPLE ST. TO SMYTH RD. 5/4/92  
 SALMON ST., NORTH AND SOUTH SIDE, EAST OF BEECH ST.  
 S. MAIN STREET, FROM SECOND STREET TO WOODBURY ST. 8/8/55  
 S. PORTER ST. FROM CILLEY TO WESTON 10/10/89  
 STRAW RD., FROM DUNBARTON RD. TO GOFFSTOWN RD. 9/8/86  
 SUMMER ST. FROM MASSABESIC TO DEARBORN 4/5/88  
 SUMMER FROM WILSON TO DEARBORN  
 SPRUCE ST., FROM MAPLE ST. EASTERLY TO TARRYTOWN D. 9/1/81  
 UNION ST. FROM WEBSTER ST. TO RIVER RD. 4/17/92  
 RIVER RD. FROM WEBSTER ST. TO HOOKSETT RD. 4/23/92  
 WAYLAND FROM MAMMOTH TO REVERE 1/6/94  
 WELLINGTON RD. FROM MAMMOTH TO BYPASS 6/1/94  
 WESTLAND FROM BROWN AVE TO WOLCOTT 9/10/93

THROUGH TRUCKING PROHIBITED (9:00 PM-6:00 AM)

DARTMOUTH STREET, FROM WOODBURY STREET TO W. HANCOCK ST. 8/2/83

FREDERICK STREET, FROM SECOND STREET TO WHEELLOCK ST. 8/2/83

PINE STREET, FROM BRIDGE STREET TO WEBSTER STREET 7/12/84

THROUGH TRUCKING PROHIBITED - 9PM-7AM

MILFORD STREET, FROM MAIN STREET TO DONALD STREET 10/23/84

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

Brings to the attention of the city clerk, Board of Alderman and the Mayor of the City of Manchester our disappointment, discouragement, and displeasure of the commercial traffic through our residential neighborhood, that then engages us with excessive speeds, excessive noise, noxious fumes which creates an unhealthy and unsafe place to reside.

The undersigned petitioners therefore ask the Board of Alderman, City of Manchester, Highway Dept and City Clerk to put the signage back on Brown Ave and Calef road stating No trucks allowed. We also ask that speed limits be monitored more regularly to eliminate the drag strip that Brown Ave has turned into.

Signatures

NAMES

ADDRESSES

<u>Marion Faybert</u>	<u>1767 Brown Ave</u>
<u>Debra Sany</u>	<u>1767 Brown Ave</u>
<u>Thomas Co</u>	<u>1767 Brown Ave</u>
<u>Robert E. Allard</u>	<u>5 BOSCAWEN</u>
<u>Celeste P. Allard</u>	<u>5 Bosse ave</u>
<u>Mon Beede</u>	<u>1819 Brown Ave</u>
<u>Fran Beede</u>	<u>1819 Brown Ave</u>
<u>Jessica Holt</u>	<u>1790 Brown Ave</u>
<u>Mary Ann</u>	<u>1790 Brown Ave</u>
<u>Lisa Thornton</u>	<u>1757 Brown Ave</u>

(1 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

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Signatures

NAMES

ADDRESSES

<u>Srene R Chabat</u>	<u>100 Rosedale Ave</u>
<u>Shirley L. Chubb</u>	<u>100 Rosedale Ave</u>
<u>[Signature]</u>	<u>93 ROSEDALE AVE.</u>
<u>Janice M. Doster</u>	<u>93 Rosedale Ave.</u>
<u>Janice Matheson</u>	<u>298 Calef Rd.</u>
<u>Suzanne Gilpin</u>	<u>299 Calef Rd.</u>
<u>Walter M. [Signature]</u>	<u>299 Calef Rd</u>
<u>Jerry Cole</u>	<u>302 Calef Rd.</u>
<u>[Signature]</u>	<u>675 Calef Rd</u>
<u>[Signature]</u>	<u>675 Calef Rd.</u>

(2 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

Brings to the attention of the city clerk, Board of Alderman and the Mayor of the City of Manchester our disappointment, discouragement, and displeasure of the commercial traffic through our residential neighborhood, that then engages us with excessive speeds, excessive noise, noxious fumes which creates an unhealthy and unsafe place to reside.

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Signatures

NAMES

ADDRESSES

<u>Susan Ferguson</u>	<u>222 Calef - Ward 9</u>
<u>Sherley Graybeary</u>	<u>245 Calef Rd</u>
<u>Barbara Anderson</u>	<u>245 Calef Rd</u>
<u>Paul Chel</u>	<u>248 Calef Rd</u>
<u>Lisa Bown</u>	<u>256 Calef Rd Apt 1</u>
<u>John Lister</u>	<u>263 Calef Rd #2</u>
<u>Andrew Oliveira</u>	<u>263 Calef Rd #1</u>
<u>Nancy Lister</u>	<u>263 Calef Rd #2</u>
<u>Emily Van Hise</u>	<u>278 Calef Rd</u>
<u>John King</u>	<u>281 Calef Rd</u>

(3 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

Brings to the attention of the city clerk, Board of Alderman and the Mayor of the City of Manchester our disappointment, discouragement, and displeasure of the commercial traffic through our residential neighborhood, that then engages us with excessive speeds, excessive noise, noxious fumes which creates an unhealthy and unsafe place to reside.

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Signatures

NAMES

ADDRESSES

<u>Joseph Burdham</u>	<u>689 Calef Rd.</u>
<u>Donna Burdham</u>	<u>689 Calef Rd</u>
<u>Dean Hoff</u>	<u>685 Calef Rd</u>
<u>Robert Marshall</u>	<u>1789 BROWN AVE</u>
<u>Richard Chandonnais</u>	<u>190 CALEF RD.</u>
<u>Margaret Chandonnais</u>	<u>190 CALEF RD.</u>
<u>Melissa Newell</u>	<u>180 Calef Rd</u>
<u>Louise Morin</u>	<u>207 CALEF RD</u>
<u>Natasha Reith</u>	<u>211 Calef Rd.</u>
<u>Bruce A. Ruth</u>	<u>211 Calef Rd</u>

(4 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

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Signatures

NAMES

ADDRESSES

<u>Mark Thornton</u>	<u>1757 BROWN AVE.</u>
<u>Shah W</u>	<u>1657 Brown Ave</u>
<u>Gary Halley</u>	<u>1657 Brown Ave</u>
<u>Phyllis Puffett</u>	<u>1645 BROWN AVE</u>
<u>M. W.</u>	<u>1637 Brown Ave.</u>
<u>Sergio Kingery</u>	<u>715 CALEF Rd</u>
<u>Deane Kingery</u>	<u>709 CALEF Rd</u>
<u>John W.</u>	<u>709 Calef Rd</u>
<u>Carolyn Maher</u>	<u>7 GOLD ST</u>
	<u>695 Calef Rd</u>

(5 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

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The undersigned petitioners therefore ask the Board of Alderman, City of Manchester, Highway Dept and City Clerk to put the signage back on Brown Ave and Calef road stating No trucks allowed. We also ask that speed limits be monitored more regularly to eliminate the drag strip that Brown Ave has turned into.

Signatures

NAMES

ADDRESSES

<u>Kerry A Struth</u>	<u>101A Elmhurst Ave</u>
<u>Ch Panelk</u>	<u>101B Elmhurst Ave</u>
<u>Kate Debe</u>	<u>" " "</u>
<u>Bob Stutz</u>	<u>" " "</u>
<u>Paul Kasper</u>	<u>324 Calef Rd</u>
<u>Paul Perry</u>	<u>339 Calef Rd.</u>
<u>Bita Perry</u>	<u>339 Calef Rd.</u>
<u>Christian &amp;</u>	<u>102 Harrington Ave</u>
<u>Nicole Fournier</u>	<u>361 Calef Rd</u>
<u>Priscilla Desrochers</u>	<u>353 Calef Rd.</u>

(6 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

Brings to the attention of the city clerk, Board of Alderman and the Mayor of the City of Manchester our disappointment, discouragement, and displeasure of the commercial traffic through our residential neighborhood, that then engages us with excessive speeds, excessive noise, noxious fumes which creates an unhealthy and unsafe place to reside.

The undersigned petitioners therefore ask the Board of Alderman, City of Manchester, Highway Dept and City Clerk to put the signage back on Brown Ave and Calef road stating No trucks allowed. We also ask that speed limits be monitored more regularly to eliminate the drag strip that Brown Ave has turned into.

Signatures

NAMES

ADDRESSES

Alpin	433 Calef Rd.
Whitely	"
Lanya Fontaine	441 Calef Rd
Joseph Monty	"
Jeanne Monty	445 Calef Rd.
Kenneth Monty	445 Calef Rd
Al & C	465 Calef Rd.
Debra L. Curroll	461 Calef Rd
Bob Clark	465 Calef rd.
Jeff Caldwell	473 Calef rd

(7 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

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Signatures

NAMES

ADDRESSES

<u>Norton Paul Zepes</u>	<u>369 CALEF Rd</u>
<u>Kenner Hayes</u>	<u>369 CALEF Rd</u>
<u>Michael D. Dwyer</u>	<u>380 CALEF Rd</u>
<u>Kara Dwyer</u>	<u>380 Calef Rd</u>
<u>Ruthanne MacDonold</u>	<u>99 Rosemont Ave</u>
<u>John Mac Donold</u>	<u>99 Rosemont Ave</u>
<u>Cathy Lilliland</u>	<u>370 Calef Rd</u>
<u>R. Glauco</u>	<u>400 Calef Rd.</u>
<u>Kellie Oles</u>	<u>400 CALEF Rd.</u>
<u>Clayton Hoger</u>	<u>413 Calef RD</u>

(8 of 12)

L-13

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

The petition of the residents of Brown Avenue, Calef Road and surrounding neighborhoods.

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The undersigned petitioners therefore ask the Board of Alderman, City of Manchester, Highway Dept and City Clerk to put the signage back on Brown Ave and Calef road stating No trucks allowed. We also ask that speed limits be monitored more regularly to eliminate the drag strip that Brown Ave has turned into.

Signatures

NAMES

ADDRESSES

<u>Anne L. Desrochers</u>	<u>1300 S. Beech St. City</u>
<u>Roger Altamirano</u>	<u>1300 S Beech St.</u>
<u>Daniel N. Allen</u>	<u>1300 So. Beech St.</u>
<u>Brene Allard</u>	<u>1300 So. Beech St.</u>
<u>Arlene Soucy</u>	<u>1280 SO Beech St</u>
<u>M. Hamer</u>	<u>1290 SO. BEECH ST</u>
<u>Julie Hammer</u>	<u>1290 S. BEECH ST.</u>
<u>Scott Bryant</u>	<u>1279 S Beech St</u>
<u>Luke Thompson</u>	<u>1279 So Beech St</u>

(9 of 12)

L-14

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

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Signatures

NAMES

ADDRESSES

<u>Miane Worsley</u>	<u>1670 Brown Ave.</u>
<u>Michael Worsley</u>	<u>1670 Brown Ave</u>
<u>Mr. Edill</u>	<u>1674 " "</u>
<u>Ruth Gulezian</u>	<u>23 Bosse Ave</u>
<u>Susan Gulezian</u>	<u>23 Bosse Ave.</u>
<u>Maezz Bonan</u>	<u>8 Circuit st</u>
<u>Randy Carter</u>	<u>27 Bosse Ave</u>
<u>Dr. Gary Roland</u>	<u>1758 Brown Ave</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

(10 of 12)

# Petition

To the Honorable the Speaker and the Members of the City Clerk of the City of Manchester and the Mayor and Members of the Aldermatic Board.

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Signatures

NAMES

ADDRESSES

Cathy Goodream

495 CALEF ROAD

SCOTT TAYLOR

507 Calef Rd.

Dorothea Hudson

639 Calef Rd.

\_\_\_\_\_

\_\_\_\_\_

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# Petition

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Signatures

NAMES

ADDRESSES

John O'Shaughnessy  
Michael O'Shaughnessy  
John O'Shaughnessy  
J. O'Shaughnessy  
Michael Lachaire  
1 Jeanne Lachaire  
   
   
   
 

1700 Brown Ave  
1700 Brown Ave  
1744 Brown Ave  
1744 Brown Ave  
1743 Brown Ave  
1743 Brown Ave  
   
   
   
 

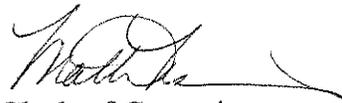
(12 of 12)

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the portion of the Traffic Calming Initiative relative to imprinted crosswalks on Massabesic Street, near Old Falls Road, be referred to the Highway Department and Alderman Osborne for review and implementation.

*(Unanimous Vote)*

Respectfully submitted,



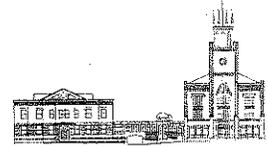
Clerk of Committee

*Deputy*



# CITY OF MANCHESTER

## Board of Aldermen



### MEMORANDUM

TO: Committee on Public Safety, Health, and Traffic

FROM: Dan O'Neil *MMO*  
Alderman-at-Large *DPW*

DATE: May 16, 2008

RE: Traffic Calming Initiative.

Recently, a meeting regarding "Traffic Calming" was held on May 6, 2008 at the Manchester Highway Department. This meeting, a follow-up to a prior meeting held in late 2007, was attended by:

Kevin Sheppard (Highway Dept.)  
Bruce Thomas (Highway Dept.)  
Marc Lussier (MPD)  
Jon Hopkins (MPD)  
Pamela Gaucher (Planning Dept.)  
Tim White (SNHPC)  
Amy Kizak (SNHPC)  
Dan O'Neil (BMA)

Several of the issues/challenges identified by the group include:

1. Speed on major roadways such as Maple Street (north of Bridge Street).
  - Enforcement efforts by MPD have slowed traffic down but need to do other steps
  - Possible solution might be "bump outs" Gives a driver the appearance of the roadway narrowing therefore they slow down.
  - Recommend a "temporary pilot project" at Maple Street & North Street and/or Maple Street & Salmon Street.
  - Kelley Street improvements to have six "bump outs".
  - Collect speed/volume data before, during and after project.

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

2. Volume and speed on residential neighborhood streets such as Rhode Island Avenue and Maryland Avenue.
  - Serious traffic volume issues to commercial businesses on Hanover Street.
  - MPD has put in many hours on enforcement.
  - Possible solution might be limiting traffic “northbound traffic” on these “cut through streets” near Bridge Street.
  - Would need “buy in” by neighbors.
  - Recommend a “temporary pilot project” at Rhode Island Avenue & Bridge Street, Maryland Avenue & Bridge Street and possibly other streets.
  - Collect speed/volume data before, during and after project.
  
3. Crosswalk improvements for increased pedestrian safety on busy streets near populated areas such as Massabesic Street, near Old Falls Road.
  - Consider installing “Imprinted Crosswalks” similar to Jobin Drive.
  - Kelly Street improvements to have three “Imprinted Crosswalks”.
  - Find a location in the city to try a “speed table” (raised crosswalk) similar to North River Road near SNHU.
  - Collect speed/volume data before, during and after for review.

The staff group is asking the Committee to review the issues suggested above. The staff group is also asking for the respective ward alderman to review. If all agree, I would ask the Committee to consider the pilot programs indicated above.

# City of Manchester

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Office of the Mayor  
Hon. Frank C. Guinta

May 20, 2008

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

Re: Nomination

Dear Members of the Board:

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

- (1) Jeffrey J. Nyhan to fill a vacancy as an alternate member of the Heritage Commission, term to expire January 1, 2011.

This nomination will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of this nominee is appreciated.

Sincerely,

Frank C. Guinta  
Mayor

## **Jeffrey J. Nyhan**

98 Alsace St.  
Manchester, NH 03102  
603.300.8285 mobile  
jeffnyhan@yahoo.com

---

### **Experience:**

#### **Corporate Security Officer**

*Veritude @ Fidelity Investments Merrimack, NH* Dec 07- Present  
Responsible for the safety and security of Fidelity Investment property, staff, and cliental. Duties include exterior vehicle patrol, interior building checks, Issuing proper credentials for access control.

#### **Armed Security Supervisor**

*Portsmouth Naval Shipyard, Kittery, ME* Aug 06- Dec 07  
Duties include guarding entrance and exit points, ensuring proper ID credentials before granting access, viewing and performing inspections of vehicles as necessary and monitoring access control.

#### **Transportation Specialist**

*C.H. Robinson Worldwide, Bedford, NH* Aug 04-Jan 06  
Responsible for overseeing the logistical planning of customers' freight, as well as maintaining customer and carrier relationships while building a strong customer base.

#### **Account Representative**

*Northern Business Machines, Bedford, NH* Oct 03-May 04  
Manage personal sales territory. Responsible for extensive product knowledge, maintenance and growth of customer base and relationships. Involved in all aspects of customer service, including cold-call prospecting, proposal preparation and presentation and instillation of new cliental.

#### **Personal Trainer**

*Greater Manchester Family YMCA, Manchester, NH* Oct 01 - Dec06  
Instruct members on the proper use of exercise equipment best suited for each individual. Monitor fitness area. Promote positive member relations. Organize daily member usage statistics and arrange member fitness appointments.

### **Education:**

#### **Granite State College**

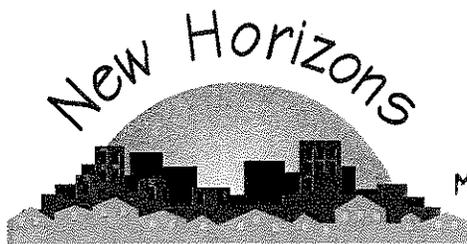
Manchester, NH  
Bachelor Degree Program

#### **New Hampshire Technical Institute**

Concord, NH  
Associate Degree: Criminal Justice

*Sept 99 - May 02*

*References available upon request*



RECEIVED  
MANCHESTER CITY CLERK

FOR NEW HAMPSHIRE, INC. '08 MAY 27 P2:47  
SOUP KITCHEN • FOOD PANTRY • SHELTER

May 23, 2008

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

To the Honorable Mayor Guinta and Members of the Board of Aldermen:

As you may be aware, the recent Welfare Department budget which was passed by the Board of Aldermen as part of the overall City budget eliminated \$36,000.00 in funding for New Horizons for New Hampshire, Inc. Funding has been provided to New Horizons from the Department for several years in order to assist New Horizons with the cost of providing shelter, meals, and food for the City's impoverished residents. This grant has normally been paid at a \$3,000.00 monthly level.

In 2007, over 700 homeless individuals used the shelter services at New Horizons or Angie's Shelter for overnight stays. Similarly, the New Horizons food pantry distributed 16,347 bags of food to Manchester residents, and the New Horizons soup kitchen served over 68,000 meals during 2007. While not all of those individuals who received shelter services from New Horizons are necessarily Manchester residents, most of them are.

We strongly believe that the \$36,000.00 of annual funding received from the City Welfare Department is a wise investment of City funds. Every meal or bed which New Horizons provides to a City resident represents a meal or bed that does not need to be paid for by the City through the Welfare Department. In addition to shelter and food New Horizons also provides office space and utilities, at no cost, to the Mobile Community Health Team which provides health care to Manchester's homeless and low income persons and to the residents of a number of substance abuse treatment centers. Case management and employment readiness programs are also offered at New Horizons.

There is little doubt that a reduction in New Horizons' programs or offerings would likely cost the City well in excess of \$36,000.00 in additional costs to feed and house affected individuals through the Welfare Department. We are cognizant of the fact that the City is going through a difficult budget cycle. However, we are writing to urge the Board to consider restoring the \$36,000.00 of funding to New Horizons through what ever means possible. We strongly believe that this funding saves the City monies by shifting people away from Welfare Department support.

199 Manchester Street, PO Box 691 • Manchester, New Hampshire 03105-0691  
Telephone: (603) 668-1877 • Fax: (603) 668-2578  
[www.newhorizonsfornh.org](http://www.newhorizonsfornh.org)

*Helping those in need to become self sufficient!*



It is our understanding that there may be a possibility of restoring the funding as we go through the budget year and funds are freed up or not used for other purposes. We would appreciate it if you would consider restoring the funding as you review City financing and as monies may become available.

As the City embarks on its ambitious Ten Year Plan To End Homelessness, we certainly hope that we will some day reach the point where some of the current services offered by New Horizons are not needed by so many people in the community.

However, at the present time, the need is great. New Horizons staff struggles daily to serve the needs of this population and to raise the necessary monies to serve them appropriately. The \$36,000.00 annual funding from the City is an important component of New Horizons' budget. While we look forward to partnering with the City and the local community on the Ten Year Plan, we hope that the City will continue to partner with New Horizons in helping us to provide for the needs of those City residents who are already struggling with homelessness, hunger and health issue. We believe that this funding is a wise investment for the City and the community and urge you to take what ever steps may be possible to restore some, or all, of this funding to New Horizons.

As always, we thank you for your consideration of this request. Should you need any additional information or should this matter be put on any future Board agenda, please advise so that we may attend and answer any questions that you may have regarding this funding and the operation of New Horizons.

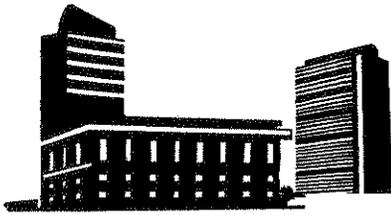
Sincerely yours,



Fred Robinson,  
Executive Director of New Horizons for New Hampshire, Inc.



Roy W. Tilsley, Jr., Esquire, Board Secretary  
New Horizons for New Hampshire, Inc.  
c/o Bernstein Shur Sawyer & Nelson, PA  
P.O. Box 1120  
Manchester, NH 03105-1120

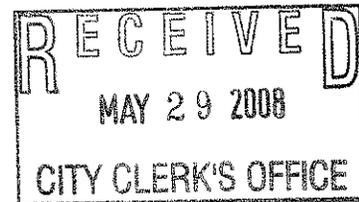


# Amoskeag Industries, Inc.

George Lagos, President  
9 Windsor Drive  
Bow, NH 03304  
T: 603-774-3570  
F: 603-774-3580

May 27, 2008

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



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

**Re: Amoskeag Industries, Inc. Share of 88 Lowell Street/Sargent Museum Sales Proceeds**

Honorable Mayor Guinta and Board of Aldermen:

The purpose of this letter is to request payment of a 20% share of the City's net proceeds from the December 2007 sale of the old Manchester High School building, known more recently as the Sargent Museum, at 88 Lowell Street, to the New Hampshire Institute of Art. The Board of Directors of Amoskeag Industries, Inc. believes that Amoskeag is entitled to a share of the proceeds as payment for its interests in the premises in accordance with a May 2002 Agreement to Discharge Reversionary Interest. The following represents our best effort at explaining the somewhat complicated history of this transaction.

In 2002, the City, Amoskeag Industries, Inc., and the Sargent Museum engaged in a transfer of the land and buildings at 88 Lowell Street to the Sargent Museum. At that time, the City had title to the premises, but that title was subject to an Amoskeag reversionary interest, which entitled Amoskeag to resume its ownership of the premises without payment of any amount. Earlier, in 1997, the City had entered into a Purchase and Sales Agreement with Sargent Museum which, among other things, provided that the City would sell the premises to Sargent Museum, but if Sargent Museum could not complete renovations and, instead, was able to sell the premises prior to the end of 2005, any profits would be split between the City and Sargent Museum. The Purchase and Sales Agreement required Sargent Museum to re-convey the premises to the City if Sargent Museum could neither complete renovations nor sell the premises by the end of 2005.

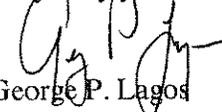
In order to facilitate this transaction, Amoskeag agreed to give up its right to resume its ownership and title to the premises. This agreement was documented in The Agreement to Discharge Reversionary Interest (the "Discharge Agreement"), which was coordinated with the Purchase and Sales Agreement. Amoskeag, like the City, received no payment from Sargent in 2002. However, paralleling the City's right to receive a payment of a portion of profits if Sargent Museum sold the premises before the end of 2005, under the Discharge Agreement, Amoskeag would receive from the City 20% of the City's share of the net profits from such a sale.

In December 2007, Sargent Museum sold the premises to the New Hampshire Institute of Art. The City permitted the sale to go forward at the request of Sargent Museum's receiver, rather than dispute whether Sargent Museum's proposed sale was too late (the Purchase and Sales Agreement is clear that the sale had to occur prior to the end of 2005) and insisting that Sargent Museum re-convey the premises to the City, again as required by the Purchase and Sales Agreement. Just prior to this sale, Amoskeag was asked by the New Hampshire Institute of Art to extend the 2002 Agreement such that Amoskeag would receive a portion of the profits of any future sale. Amoskeag similarly did not insist on re-conveyance to the City and reinstatement of its reversionary interest, as required by the 2002 agreements. *However, Amoskeag was not informed that the City was being paid a portion of the sales proceed as if the sale had occurred by the end of 2005.*

The intent of the 2002 agreements and the December 2007 agreement was to facilitate the transfer of the premises to a not-for-profit agency that would both renovate the historic property from its state of disrepair and add to the City's cultural attractions. Amoskeag Industries anticipated from its conversations with the receiver for Sargent Museum that all of the net proceeds of the sale to the New Hampshire Institute of Art would be used by and for the benefit of the Sargent Museum. In fact, a disbursement statement used at the closing of the sale to New Hampshire Institute of Art showed all of the net proceeds going to Sargent Museum, and Amoskeag was not notified by any party to the transaction that the City was being paid a portion of the proceeds. For that reason, in December, Amoskeag had no reason to suspect that the City was receiving proceeds of the sale and that a portion of the proceeds should have been paid to Amoskeag. (Similarly, presumably through an oversight, Amoskeag was never informed or given a copy of a 2002 amendment to the original Purchase and Sales Agreement that modified certain dates from 2005 to 2007, despite the fact that the Agreement to Discharge Reversionary Interest expressly relied on and was coordinated with the Purchase and Sales Agreement provision that required payment of a portion of proceeds to Amoskeag or reinstatement its reversionary interest by the end of 2005.) It was only after the December 2007 closing that Amoskeag determined that the City had received a portion of the proceeds. (Because no payment to the City is shown on the closing disbursement statement, Amoskeag is uncertain as to the amount of those proceeds but believes that they were approximately \$160,000.)

In conclusion, it is clear that Amoskeag agreed to waive its reversionary rights, conditioned upon receiving twenty percent of any consideration paid to the City, in the event the 88 Lowell Street property was sold. For these reasons, Amoskeag Industries now requests that the City pay Amoskeag twenty percent of the City's net proceeds of the 88 Lowell Street sale in accordance with Section 2 of the Agreement to Discharge Reversionary Interest.

Very truly yours,

  
George P. Lagos

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Authorizing the Finance Officer to Make Certain Budgetary Closings  
for the Fiscal Year 2008.”

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

- I. That the Finance Officer be and he is hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the year 2008 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.

# City of Manchester New Hampshire

In the year Two Thousand and

## A RESOLUTION

“A Resolution appropriating to the Central Business Service District the sum of \$244,000 from Central Business Service District Funds for Fiscal Year 2009.”

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

That the sum of Two Hundred Forty Four Thousand Dollars (\$244,000) from Central Business Service District funds shall be hereby appropriated to the Central Business Service District for Fiscal Year 2009 as follows:

RESTRICTED FUNDS: Subject to the approval of the Planning Director.

Expenses.....\$244,000

TOTAL.....\$244,000

RESOLVED that this Resolution shall take effect upon its passage.

5/19/08 TABLE 12

# City of Manchester New Hampshire

In the year Two Thousand and

## A RESOLUTION

“Continuation of the Central Business Service District”

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

WHEAREAS, the establishment of Central Business Service District are authorized under provision of RSA 31:120 through RSA 31:125; and

WHEAREAS, the Board of Mayor and Aldermen have further authorized the establishment of such districts and has set forth procedures for the same in Chapter 37 of the Code of Ordinance; and

WHEAREAS, the Board of Mayor and Aldermen, after consultation with and on the recommendation of the Advisory Board of owners and tenants within the proposed district, find that a central business service district should be continued:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN:

1. That the recommended boundaries of the district within which services will be provided and assessments made on the property are:

Beginning at a point at the intersection of River Road and west North Street: thence easterly along West North Street and continuing along North Street to Bay street;  
 thence southerly along Bay Street to Sagamore Street;  
 thence along Sagamore Street to a point at the rear property line of property at 1631 Elm Street (Rite-Aid);  
 thence generally southerly along the rear property line of property at 1631 Elm Street (Rite-Aid) to Pennacook Street;  
 thence westerly along Pennacook Street to an alley – Elm Street East Back;  
 thence southerly along Elm Street East Back Alley to Blodgett Street;  
 thence westerly along Blodgett Street to an alley – Elm Street East Back;  
 thence southerly along Elm Street East Back Alley to Brook Street;  
 thence easterly along Brook Street to Temple Court;  
 thence southerly along Temple Court to Harrison Street;  
 thence westerly along Harrison Street to the rear of the building at 1415 Elm Street ( the “Sears Building” so called);  
 thence southerly along the rear of the building at 1415 Elm Street ( the “Sears Building” so-called) to Prospect Street;  
 thence continuing southerly along the rear property line of 1331-1375 Elm Street to Myrtle Street;  
 thence continuing southerly along an alley – North Church Street to Orange Street;

# City of Manchester New Hampshire

*In the year Two Thousand and*

## A RESOLUTION

"Continuation of the Central Business Service District"

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

thence easterly along Orange Street to Chestnut Street;  
thence southerly along Chestnut Street to Bridge Street;  
thence easterly along Bridge Street to Pine Street;  
thence southerly along Pine Street to Manchester Street;  
thence westerly along Manchester Street to Chestnut Street;  
thence southerly along Chestnut Street to Auburn Street;  
thence westerly along Auburn Street to Elm Street;  
thence southerly along Elm Street to the southerly point of property on the west side of Elm Street now or formerly of Allen-Bradely Corp.;  
thence westerly along the property line of said property to the B & M rail line;  
thence continuing westerly across property of the City of Manchester to the Merrimack River;  
thence northerly along the Merrimack River to the Amoskeag Dam;  
thence easterly from the Amoskeag Dam on a line extending to River Road;  
thence northerly along the River Road to West North Street; said point also being the point of beginning.

That the district is to include all properties within the described boundaries.

2. That the assessed values of the properties for purposes of assessments be established in accordance with the property tax maps and records as maintained by the Board of Assessors.
3. That services to be provided within the District consist of daily cleaning, maintenance and inspection of incidental repairs within the right- of -way in the District and such other services as determined by the Advisory Board.
4. That the special district assessment for Fiscal Year 2008 be established at \$.369832 per thousand dollars of assessed value of each property assessed within the district.
5. That the special district assessment shall be made against the owners of all commercial, all industrial and residential properties of five units or more, (excluding multi unit condominium properties).

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

CENTRAL BUSINESS DISTRICT ADVISORY  
BOARD TO THE MAYOR AND BOARD  
OF ALDERMEN

May 5, 2008

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

**Subject: Annual Report and Recommendations from the Advisory Board regarding  
Intown Manchester and the Central Business District.**

Dear Mayor and Aldermen:

At the Annual Meeting of the CBSD Advisory Board held May 5, 2008 the Board, representing the business community and downtown property owners, had a spirited on the best way to inform our elected officials of the need to continue to focus on making needed improvements in the downtown business district that helps promote public safety, environmental concerns, health and attractiveness as a destination.

As the public may not generally know, we pay an extra assessment on our property taxes for added serves to the downtown area.

As we enter the 2008-2009 budget cycle for our City and mindful of the economic conditions of our country, we as your appointees, respectfully request that you adopt, fund and support each of the following goals and objectives of the Board of the Central Business District.

1. Maintenance of the infrastructure of Downtown Manchester.
2. The beautification and attractiveness of Downtown Manchester.
3. Providing open lines of communication between the City and the Property Owners of the CBSD.

Funding these requests will send a clear message that reinforces and continues the concerted efforts of Intown Manchester, the Highway Department and all other related City agencies with responsibilities for the downtown area.

**2008-2009 GOALS AND RECOMENDATIONS:**

**To continue the momentum begun, we urge you to take the following action:**

- Given the exciting development plans by the Merrimack River in the prior Jack-Pac area underway, authorize the expansion of the CBSD district to include the "South Expansion" to the Queen City Bridge, thus extending the district from the Queen City Bridge to the Amoskeag Bridge.

Page 2  
May 5, 2008

- Given evidence of deteriorating conditions and safety concerns, continue funding of infrastructure improvements in the CBSD for critical sidewalk repairs and replacement, improved signage, and streetscape repairs and replacement. By doing so, you will reduce the risk of injury and liability to the city as well as make the city more attractive.
- Given the recent experience of a growing trash problem and possible health hazard, maintain the Saturday trash pick up and serious consideration of a CBSD trash recycling program, similar to that of the residential areas. We also urge you to request greater enforcement by the City Health Department to enforce existing regulations to encourage property owners and restaurants to deposit their trash in adequate containers so that the trash is not subject to the wind, elements, or animals.
- To help reduce litter downtown and unsightly trash on our streets, an enhanced and more frequent street sweeping program with sign notification of the pending action by the Highway Department.
- So as to avoid repeating the experience of recent winters when many city streets and alleys became barely passable both by pedestrians and vehicles, adequate funding to remove the snow from the sidewalks and streets for next winter.
- Since it has been seven years since the last RFP was issued, authorize the CBSD to circulate an RFP to continue services to and pursue the goals of your Board for the downtown area.

Your action to adequately fund these recommendations will help our city reduce the consequences of injury and liability for pedestrian and vehicular accidents that will occur if the sidewalks are not repaired or replaced, help hold the values of property stable within the CBSD and continue to make Manchester a travel destination that boasts of pride and a grassroots sense of community.

Thank you for your continued support of Intown Manchester and their efforts in the CBSD to hold Manchester in its rightful place as a 'nice place to live and a great place to raise a family'.

Sincerely,

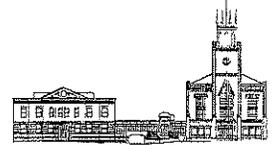
The Central Business District Advisory Board

Ron Dupont: Red Oak Properties  
Tim Beckert: Verizon Wireless Arena  
Peter Ramsey: Palace Theatre  
George Bruno: Lawyer  
Paul Mansback: L. Newman Associates / Paul Mansback, inc.  
Dianne Mercier: Ocean Bank  
Richard Brenner: Fisher Cats



# CITY OF MANCHESTER

## Planning and Community Development



Robert S. MacKenzie, AICP  
Director

Planning  
Community Improvement Program  
Growth Management

Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

May 19, 2008

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

*Re: Central Business Service District – (CBSD)*

Dear Honorable Mayor and Aldermen:

On May 5, 2008, pursuant to the requirements of Chapter 37 of the City Code of Ordinances, the Central Business Service District Advisory Committee convened to discuss matters relating to the District. I am forwarding to the Board of Mayor and Aldermen a copy of the letter from the Advisory Board relating to this meeting.

In accordance with the provisions of Chapter 37, the Advisory Board is charged with the responsibility of making recommendations to the Board of Mayor and Aldermen regarding the specific services, and level of services, to be provided in the District. The attached communication is therefore pertinent to the pending adoption of the CBSD Budget Resolution and District Continuing Resolution.

I would note that the Advisory Board is recommending an expansion of the District southward along Elm Street to Queen City Avenue, essentially incorporating the former Jac-Pac site into the District. This expansion has the full support of the Intown Manchester Board, including Chairman Richard Anagnost. The assessed valuation of the proposed expanded area is \$37,302,400.00, which will result in an additional \$13,795.62 of revenue to the CBSD, increasing the budget to \$257,795.62, from \$244,000.00. Intown Manchester plans on hiring a part time person to sweep sidewalks, pick up litter, and perform other general cleaning tasks in the new area with the added revenue.

Although Intown Manchester supports this expansion, it has not yet surveyed all of the property owners to be affected and is looking to hold a public meeting in early June to gauge their willingness to be included in the CBSD. As such, while we have prepared a revised CBSD Budget Resolution and a Resolution calling for the continuation and expansion of the District, I would advise the BMA that it might be prudent to wait until the results of the District public meeting are known before voting for this expansion.

Should you have any questions regarding this, Sam Maranto and I will be available at your meeting.

Sincerely,

Pamela H. Goucher, AICP  
Interim Director of Planning & Community Development

# City of Manchester New Hampshire

In the year Two Thousand and *Eight*

**PROPOSED REVISED VERSION,  
IF AMENDED.**

## A RESOLUTION

"A Resolution appropriating to the Central Business Service District the sum of \$257,795.62 from Central Business Service District Funds for Fiscal Year 2009."

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

That the sum of Two Hundred Fifty Seven Thousand Seven Hundred Ninety Five Dollars and Sixty Two Cents (\$257,795.62) from Central Business Service District funds shall be hereby appropriated to the Central Business Service District for Fiscal Year 2009 as follows:

RESTRICTED FUNDS: Subject to the approval of the Interim Planning Director.

Expenses..... \$257,795.62

TOTAL..... \$257,795.62

RESOLVED that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

In the year Two Thousand and *Eight*

**PROPOSED REVISED VERSION,  
IF AMENDED.**

## A RESOLUTION

“Continuation and Expansion of the Central Business Service District.”

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

- WHEREAS, the establishment of Central Business Service Districts are authorized under provision of RSA 31:120 through RSA 31:125; and
- WHEREAS, the Board of Mayor and Aldermen have further authorized the establishment of such districts and has set forth procedures for the same in Chapter 37 of the Code of Ordinance; and
- WHEREAS, the Board of Mayor and Aldermen, after consultation with and on the recommendation of an Advisory Board of owners and tenants within the proposed District, find that a Central Business Service District should be continued and expanded:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN:

1. That the recommended boundaries of the District within which services will be provided and assessments made on the property are:

Beginning at a point at the intersection of River Road and west North Street; thence easterly along West North Street and continuing along North Street to Bay Street;  
thence southerly along Bay Street to Sagamore Street;  
thence along Sagamore Street to a point at the rear property line of property at 1631 Elm Street (Rite-Aid);  
thence generally southerly along the rear property line of property at 1631 Elm Street (Rite-Aid) to Pennacook Street;  
thence westerly along Pennacook Street to an alley – Elm Street East Back;  
thence southerly along Elm Street East Back Alley to Blodgett Street;  
thence westerly along Blodgett Street to an alley – Elm Street East Back;  
thence southerly along Elm Street East Back Alley to Brook Street;  
thence easterly along Brook Street to Temple Court;  
thence southerly along Temple Court to Harrison Street;  
thence westerly along Harrison Street to the rear of the building at 1415 Elm Street (the “Sears Building” so-called);  
thence southerly along the rear of the building at 1415 Elm Street (the “Sears Building” so-called) to Prospect Street;  
thence continuing southerly along the rear property line of 1331-1375 Elm Street to Myrtle Street;  
thence continuing southerly along an alley – North Church Street to Orange Street;

# City of Manchester New Hampshire

In the year Two Thousand and *Eight*

**PROPOSED REVISED VERSION (CONT.)  
IF AMENDED.**

## A RESOLUTION

“Continuation and Expansion of the Central Business Service District.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:  
thence easterly along Orange Street to Chestnut Street;  
thence southerly along Chestnut Street to Bridge Street;  
thence easterly along Bridge Street to Pine Street;  
thence southerly along Pine Street to Manchester Street;  
thence westerly along Manchester Street to Chestnut Street;  
thence southerly along Chestnut Street to Auburn Street;  
thence westerly along Auburn Street to Willow Street  
thence southerly along Willow Street to Valley Street  
thence easterly along Valley Street to Elm Street.  
thence southerly along Elm Street, including only those properties with a  
border on Elm Street, to Queen City Avenue  
thence westerly along the middle of Queen City Avenue to the Queen City  
Bridge  
thence northerly along the Merrimack River to the existing CBSD border  
at the “Trestle Bridge”  
thence northerly along the Merrimack River to the Amoskeag Dam;  
thence easterly from the Amoskeag Dam on a line extending to River  
Road;  
thence northerly along River Road to West North Street; said point also  
being the point of beginning.

That the District is to include all properties within the described  
boundaries.

2. That the assessed values of the properties for purposes of assessments be  
established in accordance with the property tax maps and records as  
maintained by the Board of Assessors.
3. That services to be provided within the District consist of daily cleaning,  
maintenance and inspection of incidental repairs within the right-of-way in  
the District and such other services as determined by the Advisory Board.
4. That the special district assessment for Fiscal Year 2009 be established at  
\$.369832 per thousand dollars of assessed value of each property assessed  
within the District.
5. That the special District assessment shall be made against the owners of all  
commercial, all industrial and residential properties of five units or more,  
(excluding multi unit condominium properties).

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

6/19/08 TABLED

# City of Manchester New Hampshire

*In the year Two Thousand and*

## A RESOLUTION

"A Resolution appropriating to the Manchester School District the sum of \$140,000,000 for the Fiscal Year 2009."

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

That the sum of One Hundred Forty Million+ Dollars (\$140,000,000) is hereby appropriated to the Manchester School District to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follow:

RESTRICTED FUNDS: Subject to the approval of the City of Manchester Board of School Committee.

\$140,000,000

RESOLVED that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and*

## A RESOLUTION

"A Resolution appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,826,500 from School Food and Nutrition Services Revenues for Fiscal Year 2009."

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

That the sum of Five Million, Eight Hundred Twenty Six Thousand, Five Hundred Dollars (\$5,826,500) from School Food and Nutrition Services revenues shall hereby be appropriated to the Manchester School Food and Nutrition Services program for Fiscal Year 2009 as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Board of School Committee.

\$5,826,500

RESOLVED that this Resolution shall take effect upon its passage.