

AGENDA

BOARD OF MAYOR AND ALDERMEN

September 2, 2008
Mayor and all Aldermen

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

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Scott Bassett, Independent City Auditor, McGladrey and Pullen to present the audit plan for FY2008.

CONSENT AGENDA

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

Ratify and Confirm Poll Conducted

- A. Ratify and confirm phone poll of the BMA conducted August 8, 2008 setting the polling hours for the State Primary Election, September 9, 2008, from 6:00 a.m. until 7:00 p.m.
Ladies and Gentlemen, what is your pleasure?
- B. Ratify and confirm phone poll of the BMA conducted August 21, 2008 entering the City into a contract with MCAM under same terms and conditions as the expired contract with the exception of dates, with a new term of July 1, 2008 to June 30, 2011.
Ladies and Gentlemen, what is your pleasure?

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

- C. Sidewalk petitions:
316 South Hall Street
60 Oakdale Avenue
78 Batchelder Avenue
1154 South Beech Street
111 Mission Avenue
129 Ferry Street
1529 Union Street

Informational to be Received and Filed

- D. Communication from David Brillhart, NHDOT advising the Board of fuel and asphalt cement price adjustments for construction contracts.
- E. Approved minutes from the Commissioners meeting held June 24, 2008, June 2008 Financial Report, and June 2008 Ridership Report submitted by David Smith, Executive Director MTA.
- F. Monthly Bulletin from the City of Manchester Health Department for June 2008.
- G. Communication from Kevin Kincaid, Office of the City Clerk, providing an update on the Neighborhood Enhancement Team.
- H. Communication from Jay Minkarah, Director of Economic Development providing a quarterly report for period ending June 30, 2008.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

- I. Resolution:

“Amending the FY2009 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Sixty Eight Thousand Dollars (268,000) for the FY2009 CIP 612509 22 Concord Street Redevelopment Project.”

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

- J. Recommending, after due and careful consideration, that an administration fee be charged on future Section 108 loans at a rate increased one-half percent over current HUD charges.
(Unanimous vote)

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

5. Nominations to be presented by Mayor Guinta, if available.
Ladies and Gentlemen, what is your pleasure?

6. Confirmation of nominations made by Mayor Guinta:

Conservation Commission

James O'Shaughnessy, to succeed Joann O'Shaughnessy, term to expire August 1, 2009.

Michael Dupree, to succeed Todd Connors alternate member, term to expire August 1, 2009.

Parks, Recreation & Cemetery Commission

Keith Murphy to succeed George "Butch" Joseph term to expire July 7, 2011.

Ladies and Gentlemen, what is your pleasure?

7. 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 of Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?

10. Communication from Alderman Ouellette requesting the new athletic field on Douglas Street Extension be named The Henry R. Thibault Field.

Ladies and Gentlemen, what is your pleasure?

11. Communication from Michael McCluskey, Chair, Manchester Development Corporation requesting authorization of grants to promote economic development for the City.

Ladies and Gentlemen, what is your pleasure?

12. Communication from Kit Reno and Pat Howard from Friends of Stark Park requesting approval of an alternative Bandstand site to the location previously approved by the Board of Mayor and Aldermen on May 20, 2008.

Ladies and Gentlemen, what is your pleasure?

13. Proposed amendment to the Manchester City Charter resulting from a voter petition initiative providing for the insertion of Section 6.15 Limitation on Budget Increases.

Note: A copy of the proposed Charter amendment is attached including the effective date and a brief summary.

If the Board so desires, a motion would be in order to send to public ballot.

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

“Amending the FY2009 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Sixty Eight Thousand Dollars (268,000) for the FY2009 CIP 612509 22 Concord Street Redevelopment Project.”

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.)

15. 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)

16. 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)

17. 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.)

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

(Tabled 09/05/2006)

18. NEW BUSINESS
A. Communications
B. Aldermen

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



**City of Manchester
Office of the Independent City Auditor**

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Phone: (603) 624-6523
Fax: (603) 624-6528

June 16, 2008

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

Dear Honorable Board Members,

Scott Bassett from the auditing firm of McGladrey and Pullen would like to discuss the audit plan for the upcoming audit of the fiscal year 2008 financial statements.

Respectfully Submitted,

Kevin M. Buckley
Independent City Auditor



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Matthew Normand
Deputy City Clerk

DATE: August 8, 2008

RE: Polling Hours for State Primary Election

Pursuant to RSA 659:4, the Board of Mayor and Aldermen are required to "determine the polling hours no later than 30 days prior" to the election. Normally, this is requested in June each year however, we have been unable to confirm that this request was submitted this year.

Since today is the final day to set the polling hours for the State Primary election, I am requesting the Board set the polling hours for the election on Tuesday, September 9, 2008 from 6:00 a.m. until 7:00 p.m.

Your favorable consideration would be greatly appreciated.



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Matthew Normand 
Deputy City Clerk

DATE: August 8, 2008

RE: Polling Hours for State General Election

Pursuant to RSA 659:4, the Board of Mayor and Aldermen are required to “determine the polling hours no later than 30 days prior” to the election.

I am requesting the Board set the polling hours for the State General election on Tuesday, November 4, 2008 from 6:00 a.m. until 7:00 p.m.

Your favorable consideration would be greatly appreciated.

Tuesday
 Sept. 9/08
 6 AM - 7: PM

* Should H
 Res done
 in case
 @ BMA

Board of Aldermen

Yeas and Nays

Upon RS# - 65984

determine polling time
 "30 day period" to election of
 August 8, 2008

Aldermen	Yea	Nay	Absent	Pass
Ward 1 - M. Roy	✓			
Ward 2 - Gatsas	✓			
Ward 3 - Sullivan			2008	
Ward 4 - J. Roy	✓			
Ward 5 - Osborne	✓			
Ward 6 - Pinard	✓			
At Large - O'Neil	✓			
At Large - Lopez	✓			
Ward 7 - Shea	✓			
Ward 8 - DeVries	✓			
Ward 9 - Garrity	✓			
Ward 10 - Smith	✓			
Ward 11 - Ouellette	✓			
Ward 12 - Domaingue	✓			
TOTAL:				

August 21, 2008

Phone poll of the Board of Mayor and Aldermen:

Vote for the City to enter into a contract with MCAM under the same terms and conditions as the expired contract with the exception of dates.

Term: July 1, 2008 - June 30, 2011

Unanimous vote with the exception of Alderman Pinard and Alderman Domaingue who could not be reached.

Thomas R. Clark
City Solicitor

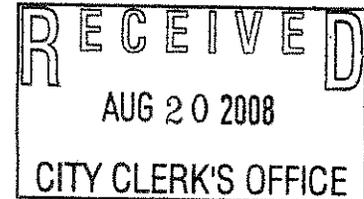


Peter R. Chiesa
Gregory T. Muller
John G. Blanchard
Jeremy A. Harmon

Thomas I. Arnold, III
Deputy City Solicitor

CITY OF MANCHESTER
Office of the City Solicitor

August 19, 2008



Joseph Lahr
Manchester Community Access Media, Inc.
540 Commercial Street
Manchester, New Hampshire 03101

Re: Agreement Between the City of Manchester and MCAM

Dear Joe:

In light of your facsimiles to me on August 14 and 15, 2008 I thought that I should state the position of the City Solicitor's Office, in writing, so that there is no misunderstanding.

Paragraph 1. TERM of the Agreement Between the City of Manchester, New Hampshire and Manchester Community Access Media, Inc., in pertinent part states as follows.

This Agreement shall be for a period of three (3) years commencing on July 1, 2005 and ending on June 30, 2008 unless earlier terminated, as provided for in this Agreement. Unless earlier terminated, as provided for in this Agreement MCAM may extend the term of this Agreement to June 30, 2011 provided that it gives notice of its intention to extend the term no less than one hundred and twenty (120) days prior to June 30, 2008.

Paragraph 20. NOTICES of the Agreement provides that notices or other communications in regards to the Agreement be given to the City Clerk's Office with copies to the Mayor and the City Solicitor.

Given the foregoing Agreement language on July 31, 2008 I requested that the City Clerk's Office research their records to determine if they received a notice of intention to extend the term of the Agreement. The Clerk's Office researched its records back through January, 2008 and found no correspondence from MCAM. On August 1,

B-2

2008 I asked Hazel Roche of this office to review the logs kept of all incoming mail to see if the Solicitor's Office had received a Notice of Intent to Extend the Agreement. Hazel, like the Clerk's Office, found no record of receiving a Notice of Intent to Extend. On August 4, 2008 I spoke to Sean Thomas of the Mayor's Office and asked if the Mayor's Office had received a Notice of Intent to Extend. Sean advised me that the Mayor's Office had not received such a notice.

As the City Clerk, the Mayor nor the City Solicitor's Office received a Notice of Intent to extend the Agreement the Agreement between the City and MCAM expired on June 30, 2008.

By e-mail dated August 6, 2008 you stated that you submit a report to the Aldermen every February and go on to state "[i]f there are details to this continuance that I have missed, please make me aware of them and I will forward such materials ...". In response to my request for those materials you , by e-mail, stated that:

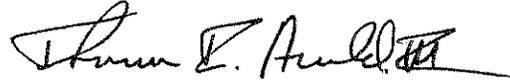
the reports I sent in February are (1) the audit – the same audit that was in last night's agenda (2) a letter that describes the State of the Organization – similar to the letter that was distributed to the Aldermen last night. Both attached here ... please let me know if there is more needed.

Attached to the e-mail were an undated communication or report from the MCAM, Inc. Board of Directors to the Board of Mayor and Aldermen, on Manchester Community Access Media, Inc. letterhead but without the MCAM logo, and an audit of MCAM for the years ended September 30, 2007 and 2006. Even if the City Clerk, the City Solicitor and the Mayor had received those documents in February they would not have been sufficient to serve as a Notice of Intent to Extend the Agreement as neither document even referred to the Agreement much less stating that MCAM intended to extend the agreement.

On August 14, 2008 I received an undated facsimile from you in which you state: "The previous [letter] request for continuance does not replace or supersede the continuance that was requested on or about February 14, 2008. This is a clarification of that previous request, made nearly 200 days ago." As noted above the City did not receive any such request in February 2008. The first page of this facsimile was a copy of the undated communication that you provided to me by e-mail on August 6, 2008 with a significant alteration, the addition of a last paragraph stating "[t]hank you for the opportunity to serve Manchester, as always and once again for the sake of irrefutable clarity, we seek an extension to the contract and look forward to continuing for years to come (i.e. 7/1/08 – 7/1/11)." This statement, added to your undated communication or report does not meet the requirements of the Agreement and does not serve to extend the Agreement which had expired on June 30, 2008 as it was not received until August 14, 2008.

As the Agreement expired on June 30, 2008 MCAM and the City no longer have an agreement. Action by the Board of Mayor and Aldermen will be required to enter into a new agreement should the Board wish to do so.

Very truly yours,



Thomas I. Arnold, III
Deputy City Solicitor

TIA/hms

p.c. Mayor
Board of Mayor and Aldermen c/o City Clerk ✓



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

I/we, HENRY LESNIAK/ANITA LESNIAK, the
Name(s)

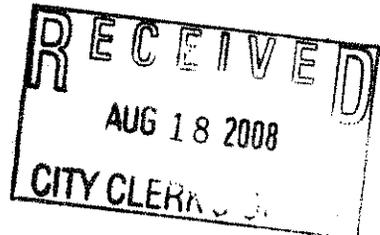
owner(s) of the real estate abutting upon 316 SOUTH HALL ST
Street Address

Manchester, NH 0310

Description (including footage): APPROXIMATELY 57 FEET
OF CURBING TWO CURVED PIECES AT DRIVEWAY ENTRY

desire that:

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



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

Signed:

Henry Lesniak
Owner

Anita Lesniak
Owner

316 SOUTH HALL ST. MANCHESTER
Mailing Address

Phone #: 623-7918

Date: 08-14-08



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

I/we, BERNARD STREETS & DIANE RICHMOND, the
Name(s)

owner(s) of the real estate abutting upon 60 OAKDALE AVENUE
Street Address

Manchester, NH 0310

Description (including footage): _____

OLD CURBING HAS, OVER THE YEARS, BEEN STEADILY
BROKEN UP BY SNOW ~~PLOWS~~ PLOWS & SALT

desire that:

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

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

Signed: Bernard Streets
Owner

Diane Richmond/PWA
Owner

60 OAKDALE AVE MANCHESTER, NH 03103-4622
Mailing Address

Phone #: 603-2291

Date: AUG. 15, 2008



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
MANCHESTER CITY CLERK

I/we, VICTOR T MBUYI, ^{'08 AUG -5 P1:35}
Name(s), the

owner(s) of the real estate abutting upon 78 BAICHELDER AVE
Street Address
Manchester, NH 03103

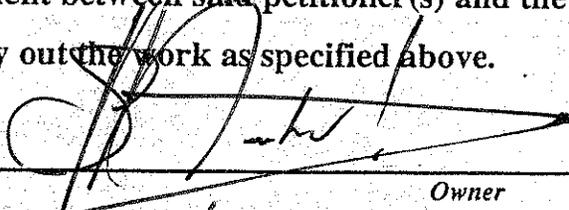
Description (including footage): Family Flat, 3 stories, built
in 1976 3,276 square feet living area
6 Bedrooms, 3 Bathrooms

desire that:

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

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

Signed:


Owner

VICTOR MBUYI
Owner

78 BAICHELDER AVE #1, Manchester, NH 03103
Mailing Address

Phone #:

(603) 903-3953

Date:

07/23/08



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
MANCHESTER CITY CLERK

I/we, Wilfred Gagnon & Nancy L. Gagnon, the
Name(s) '08 AUG -4 P 2:24

owner(s) of the real estate abutting upon MAPLETON Road
Street Address

Manchester, NH 0310

Description (including footage): CURBING ALONG MAPLETON
90' TO S. Beech St.

desire that:

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

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

Signed: Will J. Gagnon
Owner

Nancy L. Gagnon
Owner
1154 South Beech Street
Mailing Address

Phone #: 669-9095

Date: 8-4-08



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
MANCHESTER CITY CLERK

I/we DONALD AND CLAUDETTE MARTEL ^{'08 JUL 31 11:46} the
Name(s)

owner(s) of the real estate abutting upon 111 MISSION AVE.
Street Address
Manchester, NH 03104

Description (including footage): Our lot is 50'x100'. Facing our home from the street the property line on the left it is 35' to our driveway. Our driveway is 12' wide with 3' to the right property line. We would like curbing for the 35' to the driveway and the 3' from the driveway to the right property line.

desire that:

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

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

Signed: Donald J. Martel
Owner

Claudette J. Martel
Owner

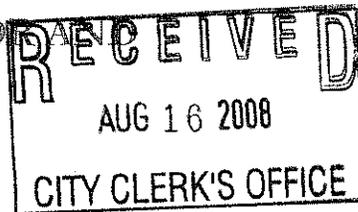
111 MISSION AVE. MANCHESTER, NH 03104
Mailing Address

Phone #: 669-7856

Date: 7/30/08



TO THE HONORABLE BOARD OF MAYOR
ALDERMEN:



I/we, JDW Realty Corporation, the
Name(s)

owner(s) of the real estate abutting upon 129 Ferry Street
Street Address

Manchester, NH 03102
City and State

Description (including footage): Fifteen feet of sidewalk to be
reconstructed - slopes down and water is leaking
into dry cleaning business - possible drain to
be constructed. Floor inside building is damaged +
tiles starting to lift.

desire that:

Thank-you - 😊

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

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

Signed:

[Signature] Jim D Watson
Owner

50 S Main St - Manchester NH
Owner

Mailing Address

Phone #:

603-668-4800

Date:

8/14/08

ASK for Bea Neagle

C-6



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
AUG 21 2008
CITY CLERK'S OFFICE

I/we, Bruce McCall & Rame Hall, the
Name(s)

owner(s) of the real estate abutting upon 1529 Union Street
Street Address

Manchester, NH 0310

Description (including footage): curbs along Union Street & Steinmetz Street, abutting our property

desire that:

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

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

Signed:

Bruce McCall
Owner

R. Hall
Owner

1529 Union Street, Manchester, NH 03104
Mailing Address

Phone #:

603-669-5607

Date:

8/19/08



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

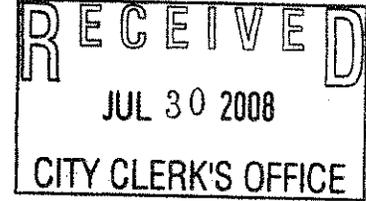


GEORGE N. CAMPBELL, JR.
COMMISSIONER

July 14, 2008
July 28, 2008 (Revised)

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

RE: Fuel and asphalt cement
Price adjustments for construction contracts



Dear Municipal Officials:

Given the record high cost and fluctuation of global oil prices, we are all experiencing unprecedented increases in construction costs. This price volatility, particularly regarding asphalt cement and diesel fuel, can result in significant challenges to contractors when preparing bids. In many cases, prospective bidders cannot obtain firm quotes from material suppliers to cover the duration of a construction project. This leads to price speculation by bidders, and inflated and unpredictable bid prices in order to safeguard against possible price increases.

In an attempt to guard against speculative bid prices, the New Hampshire Department of Transportation (NHDOT) and many other surrounding state DOT's include price adjustment provisions as part of contract specifications. These provisions are inserted into construction contracts to minimize the effect of volatile fuel prices, and can provide for additional payments to the contractor or state, depending on an increase or decrease in the price of fuel or asphalt cement. These provisions attempt to remove some of the uncertainty from the bidding process, which in turn should provide more consistent and realistic bid prices.

Attached, for your use, are three documents that NHDOT uses in the process of administering fuel and asphalt price adjustments. These documents include the following:

1. Special Attentions for Fuel Adjustment and Asphalt Cement.
These special attentions are inserted in the contract at the time of bidding with a base price for the month of the bid. The sample given is for July 2008. Included in the special attention are factors to determine the amount of fuel or asphalt cement used for units of many of the items from NHDOT's Standard Specifications for Road and Bridge Construction.

These are available at NHDOT's website at:

[http://www.nh.gov/dot/bureaus/highwaydesign/specifications/Special Attentions.htm](http://www.nh.gov/dot/bureaus/highwaydesign/specifications/Special_Attentions.htm)

2. Fuel and Asphalt Cement Adjustment Guidelines

NHDOT uses these guidelines with charts in implementing the Special Attentions and determining the additional funding to be added to different size contracts to allow for the anticipated costs of the adjustment.

This can be found at:

<http://www.nh.gov/dot/bureaus/highwaydesign/specifications/documents/FuelAsphaltCementGuidelines.pdf>

3. Monthly Fuel Prices

This chart is updated monthly by the NHDOT Bureau of Construction to provide monthly prices to contract administrators for calculating price adjustments as needed throughout the life of a construction contract.

This can be found on NHDOT's website at:

<http://www.nh.gov/dot/bureaus/construction/documents/MonthlyFuelPricesImperial.pdf>

If you are not already inserting similar provisions into your construction contracts, you may want to consider doing so. These provisions will work to protect both the contractor and municipality by allowing more realistic bids to be prepared.

If you would like more information concerning price adjustment provisions, please contact Nancy Mayville at 603-271-2107 or Nmayville@dot.state.nh.us.

Sincerely,



David J. Brillhart, P.E.
Assistant Commissioner and
Chief Engineer

DJB/NJM/dh
Attachments

cc: George Campbell, Commissioner
Nancy Mayville, Municipal Highways Engineer

s:\community assistance\fuelpriceadjustments071408.doc

12/16/05

Supersedes Spec. Att. dated 7/30/75, 5/9/83, 12/5/84,
2/12/92, 10/19/93, 5/9/94, 1/26/95, 12/30/96, and 02/24/97

July 21, 2008

SPECIAL ATTENTION

ASPHALT CEMENT

All bid items involving asphalt concrete mixtures listed in Sections: 403, Hot Bituminous Pavement; 404, Recycled Bituminous Pavement; and 411, Plant Mix Surface Treatment; containing asphalt cement will be subject to a price adjustment. This adjustment will take effect when the monthly price for asphalt cement as furnished by the Bureau of Materials and Research differs from the base price contained in the proposal by more than ten percent of the base price.

The price adjustment will be based on the approved job mix formula(s) percent of asphalt cement in the materials incorporated in the work.

The base price of asphalt cement for this Contract is:

\$ 647.50 per ton on English Projects.

\$ 713.55 per metric ton on Metric Projects.

The monthly price of asphalt cement will be furnished by the Bureau of Materials and Research on the first business day following the 14th calendar day of each month.

The contract prices of Hot Bituminous Pavement, Recycled Bituminous Pavement and Plant Mix Surface Treatment will be paid under the respective items in the contract. The price adjustment, as provided herein, upwards or downwards, will be made at the end of each month in which the work was accomplished as follows:

When the monthly price is more than 110% of the base price, a contract adjustment will be made under Item 1010.2 based on; [monthly price less 110% of base price] X [approved job mix formula percent of asphalt cement] X [tons of pavement used].

When the monthly price is less than 90% of the base price, a contract adjustment will be made under Item 1010.2 based on; [monthly price less 90% of base price] X [approved job mix formula percent of asphalt cement] X [tons of pavement used].

When no item for Asphalt Cement Adjustment is included in the contract no adjustments will be made.

Item 1010.2 Asphalt Cement Adjustment¹

Dollar

¹ Not a bid item

07/15/08

Supersedes Form dated 12/3/79, 4/10/80, 11/19/82, 5/9/83, 12/7/90, 12/20/96, 07/14/04, 09/01/05 & 08/06/07

July 17, 2008

SPECIAL ATTENTION**FUEL ADJUSTMENT**

(a) The shortage of all products in relation to the national and worldwide energy situation has made future costs of fuel unpredictable. For this reason, a price adjustment clause is being inserted in this contract to provide for either additional compensation to the Contractor or payment to the State, depending upon an increase or decrease in the price of fuel.

(b) The fuel usage factors, which will be applied to the several items of the Contract shall be those set forth in Table 1.

(c) Price adjustment will be based upon the quantity of fuel incorporated in the work as determined by the factors in Table 1.

When the monthly sales price determined per paragraph (f) is more than 110% of the fixed base price set forth in paragraph (e), a contract adjustment will be made under Item 1010.15 based on: [monthly sales price less 110% of the fixed base price] multiplied by [item quantity eligible for payment during month] multiplied by [fuel factor].

When the monthly sales price determined per paragraph (f) is less than 90% of the fixed base price set forth in paragraph (e), a contract adjustment will be made under Item 1010.15 based on: [monthly sales price less 90% of the fixed base price] multiplied by [item quantity eligible for payment during month] multiplied by [fuel factor].

(d) The Contractor warrants that its bid prices for this Contract include no allowances for any contingency to cover increased costs for which adjustment is provided herein.

(e) The fixed base price of fuel will be:

\$ 4.5125 per gallon on English Projects.

\$ 1.1922 per liter on Metric Projects.

This price is used solely to compute price adjustments. The fuel price will be the lower bulk retail price of low sulfur diesel fuel for Boston as published by the Journal of Commerce and will include current Federal and State taxes.

(f) The monthly sales price of fuel will be determined by the Department on the 15th calendar day of each month. When the 15th calendar day falls on a Sunday, the price on the first

business day following the 15th calendar day will be utilized. Monthly sales prices will be set in the same manner as indicated in paragraph (e).

(g) The contract prices for the several items will be paid under the Contract. The price adjustment, when such adjustment is called for as provided in paragraph (c), will be made subsequent to the month in which the work was accomplished.

(h) No price adjustment will be allowed beyond the Project completion date unless there is a Department-approved extension of time. Price adjustments will not be made on quantities adjusted as a result of the final audit.

(i) The Department will not be responsible for computing or otherwise indicating price adjustments except to the prime contractor, which must make its own arrangements with its subcontractors.

(j) When no item for Fuel Adjustment is included in the contract no adjustments will be made.

Pay items and units:

1010.15	Fuel Adjustment ¹	\$
---------	------------------------------	----

¹Not a bid item.

Table 1 - FUEL FACTORS

Item of Work	Item No.	Units	Fuel
Excavation:			
Earth	203.1	gal/c.y.	0.26
	203.4	(liters/m ³)	(1.29)
	203.5		
	203.7		
	206.1		
	207.1		
	504.1		
Rock	203.2	gal/c.y.	0.34
	206.2	(liters/m ³)	(1.68)
	207.2		
	504.2		
Other	203.3	gal/c.y.	0.31
	203.6	(liters/m ³)	(1.54)
	207.3		
	504.3		
Bases:			
Unprocessed	209.1,3,4	gal/c.y.	0.46
	304.1	(liters/m ³)	(2.28)
	304.2		
Processed	304.3	gal/c.y.	0.82
	308.2	(liters/m ³)	(4.06)
	311.1		
	312.		
	313.		
314.			
Bituminous Concrete			
Pavement ²	403.	gal/ton	1.90
	411.	(liters/m ³)	(7.93)
	414.1		
All Other Items:			
		gal/\$1,000 of work (liters/\$1,000 of work)	13.0 (49.2)
Excluding: ³	201.	550.2	618.
	510.61	560.	619.
	510.65	561.	624.
	528.	563.5	692.
	544.	563.6	698.
	546.	563.7	8.
	549.	563.91	10.
	550.1	567.	

² Item 403.6 shall be calculated using the "All Other Items" category rate.

³ Also excluded are all supplementary agreements, extra work and per specification items.

FUEL AND ASPHALT CEMENT ADJUSTMENT GUIDELINES

DECEMBER 2005

Adjustment Special Attentions

The Fuel and Asphalt Cement Special Attentions can be located at this web address:
http://www.nh.gov/dot/bureaus/highwaydesign/specifications/Special_Attentions.htm.

Fuel Adjustment

Gas and diesel fuel adjustments have been combined resulting in one line item in the contract: *Item 1010.15 – Fuel Adjustment* with a unit of “\$”. See the Special Attention - Fuel Adjustment for more information, including excluded items.

Guidelines for inclusion in contracts:

Total Contract Item Cost	Fuel Adjustment Dollar Amount
Less than \$250,000	Eliminate Item from Contract
\$250,000 to \$500,000	\$2,000
\$500,000 to \$1,000,000	\$10,000
\$1,000,000 to \$3,000,000	\$20,000
\$3,000,000 to \$5,000,000	\$40,000
\$5,000,000 to \$10,000,000	\$70,000
Over \$10,000,000	\$100,000

Asphalt Cement Adjustment

The item number and description for asphalt cement adjustment is *Item 1010.2 – Asphalt Cement Adjustment* with a unit of “\$”.

Guidelines for inclusion in contracts:

Total Asphalt Mix	Asphalt Adjustment Dollar Amount
Less than 1,000 tons	Eliminate Item from Contract
1,000 to 2,500 tons	\$1,000
2,500 to 5,000 tons	\$5,000
5,000 to 10,000 tons	\$10,000
10,000 to 15,000 tons	\$20,000
15,000 to 25,000 tons	\$35,000
Over 25,000 tons	\$50,000

** Please note if Item 1010.15 – Fuel Adjustment or Item 1010.2 – Asphalt Cement Adjustment is not included in the contract, no respective adjustment will be calculated.

Monthly Fuel Prices

(Imperial)

<i>Month</i>	<i>Gas Price</i>	<i>Diesel Price</i>	<i>Asphalt Price</i>
July, 2008	\$3.8642	\$4.5125	\$647.50
June, 2008	\$3.8865	\$4.4345	\$536.00
May, 2008	\$3.5675	\$4.2845	\$455.00
April, 2008	\$3.1805	\$3.9595	\$427.00
March, 2008	\$2.9405	\$3.9620	\$392.00
February, 2008	\$2.8530	\$3.2620	\$379.00
January, 2008	\$2.7746	\$3.0945	\$379.00
December, 2007	\$2.7365	\$3.1250	\$371.00
November, 2007	\$2.7825	\$3.1400	\$371.00
October, 2007	\$2.5305	\$2.8575	\$373.00
September, 2007	\$2.4720	\$2.7335	\$383.00
August, 2007	\$2.4260	\$2.4845	\$379.00
July, 2007	\$2.7170	\$2.6055	\$370.00
June, 2007	\$2.6710	\$2.5855	\$370.00
May, 2007	\$2.8175	\$2.4730	\$372.00
April, 2007	\$2.5920	\$2.5370	\$376.00
March, 2007	\$2.4150	\$2.3420	\$375.00
February, 2007	\$2.1215	\$2.1835	\$373.00
January, 2007	\$1.9120	\$2.0215	\$387.00
December, 2006	\$2.1795	\$2.3515	\$387.00
November, 2006	\$2.0575	\$2.2045	\$396.00
October, 2006	\$2.0395	\$2.2630	\$416.00
September, 2006	\$2.1545	\$2.1580	\$433.00
August, 2006	\$2.6205	\$2.6695	\$421.00
July, 2006	\$2.9650	\$2.7184	\$397.00
June, 2006	\$2.7225	\$2.6099	\$378.00
May, 2006	\$2.8320	\$2.7135	\$348.00
April, 2006	\$2.5640	\$2.5915	\$317.00
March, 2006	\$2.2640	\$2.4080	\$269.00

D-8

<i>Month</i>	<i>Gas Price</i>	<i>Diesel Price</i>	<i>Asphalt Price</i>
February, 2006	\$1.8334	\$2.1835	\$266.00
January, 2006	\$2.1550	\$2.1930	\$266.00
December, 2005	\$2.0430	\$2.3015	\$266.00
November, 2005	\$1.8887	\$2.2000	\$264.00
October, 2005	\$2.1834	\$2.6030	\$263.00
September, 2005	\$2.5703	\$2.4000	\$256.00
August, 2005	\$2.3855	\$2.3840	\$251.00
July, 2005	\$2.1460	\$2.1085	\$245.00
June, 2005	\$1.9728	\$2.1780	\$241.00
May, 2005	\$1.8445	\$1.9315	\$235.00
April, 2005	\$1.8056	\$1.9910	\$237.00
March, 2005	\$1.8250	\$2.0190	\$231.00
February, 2005	\$1.6908	\$1.8070	\$231.00
January, 2005	\$1.6540	\$1.8180	\$231.00
December, 2004	\$1.4935	\$1.7655	\$233.00
November, 2004	\$1.6871	\$1.8405	\$233.00
October, 2004	\$1.8450	\$2.0530	\$237.00
September, 2004	\$1.6610	\$1.7440	\$237.00
August, 2004	\$1.7430	\$1.6890	\$235.00
July, 2004	\$1.7495	\$1.5625	\$231.00
June, 2004	\$1.6690	\$1.4525	\$222.00
May, 2004	\$1.8490	\$1.5570	\$204.00
April, 2004	\$1.5230	\$1.4545	\$199.00
March, 2004	\$1.5015	\$1.3770	\$197.00
February, 2004	\$1.4865	\$1.4605	\$200.00
January, 2004	\$1.4340	\$1.4510	\$200.00
December, 2003	\$1.3215	\$1.3760	\$200.00
November, 2003	\$1.2870	\$1.3355	\$206.00
October, 2003	\$1.3615	\$1.3460	\$155.00
September, 2003	\$1.3118	\$1.2080	\$144.00
August, 2003	\$1.4135	\$1.2735	\$215.00
July, 2003	\$1.3413	\$1.2695	\$215.00

D-9

<i>Month</i>	<i>Gas Price</i>	<i>Diesel Price</i>	<i>Asphalt Price</i>
June, 2003	\$1.2701	\$1.2060	\$223.00
May, 2003	\$1.2925	\$1.2645	\$229.00
April, 2003	\$1.2463	\$1.3370	\$228.00
March, 2003	\$1.4307	\$1.6015	\$217.00
February, 2003	\$1.4488	\$1.5910	\$214.00
January, 2003	\$1.3010	\$1.3575	\$199.00
December, 2002	\$1.2350	\$1.2785	\$200.00
November, 2002	\$1.1575	\$1.1540	\$201.00
October, 2002	\$1.2600	\$1.2775	\$202.00
September, 2002	\$1.2060	\$1.2440	\$204.00
August, 2002	\$1.1740	\$1.1665	\$204.00
July, 2002	\$1.2175	\$1.1580	\$202.00
June, 2002	\$1.1575	\$1.1165	\$196.00
May, 2002	\$1.2170	\$1.1960	\$187.00
April, 2002	\$1.1215	\$1.0825	\$160.71
March, 2002	\$1.1195	\$1.1170	\$155.71
February, 2002	\$0.9960	\$1.0205	\$155.71
January, 2002	\$0.9275	\$0.9750	\$155.71
December, 2001	\$0.9005	\$0.9550	\$156.43
November, 2001	\$0.9250	\$1.0090	\$157.86
October, 2001	\$1.0500	\$1.0965	\$158.43
September, 2001	\$1.2495	\$1.2710	\$157.43
August, 2001	\$1.2055	\$1.2085	\$154.29
July, 2001	\$1.1180	\$1.1555	\$154.29
June, 2001	\$1.2820	\$1.3175	\$154.43
May, 2001	\$1.1635	\$1.5695	\$157.57
April, 2001	\$1.2605	\$1.4675	\$161.00
March, 2001	\$1.1890	\$1.1865	\$161.00
February, 2001	\$1.2950	\$1.2505	\$161.70
January, 2001	\$1.3025	\$1.3395	\$163.50
December, 2000	\$1.1555	\$1.3615	\$165.00
November, 2000	\$1.4020	\$1.5500	\$171.00

D-10

<i>Month</i>	<i>Gas Price</i>	<i>Diesel Price</i>	<i>Asphalt Price</i>
October, 2000	\$1.4196	\$1.5200	\$171.00
September, 2000	\$1.4065	\$1.4750	\$171.43
August, 2000	\$1.4140	\$1.3410	\$173.50
July, 2000	\$1.4030	\$1.2920	\$173.00
June, 2000	\$1.4756	\$1.2590	\$171.50
May, 2000	\$1.2090	\$1.5340	\$172.00
April, 2000	\$1.2090	\$1.5340	\$172.00
March, 2000	\$1.3555	\$1.5340	\$157.00
February, 2000	\$1.2580	\$1.8340	\$154.00
January, 2000	\$1.1320	\$1.3340	\$150.00

D-11

**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

July 29, 2008

Mr. Matthew Normand, Deputy City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, July 29, 2008. Enclosed are the approved Minutes of the June 24, 2008 Commission Meeting, June 2008 Financial Report, and June 2008 Ridership Report.

The next scheduled Commission Meeting will be Tuesday, August 26, 2008 at 5:00 PM.

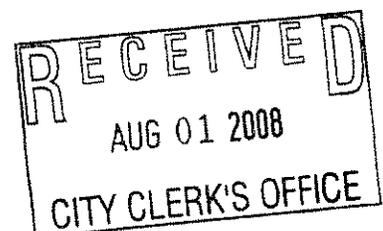
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures





Manchester Transit Authority

June 24, 2008 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
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

MEMBERS ABSENT:

Vice Chairman Peter Escalera

1. a. Chairman TRISCIANI called the meeting to order at 4:00 PM.
- b. Approve Minutes of May 27, 2008 Commission Meeting. WILLIAMS made a motion to approve Minutes of the May 27, 2008 Commission Meeting. Seconded by NAGLE. TRISCIANI questioned Salvation Army's safety program. BENNETT replied they have an after-school program for middle school students and would like to do a presentation for our school bus drivers on how to interact with middle school students. All Commissioners in favor of approving Minutes of May 27, 2008.

MANAGEMENT REPORTS

2. a. Financial Report for May 2008. DESELLE made a motion to approve the Financial Report for May 2008. Seconded by NAGLE.

Transit Operation: CANTWELL reported revenues were \$12,242 (4.10%) more than budget. Farebox, ticket, and shuttle revenues were \$5,562 (19.25%) more than budget and averaged \$924 per day; highest month this year.

Significant variance was sale of fuel to the City. Expenses for transit were \$16,190 (4.83%) more than budget. The variances were mechanics' labor, and materials and supplies to purchase and replace an engine. The utility variance was an adjustment made last month.

School Operation: CANTWELL reported revenues were \$2,891 (1.23%) less than budget. Charters were \$800 less than budget, but ahead year-to-date by \$5,600. Expenses were \$16,799 (6.10%) less than budget. Variance this month was in Labor and Fringe benefits for mechanics because they were working in transit. Materials and Supplies were offset by parts expense.

TRISCIANI wants overtime monitored stating it is \$20,000 in both school and transit. SMITH said most of the overtime was incurred due to long-term illness of 4 transit operators. BENNETT replied 2 drivers returned in June.

CANTWELL explained we received a Federal grant and he transferred \$150,000 back into the school bus replacement account which has been used to pay transit bills. TRISCIANI questioned the reimbursement of a transit operator buying back sick time because of a workers compensation claim. CANTWELL explained the incident occurred in 2005. The employee was on sick leave for 6 months and was paid 700 hours of sick pay before his workers compensation claim was approved. The claim was finalized in early January of 2008. Workers compensation is not taxable and sick pay is taxable so CANTWELL is correcting the taxable income which took 16 weeks to accomplish.

The Accounts Receivable was reviewed. TRISCIANI expressed his dissatisfaction with the unpaid charters; in particular, the overdue September/October 2007 invoices.

All Commissioners in favor of approving May 2008 Financial Report.

b. **Operations Reports for May 2008.**

Transit-School Report:

Transit: BENNETT reported the public hearing was held on May 14th with over 100 people in attendance. Passengers talked about individual transportation needs and how loss of service would affect their lives. On May 15th SMITH and David Preece, SNHPC, were invited to participate in the MCAM-TV show hosted by Joe Briggs. The topic was the need for public and future regional transportation.

WHITTEN, Karen Holden, and BENNETT attended a seminar sponsored by the State of NH Department of Labor on May 28th regarding labor inspections. On May 30th Karen Holden and BENNETT attended a Regional Isolation and Quarantine Workshop as part of the NH Regional Public Health Preparedness Training program.

School: BENNETT reported the 2008/2009 school year routes are complete. The first grade registration needs to be completed and at the end of the summer the ELL and special transportation student rosters will be available. During the month 2 employees were trained and licensed; 3 are in training. At the end of the month we had 77 school bus drivers with 3 operators out on extended leave. During May we operated 260 charters. Staff continues to meet with the Union, Accident Review Committee, Safety Committee, Manchester School District Athletic Director, Transportation Coordinator, and bioguys.

Transit-School Statistics Ridership Report: WHITTEN reported the upward trend is continuing across the board; a 32% increase this month. Part of the increase is because of an additional day in May 2008 versus May 2007. StepSaver ridership is down 9.3%. There was 1 missed trip (mechanical problem requiring a trip to leave 25 minutes late). Ninety-six percent of our trips were on time. There were 5 minor accidents and no on-the-job injury claims. There was no change in route productivity, except on Saturdays the #10 Valley/Mall of NH passed its weekday productivity.

Maintenance Report: BEAUREGARD reported 13 transit inspections were scheduled and completed, 3 E&H vehicles were scheduled and 4 were completed, and 28 school buses were scheduled and 23 were completed. There were 2 transit and 3 school bus road calls. Overtime was low.

NEW BUSINESS

3. a. **Bedford Contract.** SMITH explained the Town of Bedford became concerned about being caught up in the reduction in service because their annual contribution is fixed. The Town council voted to cease payment until they had assurance that service into Bedford would be continued. He and BENNETT met with the Town Manager and expressed their confidence that the service into Bedford would not be affected, and indicated they would be looking at the productivity of the service extension into Lowe's/Target from the Bedford Mall. The Bedford Town Manager asked for a minor modification to the contract that states the MTA will confer with Bedford if service changes, and that any changes must have both MTA's approval and their approval. NAGLE made a motion to

approve the one year contract with the Town of Bedford for \$43,200 with the changes so noted. Seconded by DESELLE. All Commissioners in favor.

- b. **Adopt School Bus Operation Budget.** SMITH recommended Board adopt the school operation budget for 2008/2009. CANTWELL explained we are budgeting for 51.5 buses and the fuel cost is budgeted at \$3.50 per gallon. Last years' diesel budget was \$222,000; this year we projected \$368,000. WHITTEN stated the School District has not reached a final decision to extend the walking distance and the possibility of eliminating high school buses. WILLIAMS made a motion to accept the \$2,898,839 school operation budget for 2008/2009.

Seconded by NAGLE. All Commissioners in favor.

- c. **Northeast Diesel Collaborative EPA Grant Application.** SMITH reported he attended a Northeast Diesel Collaborative Meeting held at PSNH regarding EPA grants that are available for emission reductions. Municipal, public, and state officials were present. The MTA partnered with the Highway, Water, Parks & Rec., and Fire Departments. SMITH appointed WHITTEN and Kevin Sheppard appointed Mindy Salomone-Abood to coordinate the project. The grant was filed June 12th and is in the range of \$230,000. WHITTEN explained the grant is for 72 diesel oxidation catalyts for various City vehicles, none for the MTA. The MTA will receive 7 closed crankcase ventilation systems for transit buses and 10 Espar heaters to reduce school bus idling during the winter. The grant will pay the incremental difference between the ultra low sulfur diesel the City uses and biodiesel, so the entire City would be able to shift to biodiesel. We have partnered with the School District to have students design stickers highlighting the need to shut off engines. Several winners will be selected and their designs

will be reproduced and put on City vehicles. The grant is 100% funded and we will provide maintenance for the equipment installation as our local match. Will keep the Board up-to-date.

- d. **Property Easement for The Elliot at River's Edge.** SMITH said we have been working with CLD Engineers on an easement across our property for The Elliot at River's Edge development project to be connected directly to Elm Street. They don't need a major roadway, just access to Elm Street. After several meetings, they came up with an easement plan at the top of the hill that will operationally work well. They would build a retaining wall and provide the roadway coming down from Hancock Street. This will not interfere with our current driveway until the point it almost reaches the entrance gate. There will be two entrances; one for the employee parking area and a wider entrance where the buses travel through. SMITH told CLD that MTA is comfortable with the plan and to start working with the Planning Board for approval. We need to inform the Highway Department because this will be a dedicated public street, and the Federal Transit Administration because they own 80% interest in the current value of our property. SMITH will keep the Board informed.
- e. **SNHPC – Regional Coordinating Council Formation.** SMITH explained the NH Department of Transportation and NH Department of Health & Human Services are jointly working on a plan to develop a network of regional transportation brokerages to coordinate transportation services throughout the state. The driving force is the need to find efficiencies and make Medicaid transportation more effective state-wide. Several states' have drawn to state-wide brokerages where they have a single point of contact for rides throughout their

states for Medicaid Non Emergency Medical Transportation (NEMT). The Department of Transportation has been interested in joining in that movement and is setting up 10 mini regions within NH in which transportation would be coordinated. SNHPC is acting as the agent for beginning this discussion in our region. SMITH said it is important for us to participate and determine if that is a role we want to take on. It is a greater regional role than what we have right now and something that would contribute to the agency's mission. SMITH will have staff go to those meetings and requested Board representation. NAGLE offered to serve.

OLD BUSINESS

4. a. **FY 2009 Transit Budget Alternatives.** SMITH discussed the Board's actions last month to reduce the transit budget.
 - 1) Approve an increase in fares effective June 30th, 2008.
 - 2) Cancellation of the Hampton Beach shuttle.
 - 3) Approval to draft an agreement with the City for an advance in local contribution. SMITH is concerned that the Board of Mayor and Aldermen spoke about providing support and a loan when needed, but there was no vote or guarantee. SMITH requested approval to present the agreement prepared by Devine Millimet to the Finance Director and City Attorney to see if it is necessary to have a formal agreement.
 - 4) The approval of a Joint Committee of Board members, Management, and Union members to find efficiencies in service and reduce service that isn't productive. The union decided that they do not want to participate in anything that could potentially lead to an employment action. The Committee will look at

ways to recombine the Bridge/Dartmouth with Prospect/VA and River Road/SNHU with DW Highway/North Side Plaza. TRISCIANI doesn't want to see the buses travelling in circles again. WHITTEN said one of the objectives of the service improvements was to simplify the system and make it more understandable and convenient for new users and has set the stage for the recent increase in ridership because of fuel prices. If it becomes inconvenient again, people will revert to their vehicles.

SMITH asked the Board to take action to respond to the Aldermen that we are going to be pursuing efficiency problems and don't foresee making significant service changes. NAGLE made a motion to move forward with talking to the City Solicitor and Finance Director, and to inform the Mayor and Aldermen that we are going in the right direction with regard to service changes. Seconded by DESELLE. All Commissioners in favor.

- b. **Manchester Transportation Center.** SMITH explained Concord Coach's departure from the Transportation Center has drawn us into city-wide concern about the scope of service remaining in Manchester. We are charged with management of the terminal and operation of the terminal through a lease with the operator, and have been leasing the terminal since 1985/1986 when the terminal opened. We have little say on the amount of service that goes through the terminal. During the lease renewals in 2001, 2004, and 2007, we were faced with the decision of reduction in rent to allow them to continue to operate affordably. We are dealing with competition created by the State of NH with the development of the 450 car parking lot and bus terminal at Stickney Avenue in Concord. Concord Coach had to reduce the scope of service in Manchester because more

direct service was operated out of Concord and the buses couldn't stop in Manchester because they were filled. Now we are faced with competition with the I-93 traffic mitigation project which provides bus terminals at exit 5, exit 4, and exit 2 including parking for 750 spaces at exit 5. Concord Coach and C&J Trailways have formed a partnership called Boston Express. Their contract begins November 2008. Concord Coach's concern is how to bear expenses of operating 2 terminals that are 10 miles apart. With the traffic decline at the Manchester terminal and the offer from the State to provide them a new terminal at Exit 5, they decided to terminate the Manchester lease. There is a clause in the Boston Express contract with the State that service will be operated from Manchester heading south. SMITH has heard talk of preserving the commuter trips (5:30 AM, 6:00AM and 7:00 AM), but there are people who use the terminal all day long to go into Boston and Concord. The Mayor and Aldermen are concerned, and the Mayor is acting as spokesman for the City, and held a meeting with DOT Commissioner George Campbell. SMITH said he believes Concord Coach intends not to have a commission sales agent in the City, but have buses stop in Manchester and then sell the tickets at exit 5. Vermont Transit is being taken over by Greyhound. Nationwide, Greyhound is moving away from property ownership and terminal operation and is going to commission sales stopping at gas stations and convenient stores. Peter Pan has service going to Foxwoods with a 6:30 AM departure and 7:40 PM arrival. We asked Concord Coach for passenger counts and they could only give ticket sales data. They are amenable to working with us on doing surveys in mid July and September. The purpose of the survey is to assist the City in advocating for retention of service

and to determine what the market is if we are faced with having to operate the terminal, or another location, to keep service in Manchester, or if we should consider having shuttle service into Londonderry. Will keep the Board apprised.

TABLED ITEM

5. a. **Authorizing Resolution.** WILLIAMS made a motion to remove this item from the table. Seconded by NAGLE. All Commissioners in favor. SMITH said this is a renewal of the older resolution for the purpose of SMITH to negotiate and execute documents and agreements on behalf of the MTA. WILLIAMS made a motion to adopt this resolution. Seconded by NAGLE. All Commissioners in favor.

OTHER BUSINESS

6. a. **Liability/Vehicle Insurance Renewal.** SMITH explained we have been working with Albert Risk Management and Ferdinando Insurance on renewal of our liability/vehicle insurance for next year. Based on information from Albert Risk Management, the insurance market has softened up and they requested a 10% reduction. Ferdinando offered a 5% reduction in premium. SMITH recommended renewing the insurance package premium this year for \$306,000. WILLIAMS made a motion to accept Ferdinando's proposal. Seconded by NAGLE. All Commissioners in favor.
- b. **Staff Salary Structure for FY 2009.** SMITH recommended a staff wage increase, in-line with the Union's contract, of 3.5%. He explained historically the Board allows the staff salary structure to ride with the increase in the Union agreement. SMITH presented the current staff salary structure. TRISCIANI requested a comparative of the City's salary structure. WILLIAMS made a

motion to approve a 3.5% staff increase. Seconded by NAGLE. All Commissioners in favor.

c. **Open House.** WILLIAMS expressed her desire to have an open house. She feels the MTA needs to have value in the community. She wants to get riders and the public to feel that the MTA is part of this community. NAGLE offered to assist WILLIAMS with the planning.

d. **Date for Next Meeting.** Tuesday, July 29, 2008.

With no further business to come before the Board, NAGLE made a motion to adjourn the meeting at 6:10 PM. Seconded by WILLIAMS. All Commissioners in favor.



Transit

June 2008

Manchester Transit Authority
Income Statement Transit
For the Twelve Months Ending June 30, 2008

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Farebox Revenue					
Farebox Revenue	\$23,888.17	\$17,625.00	\$248,869.89	\$215,730.00	\$33,139.89
Adult Fares	1,647.00	2,300.00	22,504.75	27,600.00	(5,095.25)
Adult Monthly Fares	3,270.00	2,400.00	44,184.00	28,800.00	15,384.00
Senior Citizens Fares	686.00	1,000.00	9,676.00	12,000.00	(2,324.00)
Senior Citizen Monthly Fare	77.50	1,000.00	11,623.89	12,000.00	(376.11)
Disabled Rider Fare	2,185.65	1,750.00	23,214.35	21,000.00	2,214.35
Student Fares	432.00	850.00	6,886.50	10,200.00	(3,313.50)
Total Farebox and Tickets	32,186.32	26,925.00	366,959.38	327,330.00	39,629.38
Shuttle and Excursions					
Shopping Shuttle	1,800.00	1,260.00	12,660.00	15,120.00	(2,460.00)
Excursion Revenue			1,322.00	2,880.00	(1,558.00)
Total Shuttle and Excursions	1,800.00	1,260.00	13,982.00	18,000.00	(4,018.00)
Other Revenue					
Sale of Fuel to City Departments	35,547.72	28,750.00	404,138.80	345,000.00	59,138.80
Sale of Maintenance Service to City	295.19	2,000.00	19,730.93	24,000.00	(4,269.07)
Advertising Revenue-Bus	8,963.18	5,500.00	72,945.56	66,000.00	6,945.56
Sale of Vehicles and Equipment			1,800.00		1,800.00
Sale of Scrap Materials	130.63		1,159.08		1,159.08
Insurance Repair Reimbursement			2,600.38		2,600.38
Interest Income	256.44	750.00	8,178.79	9,000.00	(821.21)
Photo Picture ID Revenue	12.00	25.00	176.00	300.00	(124.00)
Other Non-Tranp. Revenue	0.01	25.00	936.58	316.00	620.58
Total Other Revenue	45,205.17	37,050.00	511,666.12	444,616.00	67,050.12
Total Operational Income	79,191.49	65,235.00	892,607.50	789,946.00	102,661.50
Operating Assistance					
City of Manchester	98,059.50	98,060.00	1,176,714.00	1,176,720.00	(6.00)
Town of Bedford	3,600.00	3,600.00	43,200.00	43,200.00	
State of New Hampshire			34,000.00	34,000.00	
Federal Operating Subsidy	155,922.00	126,278.00	1,624,825.00	1,573,080.00	51,745.00
Total Operating Assistance	257,581.50	227,938.00	2,878,739.00	2,827,000.00	51,739.00
Total Revenue	336,772.99	293,173.00	3,771,346.50	3,616,946.00	154,400.50
Expenses					
Labor					
Transit Operator Wages	67,426.46	59,215.00	772,226.07	713,474.00	58,752.07
Transit Operator Overtime Wages	10,094.33	7,535.00	105,661.89	90,921.00	14,740.89
StepSaver Operator Wages	11,900.12	13,003.00	141,108.95	157,864.00	(16,755.05)
StepSaver Operator Overtime Wages	4,088.99	1,884.00	30,736.88	22,731.00	8,005.88
Mechanic Wages	12,975.49	11,970.00	169,505.51	144,784.00	24,721.51
Mechanic Overtime Wages	574.81		13,169.78		13,169.78
Transp. Admin Wages	10,802.42	9,284.00	139,353.15	112,294.00	27,059.15
Transp. Admin Overtime Wages	266.33	175.00	7,195.83	2,100.00	5,095.83
Maint. Admin Wages	4,018.32	3,657.00	43,066.71	44,236.00	(1,169.29)
Maint. Admin Overtime Wages			10.93		10.93
General Admin Wages	8,530.44	7,025.00	95,657.83	84,974.00	10,683.83
Gen. Admin Overtime Wages		113.00	578.84	1,356.00	(777.16)

Manchester Transit Authority
Income Statement Transit
For the Twelve Months Ending June 30, 2008

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$130,677.71	\$113,861.00	\$1,518,272.37	\$1,374,734.00	\$143,538.37
Fringe Benefits					
Health Insurance Expense	53,664.96	53,137.00	572,868.70	644,877.00	(72,008.30)
Dental Insurance Expense	1,689.47	1,249.00	15,815.27	14,944.00	871.27
Life Insurance Expense	629.40	674.00	7,250.84	8,110.00	(859.16)
Pension Expense	6,112.00	6,656.00	73,832.00	79,872.00	(6,040.00)
FICA Expense	10,769.85	11,164.00	140,487.99	135,460.00	5,027.99
Worker's Compensation	4,323.00	4,556.00	53,864.27	55,380.00	(1,515.73)
Unemployment Compensation	517.00	364.00	5,284.00	4,390.00	894.00
Transit Operator Vacation Wages	5,692.77	5,013.00	66,391.73	60,200.00	6,191.73
Transit Operator Holiday Wages	2,318.08	3,921.00	63,245.76	51,001.00	12,244.76
Transit Operator Sick Wages	2,210.98	3,924.00	35,642.13	47,077.00	(11,434.87)
Mechanic Vacation Wages	1,120.80	1,396.00	18,102.84	16,741.00	1,361.84
Mechanic Holiday Wages	263.72	1,221.00	17,922.32	14,685.00	3,237.32
Mechanic Sick Wages	2,990.59	96.00	11,486.56	1,130.00	10,356.56
Transp. Admin Vacation Wages	1,243.54	1,260.00	14,451.50	15,098.00	(646.50)
Transp. Admin Holiday Wages	994.94	1,381.00	15,577.56	16,583.00	(1,005.44)
Transp. Admin Sick Wages	209.50	671.00	5,650.55	8,085.00	(2,434.45)
Maint. Admin Vacation Wages	1,173.30	831.00	10,946.78	9,928.00	1,018.78
Maint. Admin Holiday Wages	383.94	558.00	6,035.17	6,751.00	(715.83)
Maint. Admin Sick Wages		102.00	8,225.92	1,191.00	7,034.92
Gen Admin. Vacation Wages	966.46	828.00	9,408.64	9,936.00	(527.36)
Gen. Admin Holiday Wages	575.38	840.00	9,917.77	10,113.00	(195.23)
Gen. Admin Sick Wages	340.64	146.00	827.61	1,785.00	(957.39)
Transit Uniform Allowance	1,529.20	781.00	8,675.94	9,350.00	(674.06)
Maintenance Uniform Allowance	806.97	560.00	5,194.98	6,891.00	(1,696.02)
Tool Allowance		100.00	1,992.00	1,200.00	792.00
License Reimbursement		38.00	500.00	500.00	
Burden Adjustment	(13,144.67)	(15,580.00)	(141,948.61)	(185,898.00)	43,949.39
Total Fringe Benefits	87,381.82	85,887.00	1,037,650.22	1,045,380.00	(7,729.78)
Services					
Management Consultant	12,027.00	12,913.00	164,237.80	155,000.00	9,237.80
Commissioner Expense		87.00	580.49	1,000.00	(419.51)
Auditing Expense			6,428.00	6,000.00	428.00
Legal Expense		587.00	8,246.91	7,000.00	1,246.91
Service Bureau	102.46	630.00	6,668.79	7,560.00	(891.21)
Security Service		87.00	983.97	1,000.00	(16.03)
Outside Advertising	149.69	413.00	6,532.33	5,000.00	1,532.33
Drug & Alcohol Testing	166.50	587.00	1,674.00	7,000.00	(5,326.00)
Pre-Employment Medical		87.00	1,216.94	1,000.00	216.94
Janitorial Service and Supplies	583.18	663.00	7,634.63	8,000.00	(365.37)
Bank Service Charges	520.01	650.00	6,047.51	7,800.00	(1,752.49)
Total Services	13,548.84	16,704.00	210,251.37	206,360.00	3,891.37
Materials and Supplies					
Fuel Operations	25,847.34	20,400.00	292,238.78	247,657.00	44,581.78
Sale of Fuel to City Departments	34,786.01	28,125.00	389,574.88	337,500.00	52,074.88
Maintenance Parts	5,876.51	9,985.00	55,917.37	120,928.00	(65,010.63)
Purchase Discounts	(24.64)	(250.00)	(1,218.97)	(3,000.00)	1,781.03
Tires Expense	3,487.72	1,106.00	9,681.18	13,399.00	(3,717.82)
Oil and Grease	395.95	371.00	4,240.89	4,504.00	(263.11)
Maintenance Supplies	440.26	868.00	9,649.91	10,355.00	(705.09)

Manchester Transit Authority
Income Statement Transit
For the Twelve Months Ending June 30, 2008

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Body Shop Supplies	\$516.22	\$720.00	\$5,844.84	\$8,640.00	(\$2,795.16)
Hazardous Materials		90.00		1,080.00	(1,080.00)
Outside Parts and Labor	50.00	87.00	972.89	1,000.00	(27.11)
Repairs-Inner City Terminal		250.00	116.50	3,000.00	(2,883.50)
Repairs-Building and Grounds	679.36	883.00	13,150.08	10,600.00	2,550.08
Repairs-Shop Equipment	531.17	270.00	2,769.96	3,240.00	(470.04)
Repairs-Radio Equipment		38.00		500.00	(500.00)
Repairs-Office Equipment	288.03	363.00	3,541.68	4,400.00	(858.32)
Office Supplies	1,857.30	913.00	7,471.28	11,000.00	(3,528.72)
Transit Schedules and Tickets	320.00	1,250.00	10,259.80	15,000.00	(4,740.20)
Total Materials and Supplies	75,051.23	65,469.00	804,211.07	789,803.00	14,408.07
Utilities					
Electricity	1,519.35	1,982.00	21,151.98	23,850.00	(2,698.02)
Natural Gas	82.53	140.00	17,390.80	14,840.00	2,550.80
Telephone	538.69	657.00	7,598.35	7,950.00	(351.65)
Water	152.60	159.00	1,919.88	1,908.00	11.88
Total Utilities	2,293.17	2,938.00	48,061.01	48,548.00	(486.99)
Insurance					
Public Liability Insurance	11,361.00	11,971.00	136,328.00	143,630.00	(7,302.00)
Other Liability	885.00	1,205.00	10,627.64	14,449.00	(3,821.36)
Total Insurance	12,246.00	13,176.00	146,955.64	158,079.00	(11,123.36)
Other Expenses					
Dues and Memberships		87.00	1,035.83	1,000.00	35.83
Tolls and Parking			10.00		10.00
Training and Meetings	40.00	250.00	1,236.04	3,000.00	(1,763.96)
Grievance Expense		32.00		450.00	(450.00)
Depreciation	36,000.00	36,000.00	432,000.00	432,000.00	
Total Other Expenses	36,040.00	36,369.00	434,281.87	436,450.00	(2,168.13)
Total Expenses	357,238.77	334,404.00	4,199,683.55	4,059,354.00	140,329.55
Net Income (Loss)	(20,465.78)	(41,231.00)	(428,337.05)	(442,408.00)	14,070.95



School

June 2008

**Manchester Transit Authority
Income Statement School
For the Twelve Months Ending June 30, 2008**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Student Transportation					
Pupil Contract	\$166,708.91	\$166,709.00	\$2,005,759.78	\$2,000,508.00	\$5,251.78
Manchester Skill Center	9,896.25	10,600.00	118,755.30	127,178.00	(8,422.70)
Special Needs	11,310.00	13,572.00	135,720.00	158,340.00	(22,620.00)
Student Tickets			(22.50)		(22.50)
Total Student Transportation	187,915.16	190,881.00	2,260,212.58	2,286,026.00	(25,813.42)
School Charter					
Student Athletics	2,918.20	2,500.00	131,275.25	125,000.00	6,275.25
Student Fieldtrips	40,726.80	36,000.00	144,486.45	140,000.00	4,486.45
Total School Charters	43,645.00	38,500.00	275,761.70	265,000.00	10,761.70
Other Revenue					
Sale of Vehicles and Equipment			4,000.00		4,000.00
Insurance Repair Reimbursement			732.00		732.00
Interest Income	42.65	100.00	1,709.25	1,200.00	509.25
Other Non-Transp. Revenue			1,383.45		1,383.45
Total Other Revenue	42.65	100.00	7,824.70	1,200.00	6,624.70
Total Operational Income	231,602.81	229,481.00	2,543,798.98	2,552,226.00	(8,427.02)
Expenses					
Labor					
School Operator Wages	89,597.75	67,355.00	913,230.00	959,970.00	(46,740.00)
School Operator Overtime Wages	2,905.86	2,088.00	35,100.82	29,843.00	5,257.82
Transit Operator Wages	167.07	175.00	577.14	2,403.00	(1,825.86)
Transit Operator Overtime Wages	994.20		4,074.95		4,074.95
Mechanic Wages	9,677.83	9,996.00	97,661.15	120,874.00	(23,212.85)
Transp. Admin Wages	10,306.60	7,313.00	93,457.63	88,408.00	5,049.63
Transp. Admin Overtime Wages	160.23	410.00	2,849.47	4,898.00	(2,048.53)
Maint. Admin Wages	3,755.24	3,405.00	39,255.20	41,140.00	(1,884.80)
General Admin Wages	3,718.99	3,956.00	42,448.82	47,858.00	(5,409.18)
Gen. Admin Overtime Wages	127.74	35.00	127.74	387.00	(259.26)
Total Labor	121,411.51	94,733.00	1,228,782.92	1,295,781.00	(66,998.08)
Fringe Benefits					
Health Insurance Expense	604.90		2,073.85		2,073.85
Dental Insurance Expense	27.05		1,201.29		1,201.29
FICA Expense	8,960.32	6,638.00	86,674.92	93,937.00	(7,262.08)
Worker's Compensation	2,818.00	2,739.00	35,858.84	39,943.00	(4,084.16)
School Operator Vacation Wages	580.93	811.00	11,929.33	10,809.00	1,120.33
School Operator Holiday Wages	12,519.86	1,107.00	40,375.43	39,882.00	493.43
School Uniform Allowance	273.95	543.00	2,046.86	6,560.00	(4,513.14)
Maintenance Uniform Allowance			76.40		76.40
Tool Allowance			408.00		408.00
License Reimbursement		250.00	2,470.00	3,000.00	(530.00)
Burden Adjustment	13,144.67	15,580.00	141,948.61	185,898.00	(43,949.39)
Total Fringe Benefits	38,929.68	27,668.00	325,063.53	380,029.00	(54,965.47)
Services					

Manchester Transit Authority
Income Statement School
For the Twelve Months Ending June 30, 2008

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Management Consultant	\$12,027.00	\$12,913.00	\$162,514.13	\$155,000.00	\$7,514.13
Commissioner Expense		87.00	573.98	1,000.00	(426.02)
Auditing Expense			9,642.00	9,000.00	642.00
Legal Expense		587.00	5,385.80	7,000.00	(1,614.20)
Service Bureau	71.61	1,045.00	8,286.13	12,540.00	(4,253.87)
Security Service		125.00	1,276.80	1,500.00	(223.20)
Outside Advertising	21.22	837.00	4,650.25	10,000.00	(5,349.75)
Driver and Criminal Record	(90.50)		2,620.25		2,620.25
Drug & Alcohol Testing	223.20	663.00	5,107.27	8,000.00	(2,892.73)
Pre-Employment Medical		250.00	4,744.40	3,000.00	1,744.40
Janitorial Service and Supplies	583.22	663.00	7,635.07	8,000.00	(364.93)
Bank Service Charges			12.50		12.50
Total Services	12,835.75	17,170.00	212,448.58	215,040.00	(2,591.42)
Materials and Supplies					
Fuel Operations	23,767.42	16,582.00	238,009.84	223,442.00	14,567.84
Maintenance Parts	5,196.12	4,586.00	56,650.45	61,791.00	(5,140.55)
Tires Expense	4,836.33	1,287.00	12,828.12	17,363.00	(4,534.88)
Oil and Grease	511.82	257.00	4,600.95	3,460.00	1,140.95
Maintenance Supplies	341.31	720.00	8,383.89	8,640.00	(256.11)
Body Shop Supplies	273.80	617.00	4,129.05	7,360.00	(3,230.95)
Hazardous Materials		73.00	203.58	920.00	(716.42)
Outside Parts and Labor		87.00		1,000.00	(1,000.00)
Repairs-Building and Grounds	122.81	787.00	8,955.48	9,400.00	(444.52)
Repairs-Shop Equipment	531.18	230.00	1,654.00	2,760.00	(1,106.00)
Repairs-Radio Equipment		38.00	329.16	500.00	(170.84)
Repairs-Office Equipment	245.37	300.00	3,103.09	3,600.00	(496.91)
Office Supplies	857.92	750.00	5,689.86	9,000.00	(3,310.14)
School Schedules and Tickets		164.00	2,974.10	2,001.00	973.10
Total Materials and Supplies	36,684.08	26,478.00	347,511.57	351,237.00	(3,725.43)
Utilities					
Electricity	1,294.27	1,757.00	17,653.16	21,150.00	(3,496.84)
Natural Gas	67.53	50.00	14,235.60	13,160.00	1,075.60
Telephone	458.92	582.00	5,840.56	7,050.00	(1,209.44)
Water	130.00	141.00	1,619.62	1,692.00	(72.38)
Total Utilities	1,950.72	2,530.00	39,348.94	43,052.00	(3,703.06)
Insurance					
Public Liability Insurance	14,335.00	15,949.00	172,011.00	191,386.00	(19,375.00)
Other Liability	741.00	1,010.00	8,890.98	12,109.00	(3,218.02)
Total Insurance	15,076.00	16,959.00	180,901.98	203,495.00	(22,593.02)
Other Expenses					
Dues and Memberships	1,367.00	288.00	4,060.27	3,500.00	560.27
Tolls and Parking	40.00		181.40		181.40
Training and Meetings	214.52	413.00	2,346.30	5,000.00	(2,653.70)
Grievance Expense	200.00	32.00	200.00	450.00	(250.00)
Depreciation	21,000.00	21,000.00	252,000.00	252,000.00	
Total Other Expenses	22,821.52	21,733.00	258,787.97	260,950.00	(2,162.03)
Total Expenses	249,709.26	207,271.00	2,592,845.49	2,749,584.00	(156,738.51)

**Manchester Transit Authority
Income Statement School
For the Twelve Months Ending June 30, 2008**

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Net Income (Loss)	<u>(\$18,106.45)</u>	<u>\$22,210.00</u>	<u>(\$49,046.51)</u>	<u>(\$197,358.00)</u>	<u>\$148,311.49</u>

Commissioners Memorandum

To: Commissioners
 From: Mike Whitten, Operations Planning Manager
 Date: July 24, 2008
 Re: Transit Ridership Report – June 2008



<u>Routes</u>	<u>June</u>			<u>FYTD</u>		
	Weekdays	FY 2007	FY 2008	FY 2007	FY 2008	% Change
	Saturdays	21	21	254	254	
		5	4	52	52	% Change
Bridge St-Dartmouth Route #1			1,845		18,993	
Hanover-Massabesic Route #2			3,305		36,324	
Brown Ave-Airport Route #3			2,549		29,495	
Elliot-Industrial Park Route #4			2,734		29,391	
River Rd-SNHU Route #5			1,639		18,549	
Bremer-Mast Rd Route #6			5,212		52,478	
VA Hospital Route #7			1,570		17,926	
So. Willow Route #8			6,188		64,423	
DW Highway Route #9			969		10,145	
Valley-Weston Rd. Route #10			5,023		52,803	
Front St. Route #11			1,954		22,332	
So. Beech Route #12			4,916		53,574	
Bedford Highlands Route #13			5,284		59,982	
UPass Riders - MCC		327	580	5,434	7,225	32.96%
Vista Shuttle		250	0	3,097	1,360	-56.09%
Hannaford Shuttle		367	626	5,730	5,756	0.45%
Stop & Shop Shuttle		127	147	1,793	1,679	-6.36%
Weekday Fixed Route Totals		29,139	39,684	372,074	426,919	14.74%
Saturday Fixed Route Totals		4,252	4,277	44,048	48,291	9.63%
MTA Specials & Excursions		52	0	77	101	31.17%
Fixed Route Weekday Average		1,388	1,890	1,465	1,681	14.74%
Total Transit Passengers Served		33,443	43,961	416,251	475,311	14.19%
Total StepSaver Passengers Served		922	1,029	11,300	12,160	7.61%


 Mike Whitten
 Operations Planning Manager

Ridership Comparison Report June 2008

Routes

	FY 2008		FY 2007		FY 2008		FY 2007	
	254	52	21	4	21	5	% Change	
Brown Ave-Airport Route #3	29,495	27,882	1,845	2,354	2,354	2,354	-21.62%	
Hanover-Massabesic Route #2	36,324	39,185	3,305	3,102	3,102	3,102	6.54%	
Elliot-Industrial Park Route #4	29,391	23,973	2,549	1,913	1,913	1,913	33.25%	
Bremer-Mast Rd Route #6	52,478	46,765	5,212	3,767	3,767	3,767	38.36%	
Bridge St-Dartmouth Route #1	36,919	27,566	3,415	2,251	2,251	2,251	51.71%	
VA Hospital Route #7	64,423	45,620	6,188	3,575	3,575	3,575	73.09%	
River Rd-SNHU Route #5	28,694	24,344	2,608	1,929	1,929	1,929	35.20%	
DW Highway Route #9	52,803	42,485	5,023	3,826	3,826	3,826	31.29%	
Valley-Weston Rd. Route #10	22,332	23,041	1,954	1,663	1,663	1,663	17.50%	
Front St. Route #11	53,574	45,654	4,916	3,972	3,972	3,972	23.77%	
So. Beech Route #12	59,982	54,593	5,284	4,295	4,295	4,295	23.03%	
Bedford Highlands Route #13								
Airport- Route #1								
Gofffalls Route #3								
Lake-Hanover St. Route #2								
Page-Elliot Route #4								
Pinard-Bremer Route #5								
Gossler-St. Anselm Route #6								
VA Hospital Route #7								
So. Willow Route #8								
DW Highway-River Rd Route #9								
Valley-Weston Rd. Route #10								
Front St. Route #11								
So. Beech Route #12								
Bedford Mail Route #13								



**CITY OF MANCHESTER HEALTH DEPARTMENT
MONTHLY BULLETIN – AUGUST 2008**



Public Health
Prevent. Promote. Protect.

Chronic Disease Prevention & Neighborhood Health Division

The Manchester Health Department (MHD) has been selected as one of 24 sites in the country to host a two-year field assignment of a Public Health Prevention Specialist (PHPS) from the Centers for Disease Control and Prevention (CDC). The PHPS is a training and service program for master's level public health professionals who train and work with the CDC prior to placement in state and local health departments, community-based organizations, and public health institutes. The program focuses on public health program management and provides Prevention Specialists with experience in program planning, implementation, and evaluation through specialized hands-on training and mentorship at CDC and public health agencies.



The field assignment placement process is extremely competitive. This year, the CDC received 174 Letters of Intent (LOIs). The MHD was one of 100 invited to submit a full application. The Prevention Specialists reviewed these applications and selected between 6-8 sites with whom to interview. This review resulted in Prevention Specialists inviting 68 agencies to participate in the PHPS Interview Day. After Interview Day, a computer program was used to identify the best possible matches using Prevention Specialists rankings of health agencies and health agencies ratings of Prevention Specialists. PHPS staff met to discuss preliminary matches as well as qualitative comments from both parties after which final matches were made.

Manchester's field assignment will focus on the design and implementation of a data infrastructure and performance monitoring framework to drive the community health improvement process utilized by the Healthy Manchester Leadership Council. Such data will integrate medical and public health data and information to fuel decision making by key leaders throughout the community. In addition, the PHPS will work closely with MHD staff and community partners to develop a five-year public health improvement plan. Not only will this field assignment contribute to improvement of the health of the local public, but it will significantly aid in the accreditation preparation process of a local health department. The PHPS assignment begins on October 1, 2008.

Community Health Division

Flu season is quickly approaching and current projections indicate that flu vaccine production is on schedule. Beginning with the 2008-09 influenza season, annual vaccination of all children aged 5-18 years is recommended. Annual vaccination of all children aged 6 months-4 years (59 months) and older children with conditions that place them at increased risk for complications from flu should also continue. Children and adolescents at high risk for influenza complications will continue to be a focus of vaccination efforts as vaccine providers transition to routinely vaccinating all children. The Manchester Health Department anticipates initiating flu shot clinics by mid-October.

MISSION STATEMENT

To improve the health of individuals, families, and the community through disease prevention, health promotion, and protection from environmental threats.

Environmental Health & Public Health Preparedness Division

Restaurant Inspection Scores Online

As of August 1st 2008, internet based access to second quarter (April – June 2008) food service inspection data will be available. Residents will now have access to inspection scores and information about critical item violations (i.e. those violations which can increase the risk of foodborne illness) for 2006, 2007 and the first two quarters of 2008. As of July 31st, over 450 “hits” have been made to the 2008 first quarter database alone.

More information about the program and to view inspection scores, please visit our website at: <http://www.manchesternh.gov/website/Departments/Health/Inspections>

Heavy Rains and Swimming Pains

Each year from Memorial Day to Labor Day, the Environmental Health Division conducts weekly water sampling at various bodies of water through out the City in which citizens swim and/or conduct recreational activities. Due in great part to the heavy rain events that we have experienced this summer, the levels of bacterial contamination along the Merrimack and Piscatoquog Rivers have been higher than normal (i.e. exceeding the standard of 88 E. coli per 100 ml of water).

To view the results of our weekly water sampling program, please visit our website at: <http://www.manchesternh.gov/website/Departments/Health/Services/WaterQuality>

School Health Division

Safe Routes To School: A Neighborhood “Walkability Assessment” was conducted on June 17th in the Henry Wilson Elementary School area. This assessment is part of the evaluation for the Safe Routes to School (SRTS) Program, and provided an in-depth review of the current infrastructure (i.e. sidewalks, crosswalks, street lights/signs) in the neighborhood. Subsequently, a presentation was made of the proposed activities for funding in the SRTS grant application to the Statewide Advisory Committee, which will determine the programs that are granted approval for funding. The SRTS Task Force should be notified by the middle of August if their proposal was selected for funding.

Monthly Spotlight

The Weed & Seed strategy, in partnership with the Manchester Police Department, will be hosting two “meet and greet” opportunities for neighborhood watch groups and community residents. During these meetings, Chief David Mara will present his vision for community policing in Manchester. The meetings will be held:

Date	Time	Location
August 12, 2008	6:30 pm	MPAL/Officer Briggs Community Center, 409 Beech Street
August 19, 2008	6:30 pm	William B. Cashin Senior Center, 151 Douglas Street

For more information, please contact Officer Mark Ampuja, Weed & Seed Officer within the Community Police Division at the Manchester Police Department (603) 628-6132 ext. 313 or by email: mampuja@manchesternh.gov

FOR MORE INFORMATION

Visit our website at <http://www.manchesternh.gov/CityGov/HLT/Home.html>, or call 624-6466

F-2



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

MEMORANDUM

To: Board of Mayor and Aldermen

From: Kevin M. Kincaid *KKK*
Licensing & Compliance Coordinator

Date: August 25, 2008

Re: Update on the Neighborhood Enhancement Team (NET)

Since the last update to the Board of Mayor and Aldermen, the Neighborhood Enhancement Team (NET) has been actively addressing nuisance properties and quality of life concerns throughout the community. Several hundred complaints have been received by NET with over one hundred property inspections conducted by the team

Requests for assistance continue to filter in from various sources. We primarily receive the bulk of requests, however, from other City agencies, direct calls or correspondence from residents within our neighborhoods, or the electronic form which is linked directly to the home page of the City's website at www.manchesternh.gov. This link has proven very successful in bringing complaints to the team's attention. Several inquiries each week are forwarded to the Office of the City Clerk for review.

A team member conducts a cursory inspection to determine if a valid complaint exists, whether the entire team should be called in for further investigation or if a particular agency can handle the problem instead. Once a location has been identified as a team problem it is added to the monthly roster of inspections.

Though representatives from any department may be brought in to help solve an outstanding matter, primary team members now include the following:

Kevin Kincaid, City Clerk
Paul Allard, Fire Department
Mitch Cady, Fire Department
Peter Leonard, Fire Department
Jamie Gallant, Police Department

Phil Alexakos, Health Department
Aaron Krycki, Health Department
Glenn Gagne, Building Department
Larry Caron, Building Department
Brad Moore, Highway Department

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

One area requiring the team to revisit frequently is an issue with homeless persons occupying space under bridge abutments, overpasses, and areas along the river. Sanitary conditions are appalling at these locations. The NH Department of Transportation is often involved in assisting with the cleanups on state owned property. Ensuring that the health and safety of the cleanup crews is maintained becomes the primary concern of the team during these investigations.

The Police Department assigns a member to inspect the camps and remove trespassers. The MPD will often inspect the camp several times prior to the NET investigation to inform the squatters that the team has identified the area for cleanup and notifying them of the need to remove their personal belongings. The team attempts to identify individuals residing at the camps. The team also performs a small scale outreach effort by assisting them in relocation through education, identifying resources available to them prior to clearing the location.

Another growing concern facing NET is the alarming rate by which abandoned homes are spreading throughout the city. The team has adapted to this near crisis by bringing the Manchester Water Works in for regular updates with shut-off notices on city properties. Water Works is able to provide this valuable information which often represents the precursor of future problems in a neighborhood. Foreclosures and abandonment are typically not far behind. The properties then become targets for thieves, vandals and homeless subjects seeking new places to live.

These properties are investigated in similar fashion to a traditional NET complaint yet allow us to be more proactive. Rather than waiting for a problem to occur we believe we can prevent further neighborhood decay. By quickly identifying the parties responsible for an at-risk property, the troubles associated with abandoned properties have not risen to the level affecting several other communities. Most properties in Manchester continue to be secure and at least minimally maintained to prevent it from becoming a hazardous blight on the neighborhood.

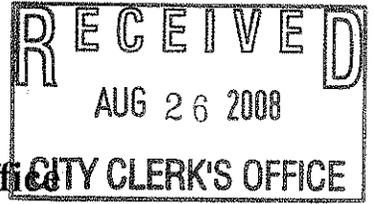
Below is a representative sample of the last one hundred inspections performed by NET.

1. Island Pond Road property: large junk pile; Building Department issued ordinance violations, MPD served the violations, owner was avoiding summons. Owner failed to appear and warrant was issued through Manchester District Court.
2. South Porter Street property: unoccupied property, trash, debris, and hole in roof. Property in probate. Team inspected, notified trustee and property cleaned and now occupied. Matter resolved.
3. Colby Street properties: Team found an illegal bedroom, unlicensed dogs and parking issues. Property owner cleaned bldg, addressed illegal bedroom, dog owner cited as well as illegally parked vehicles. Property in cleaner condition, work ongoing.

4. Maple Street property: Team found improperly installed doors, garbage piled against bldg. Property cleaned, police conducted extra enforcement efforts. Property improved.
5. Coolidge Avenue property: Homeless camp on PSNH property; Vagrants removed by MPD; PSNH and Highway Dept removed litter.
6. Hall Street property: garbage and unsanitary conditions throughout; this property has a long history with NET. Recent improvements have turned this property around and a majority of problems have been resolved.
7. Island Pond Road property: a subject with mental health issues was “hoarding” or collecting large amounts of material in and on property causing unsanitary conditions and public alarm. This property is an excellent example of the NET working together with families and health care workers resolve a serious issue in a cooperative manner. Property is now clean and proper care given to resident.
8. Concord Street property: rooming house with multiple life/health/safety violations. Team inspected property and cited numerous violations. Property has since been sold and nearing completion of a total renovation.
9. East High Street property: Property owner abandoned property. Left unsecured and quickly becoming an eyesore for the neighborhood. Vagrants and youth gaining access to building, damaging it and participating in illegal activity. Team inspected property and through extensive efforts, a mortgage company was located in Southern California. Arrangements were made to secure premises however problem continues and is property remains a concern of the team.
10. South Beech Street property: property owner warned and advised on how to correct problems. Clean up efforts ongoing.

The Information Systems Department has been working with HTE to develop a module to enable the team to track issues and actions taken by a particular agency. One of the drawbacks for NET has been the lack of central database allowing team members from all departments to review inspection efforts on a given property, receive real time data, track progress, while sharing information in a more efficient manner. The cursory investigation performed by a team member occasionally exposes situations within the system with several different agencies working on the same problem at the same location. We believe this central database will eliminate these redundancies and increase efficiency.

The Neighborhood Enhancement Team remains a tremendously valuable resource for the City working within each neighborhood to improve the quality of life for all our residents. If there are any questions or concerns regarding the Neighborhood Enhancement Team or the present/future activities of NET, I will be available at the next meeting of the Board of Mayor and Aldermen on September 2, 2008.



Manchester Economic Development Office

Quarterly Report

For Period Ending June 30, 2008

Economic Development Marketing

The City's marketing campaign has continued to develop throughout the second quarter of 2008. Highlights of the current campaign are outlined below.

Partnerships with the business community

MEDO continues to forge partnerships with Manchester's business community on behalf of the marketing effort. As previously reported, MEDO rolled out a 16-week campaign last fall with four local banks: Citizens Bank, Ocean National Bank, St. Mary's Bank and Centrix Bank. Each bank contributed financially to the campaign, which ran in the NH Business Review and the New England Real Estate Journal. Throughout May and June of 2008, a similar ad campaign featuring Wiggin-Nourie, Sheehan Phinney Bass + Green and the McLane law firm ran in the New England Real Estate Journal. These ads featured Manchester's logo and Web site and carried a message that encouraged readers to consider doing business in Manchester. An example is attached.

The commitment our local businesses have shown to the campaign is impressive and meaningful; their contributions will likely total nearly \$60,000. This fall, we will debut ads featuring local hospitals and we continue to create other similar advertising partnerships. These ads carry Manchester's key marketing messages and raise the City's visibility as an ideal place to do business while significantly leveraging MEDO's marketing budget.

On June 12, MEDO held a reception at the function facility at one of Manchester's newest developments, the *Neighborhoods at Woodland Pond*, to honor and thank those businesses that have partnered with us. That reception was well-attended and provided an opportunity to solidify our partnerships. The commitment our business community has to Manchester is impressive and something we will continue to leverage.

Manchester's Web presence

MEDO is very grateful to SilverTech, the local web design firm that created the City's stand-alone economic development Web site, www.YourManchesterNH.com, as they have announced that they're taking on hosting MEDO's website pro bono in fiscal year 2009. SilverTech's team will implement phase two of the Web site project, which includes significant upgrades in the site's functionality and aesthetic appeal. We will add additional links, tools and resources to continue to be helpful to those looking to move or relocate a business or family here.

The MEDO site continues to receive about 800 hits a month. Over 80 percent of these are “unique” hits (aka: first time visitors), which indicates that we continue to break into the market and introduce Manchester to site selectors, business owners, developers and others who otherwise were unaware of what we have to offer. Notable website statistics for April, May and June 2008 are outlined below.

- During the months of April, May and June of this year, the economic development Web site received 2,487 visits, 79 percent of which were from new, unique visitors.
- Visitors spent an average of two and a half minutes on the site, visiting an average of 3.5 pages.
- Interestingly, the pages most visited are: Quick Facts (a detailed listing of important Manchester facts and figures); Grow Your Business (a page dedicated to helping our current and prospective business owners grow their companies here in Manchester); Greater Manchester Profile (which offers important information about the city); Live Here (particularly, the housing link, which helps connect visitors with a variety of housing options) and Our Team (indicating that people visiting the site are often seeking contact information for the City’s economic development office). It’s important to note that these five pages are the same five that topped our list last quarter and are clearly the most informative and popular. These pages are also precisely what our marketing effort is about: providing important, easy-to-access information to those looking to grow their existing business, move their business to Manchester or relocate their family to the City.
- During the second quarter, we continued to receive site visits from across the United States, most notably from the following states:
 - New Hampshire (1,064 visits – indicating the site assists with retention efforts)
 - Massachusetts (360 visits)
 - New York (139 visits)
 - California (59 visits)
 - Florida (51 visits)
 - Texas (46 visits)
 - New Jersey (41 visits)
 - Illinois (39 visits)
 - Connecticut (39 visits)
- In addition, the site has received hits from across the globe, including from the United Kingdom (45 visits), Canada (36 visits), France (13 visits), Germany (12 visits) and China (7 visits).
- It appears that our efforts to reach the Massachusetts markets are paying off. With 360 visitors in the last three months alone, we have undoubtedly created visibility for Manchester among site selectors, developers, investors and business owners in that state and key markets (Boston, north of Boston, etc.). This traffic is likely a response to the focus on placed print and television ads

all within those market areas long with trade shows and the recent MEDO sponsored economic development events held in Manchester.

- We continue to receive regular and significant attention from users in Canada, specifically Quebec, including 11 hits from Montreal. It's encouraging to note that the average time spent on the site by these users was well over 7 minutes. This exceeds our average time by over 4 minutes and indicates that we have significant opportunity in that area. Accordingly, we are planning outreach in Canada and partnering with the state on missions to the area.

The Web site continues to be our most important marketing tool and is the cornerstone of our marketing effort.

Trade Shows

From May 18 to May 21, Kate Benway and Jay Minkarah attended the International Council of Shopping Centers (ICSC) RECon convention in Las Vegas. ICSC RECon is the largest gathering of real estate professionals in North America and one of the largest conventions overall, providing four days of workshops, seminars and networking events and approximately 2.24 million square feet of exhibition space. The event draws over 50,000 developers, retailers, brokers, design professionals, investors, lenders, and others from across the US and from more than fifty different countries. An estimated 50% of all retail real estate shopping center leases are signed at the convention. Although we were not able to exhibit at the convention, MEDO staff gained valuable insights into industry trends, marketing strategies and had the opportunity to meet with developers and investors interested in the Manchester market.

Media Coverage

Manchester was featured in the July issue of *American Executive* magazine, a publication reaching over 50,000 top-level executives nationally. In addition, the City's television commercial can be seen at www.cremunity.tv, a site for brokers, site selectors, investors and others involved in economic development (simply search for "Manchester" and the video will appear). Our partnership with local businesses has also generated media coverage in the *NH Business Review* and the *New England Real Estate Journal*.

Other Outreach Efforts & Events

Throughout the spring, MEDO worked with the Boston regional office of the Urban Land Institute (ULI) to develop a workshop and networking event held in Manchester on June 4. This was the first ULI event ever held in New Hampshire. ULI is a prestigious international nonprofit education and research institute with focus on urban planning, land use and development. The program began with reception at the Radisson followed by presentations on Airport development, Millyard rehabilitation and Sports & Entertainment related development. Attendees were then invited to enjoy a Fisher Cats game and networking reception at the Merchantsauto.com Stadium. The event drew over forty developers, brokers, design professionals and others, primarily from the Boston area and elsewhere in New Hampshire, with a specific interest in learning more about the City. A follow-up event is planned for the fall.

As part of our outreach to the Software & IT industry (one of our five principal target industries) MEDO sponsored a Software Association of New Hampshire (SwaNH) networking event at *Jillian's* in the Millyard on June 12. Jay Minkarah served as the keynote speaker.

Incentives/Investment Incentives

MEDO Revolving Loan Fund Activity

The City's Revolving Loan Fund (RLF) activity was limited during the second quarter. The RLF Committee met in June to discuss a request by a current borrower, MAAX, Inc., to modify the terms for their existing loan for one year, making it "interest only". This is part of a reorganization effort by the company and will allow them to weather a cash flow shortage which occurs due to the seasonality of their business.

The RLF received one application in the past quarter from a restaurant start-up planned for the Central Business District in a recently rehabilitated property. The application remains pending.

In policy discussions the RLF Committee, analyzed existing policies and recommended changes to RLF policies as summarized below:

1. Job creation requirements - Current RLF Policy requires 1 new job (FTE) created for each \$10,000 borrowed. The Committee agreed that coming closer to the CDBG requirement of 1 job for every \$20,000 borrowed was a more realistic figure.
2. Interest rates charged - The Committee discussed and agreed that flexibility was an important aspect of the RLF. They agreed to maintain a rate that could fluctuate from the Prime Interest Rate to as low as Prime minus 2%. Currently, the Prime Interest Rate is approximately 5%. Being able to reduce this amount may encourage additional loans and therefore business expansions and creations.
3. The leverage ratio required to obtain RLF assistance - The Committee agreed that as part of the 2:1 leverage requirement, Owners equity, plant and equipment, as well as other private or conventional financing should be incorporated into the leverage amount. Currently, the Leverage ratio only considers other private/conventional financing.

The intention is to submit these recommendations to the Board of Mayor and Alderman for their consideration in the near future.

The Revolving Loan Fund was established by the City of Manchester in 1996, using allocations of Community Development Block Grant funds and repayments from existing loans. A total of 13 firms have been assisted by the revolving loan fund. These firms have borrowed a total of \$921,000 creating 162 new jobs in Manchester since the program's inception. The RLF makes loans for working capital and fixed asset acquisition that will assist in business retention, expansion, and recruitment, creating new jobs in Manchester.

Other Investment Incentives

MEDO staff is in receipt of the City of Manchester's fourth RSA 79-E tax relief application for the former Merrimack Restaurant building. It is anticipated that this matter will come before Board later this summer

Grant Funded Projects

Economic Development Administration (EDA) Grant

Drafts for feasibility studies for expanded Convention/Hotel Space and a Performing Arts Center were prepared for evaluation by the projects' steering committee and remain under review. The Study Committee, comprised of area business leaders including individuals who work in the hospitality and entertainment industries are finalizing their comments on the draft reports and anticipate bringing the results forward to the Board of Mayor & Aldermen in the fall.

Self Assessment/Benchmarking Project

The two funding applications to cover the \$5000 cost of the Community Economic Development self-assessment that will be conducted by Northeastern University's Center for Urban and Regional Policy (CURP) have been conditionally approved with NH DRED and the Community Technical Assistance Program (I-93 widening funds) This process is designed to analyze economic development conditions and offer suggested improvements to impact the investment climate

Brownfields Assessment Program

Six sites in Manchester have been included for initial evaluation for inclusion in a US EPA funded program that aims to make petroleum contaminated sites ready for redevelopment in the Southern New Hampshire Planning Commission's region. The project, anticipated to run through July 2010, will be the first step in making sites appealing for development by risk minimization to investors. A series of three public meetings scheduled for mid July are planned throughout the RPC's region including one at Energy Park on July 15th. More information can be found at:
http://www.snhpc.org/Brownfields_2.html

Parking Division

The Parking division placed a major emphasis on budget issues and the development of a new downtown parking plan during the second quarter in addition on-going operations. The primary focus of the downtown parking plan is to encourage turn-over in high demand, primarily retail areas by shifting long-term parkers to other areas through varying the fee structure and changing hours of enforcement. The plan is also intended to reduce enforcement hours where not needed and to increase revenue. Additional projects and initiatives included:

1. Implementation of a “late fee forgiveness” program, which resulted in an additional \$175,000 in revenues, the payment of almost 10,000 past due parking tickets and reduced the boot list from 1,800 vehicles to 1,500 vehicles.
2. Issued an RFP for in vehicle parking meter technology which was won by ePark systems. Our hope is to publicly unveil the system in conjunction with the implementation of the downtown parking plan.

Development Projects

Northwest Business Park at Hackett Hill

Throughout the second quarter, MEDO staff continued to work with the Manchester Housing & Redevelopment Authority (MHRA), our engineering and environmental consultants and others to obtain the approvals necessary to move forward with the project. On April 3, MHRA and MEDO staff updated the Lands & Buildings Committee on the status of the project and sought authorization for the use of certain existing funds to support infrastructure improvements for the site. Sources of funds included:

• Available balance from the Sale of French Hall	\$1,156,879
• Proceeds from Land Sales Manchester Air Park	\$ 650,000
• Income from Jac Pac including CMC Parking Revenue, Sale of Freezer Equipment and the KeySpan Lease	\$ 314,000
• Hackett Hill Antenna Lease Revenue	\$ 475,000
• Line of Credit from Manchester Development Corporation	<u>\$1,000,000</u>
• Total	\$3,595,879

At that meeting, the Committee deferred action on the request and directed staff to prepare an RFP to solicit developers with an interest in acquiring and developing all of Phase I as an alternative to municipal development and management. The full Board approved the recommendation on April 4. The RFP is currently in preparation and will be issued once necessary environmental permits are obtained.

The City’s response to review comments from the NH Department of Environmental Services (DES) relative to our pending wetlands and alteration of terrain permits was submitted to the state on April 15. In late May, requests for additional information were received from DES. On May 22, the City requested a second time extension to July 22 provide the additional information requested. MEDO staff worked with all necessary parties throughout the remainder of the second quarter to ensure that process progressed

in a reasonable and timely manner. The required materials were submitted within the required time frame. DES final action remains pending.

River's Edge (Jac Pac)

Redevelopment plans for the River's Edge project on the former Jac Pac site continued to progress throughout the second quarter of 2008. On May 29, the Planning Board and Zoning Board of Adjustment (ZBA) held a joint meeting on the project. The ZBA granted approvals for the variances requested. The Planning Board closed the public hearing, but continued final action to a subsequent meeting. On June 26, the Planning Board granted final approval with conditions. With most of the necessary approvals obtained and contingencies satisfied, a September closing is anticipated.

Ash Street School

SilverTech completed renovations to the former Ash Street School and moved into the building as their new headquarters in April. The sale of the building closed on November 15, 2007. The City's share of the proceeds amounted to \$297,593. Rehabilitation of the former school preserves one of the City's most important historic landmarks while serving to expand the tax base and provide an opportunity for a growing high tech firm to remain in the City. Landscaping improvements will be completed in the fall and following spring depending on recommended planting schedules.

Seal Tanning & Granite Street Lots

On May 6, the Board of Mayor & Aldermen approved the Purchase & Sales (P&S) agreement with 1848/1850 Associates for acquisition of the Granite Street and Seal Tanning lots subject to several contingencies. The agreement was finalized and signed on May 15. In early June, we received notice that College Street, LLC, the prospective developers of the Pandora building which is a key component of the 1848/1850 Associates proposal, were no longer participating in the project. 1848/1850 Associates indicated that they remained committed to the project and would either seek another development partner or rehabilitate the building themselves. On June 23, the Board of Mayor & Aldermen approved a petition for discontinuance of Phillippe Cote Street, a key condition of the P&S agreement and development plan. Staff continues to work with the parties to bring this important project to a successful conclusion.

Bedford Street Lot RFP

A request for proposals seeking parties interested in acquiring and redeveloping the Bedford Street lot into a private or public/private parking garage to meet demand for parking in downtown and the Millyard was issued on June 13. Proposals may also include lease of air rights over abutting streets and may include the development of uses other than parking on the site alongside or above any parking structure. Proposals are due on September 12, 2008.

Superior Courthouse Rehabilitation/Relocation

MEDO and other City staff worked with state and local officials for much of the second quarter to address alternatives related to the relocation or rehabilitation of the Superior Courthouse on Chestnut Street. Due to the widespread presence of

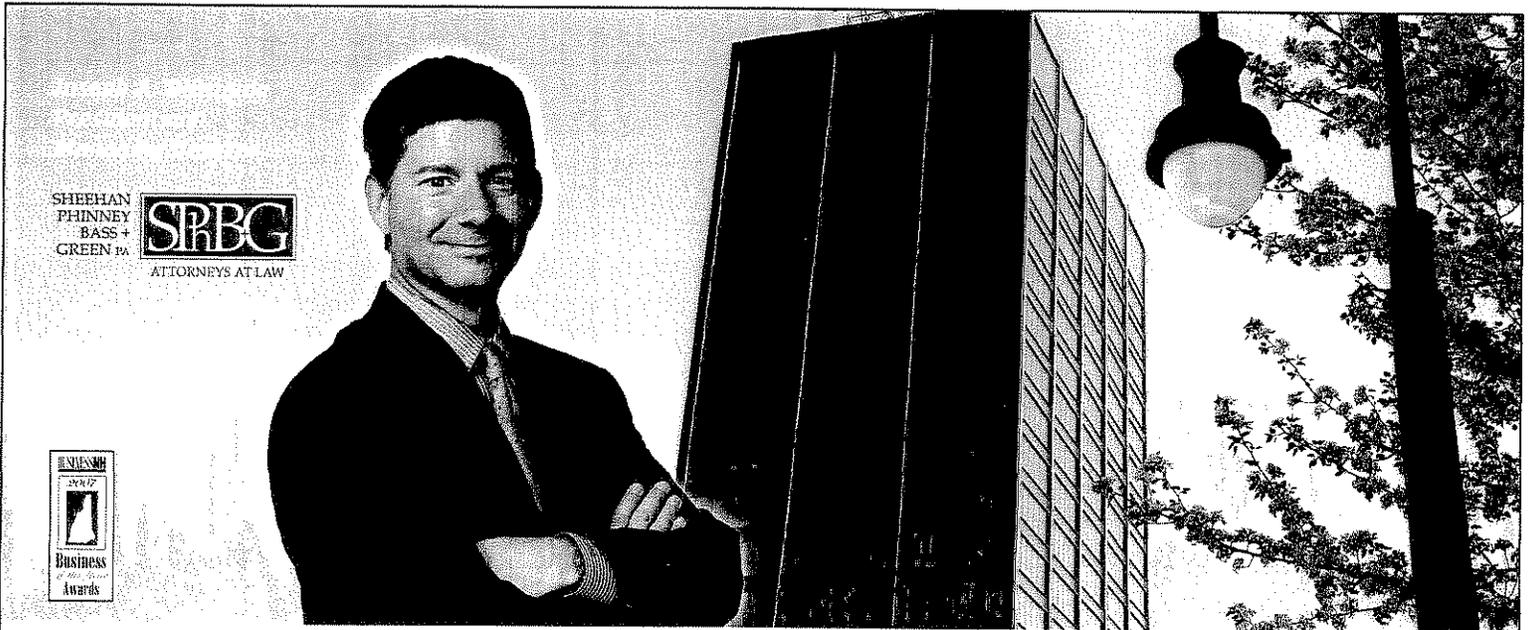
asbestos in the facility, the building must be vacated temporarily while remediation work is undertaken. Family Court would be moved permanently to the District Court facility on Amherst Street and all other functions would be temporarily relocated to Hillsborough County South in Nashua for a period of fourteen to eighteen months while remediation work and a complete rehabilitation of the structure is undertaken. In the alternative, the building would be turned over to another use and a new Courthouse would be built elsewhere. Staff investigated alternative locations for a new court facility in downtown Manchester as well as alternative uses for the existing court facility if it were to be permanently vacated. Due to time, funding and other constraints, the state has decided to move forward with the rehabilitation alternative.

Manchester Development Corporation

MEDO continues to staff the Manchester Development Corporation (MDC). The MDC generally meets on the second Friday morning of each month. Meetings typically include discussions on topics of importance to the Manchester area economy in addition to reports from MEDO staff and the Mayor's Office. During the second quarter, the MDC heard presentations on growth at the Airport, downtown development proposals and expansion plans for the Boy's & Girls Club. The MDC has not undertaken any recent new investments.

Other Activities

In addition to the projects and programs described above, MEDO staff worked with state and local officials, business and community groups and other city departments on a variety of plans and projects including the Capital Corridor commuter rail project, UNH Manchester expansion, improvements to the Gaslight District and Elm Street between Lake and Valley Streets, Riverfront development, the proposed Downtown/Millyard circulator and other plans and projects. 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.



What we know about great cities is an inarguable truth.

Sheehan Phinney Bass + Green knows something about great cities – we have offices in major business centers in New Hampshire and in Boston, Massachusetts. Our membership in *Lex Mundi* also gives us direct access to an international network of premier law firms in great cities around the world.

No matter where we practice though, we provide counsel in traditional and emerging areas of law with a philosophy that recognizes that no two clients are alike, nor are their legal concerns. In fact, we thrive on matching our experience with challenges that demand new thinking, and we build relationships that stand the test of time.

We've found that Manchester, NH thinks a lot like we do. While learning from the past, it focuses on the needs and demands of today's legacy and emerging companies.

An inarguable truth could soon be that Sheehan Phinney Bass + Green is right for your company. That would be good news for both of us, and Manchester. No argument there!

Visit us at www.YourManchesterNH.com/welcome



MANCHESTER, NH

Birthplace of *your* American Dream.

www.YourManchesterNH.com

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY2009 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Sixty Eight Thousand Dollars (268,000) for the FY2009 CIP 612509 22 Concord Street Redevelopment Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2009 CIP as contained in the 2009 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to utilize HUD Section 108 funds for the provision of a loan for the renovation of 22 Concord Street;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

By creating:

FY2009 CIP 612509 – 22 Concord Street Redevelopment Project - \$268,000 HUD Section 108

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 Community Improvement respectfully recommends, after due and careful consideration, that an administration fee be charged on future Section 108 loans at a rate increased one-half percent over current HUD charges.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



City of Manchester

8/5/08 - Yominella

Office of the Mayor
Hon. Frank C. Guinta

August 5, 2008

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

Re: Nominations

Dear Members of the Board:

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

- (1) James O'Shaughnessy to succeed Joann O'Shaughnessy (resignation) as a member of the Conservation Commission, term to expire August 1, 2009;
- (2) Michael Dupre to succeed Todd Connors (resignation) as an alternate member of the Conservation Commission, term to expire August 1, 2011;
- (3) Keith Murphy to succeed George "Butch" Joseph (term limit) as a member of the Parks, Recreation & Cemetery Commission, term to expire July 7, 2011.

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

I am also reappointing Mary Mongan to succeed herself as a commissioner of the Manchester Housing & Redevelopment Authority, term to expire December 31, 2012.

Sincerely,

Frank C. Guinta
Mayor

James A. O'Shaughnessy

1744 Brown Avenue
Manchester, NH 03103

joshoughnessy@piercelaw.edu
(603) 644-3009

EDUCATION

Franklin Pierce Law Center, Concord, NH

Daniel Webster Scholars Program

J.D. expected, May, 2010

GPA: 3.31

Public Interest Coalition Co-Chair

Hamilton College, Clinton, NY

B.A., English Literature, May, 2000

Managing Editor, *Spectator Weekly Student Newspaper*

Dean's List, 1999 and 2000

EXPERIENCE

Summer, *Public Interest Coalition Fellow, Legal Intern*

2008 **National Education Association, Concord, NH**

- Assisted staff attorneys in writing briefs and memorandums of law and conducted advanced legal research on the following areas: collective bargaining law, employment discrimination and wrongful termination, right to know law, NH Department of Education law and regulations.
- Participated in hearings before Public Employer Labor Relations Board.

Summer, *Law Clerk*

2008 **Stephen Law Group, PLLC, Manchester, NH**

- Provided support for attorney practicing in the following areas: employment law, personal injury, medical negligence, social security disability, products liability and workers compensation.

2003—*Director*

2007 **A Little Folks School House, Manchester, NH**

- Provided high-quality, safe, and educationally appropriate education for young children in a child care center licensed for 99 children.
- Interviewed, hired, trained, supervised and evaluated staff of 20 employees.
- Designed, implemented, and maintained curriculums and supervised classrooms.
- Oversaw all company advertising. Scheduled and performed tours to recruit new clients.
- Involved in child advocacy on a daily basis, including: advising parents during and after divorce or separation; meeting with guardians ad litem; evaluating children and recommending therapy, counseling, or special education services; guiding parents in their children's development and education; and counseling and training parents on appropriate discipline.
- Managed all client accounts, paid bills, budgeted expenses, ordered and purchased supplies.
- Maintained extensive records in compliance with licensing regulations.

2005—*Business Manager/Co-Founder*

2007 **O'Shaughnessy Glass Art, Manchester, NH**

- Developed and established fine craft business for League of NH Craftsmen member. Managed all accounts and operations.

2000—*Sales and Marketing Manager*

2003 **Legends L.P., Rochester, NY**

- Executed the expansion and management of company's largest client, Wal-Mart, Inc.
- Sold product line to mass market retailers nation-wide and supervised service team.

SKILLS

Westlaw, Lexis and all print research methods. Recruiting, fundraising and sales.

INTERESTS

Cooking, hiking, kayaking, playing instruments and listening to music, reading

MICHAEL E. DUPRE

169 Wellesley Street Manchester, NH 03104
603.629.4772 (work) 603.623.9802 (home) 603.494.5704 (cell)
mdupre@wiggin-nourie.com

Summary of Qualifications

Expertise in computer networking, coupled with outstanding professional and personal attributes such as communication skills, initiative and leadership qualities.

Professional Experience

1994 - Present Wiggin & Nourie, P.A. *Manchester, NH*
Director of Information Technology

- Develop short- and long-term information technology strategy
- Manage \$250,000 technology budget for equipment, maintenance contracts, training, and consulting
- Evaluate, recommend, negotiate, procure, and configure equipment.
- Write and implement technology policies and procedures
- Enforce system security protocols, including building security
- Troubleshoot and maintain Windows servers and PC hardware and software for 125+ node network
- Maintain the Cisco IP phone system
- Advise attorneys on data discovery issues and assist with data analysis
- Train and assess the technical skills of new and current employees
- Continually ensure technology complements rather than complicates the day-to-day work product

Key Achievements

- Guided users through four generations of PC technology
- Developed a firm-wide computer training program
- Created macros for the firm's letterhead, saving \$15,000 annually
- Implemented Ross Kodner's Paper LESS Office
- Installed several remote access solutions for telecommuters

1989 - 1994 *Application Developer/Programmer*

- Developed and maintained relational database applications
 - Provided end-user support and training
 - Maintained PC hardware and software
 - Provided backup support for phone systems and servers
- Key Achievements
- Developed records management system
 - Created a call tracking and cost recovery system that captures PBX data
 - Designed personnel database, corporate client tracker and medical records programs

1992 - present *Contract Work*

Assist area law firms with designing, implementing and maintaining their computer networks. Provide telephone support and field assistance.

Key Achievements

- Developed records management system for a Hartford, CT law firm
- Designed and implemented a PC LAN at a Concord, NH law firm
- Wired a Manchester, NH law firm for a 100 m/bit LAN

Education

May 1989 *Bachelor of Arts in Computer Science*
St. Anselm College, Manchester, NH

Professional Development

Guidance Computer Forensic Program
Microsoft Windows MCSE Program
Novell Netware 3.1x, 4.x and 5 Administration Classes
Lucent System 75 Telephone Administration Classes

Community Involvement

2007 - present Member of the Class of 2008 Leadership Manchester Program
1996 - 2002 Rebuilding Together (formerly Christmas in April); Board member 1998-2002
1995 - present Salvation Army Christmas Clothing Program
1994 - 2001 New Horizons Soup Kitchen car washes

References Provided upon request



CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Alderman Ouellette
Ward 11 *NOU*

DATE: August 22, 2008

RE: The Henry R. Thibault Field

It is with great pleasure that I ask each of you to support naming the new athletic field on Douglas Street extension, *The Henry R. Thibault Field*.

Former Alderman Thibault served the City honorably as alderman of Ward 11 for 20 years, serving from 1978 – 1988 and again from 1998 – 2008. His generosity and involvement has been evident for many years.

Hank started the first ski club in Manchester in the late 1960's, was instrumental in developing the athletic fields at Piscataquog River Park, and worked tirelessly with the children of St. Peters Orphanage. He has also been a longtime, dedicated volunteer for the Boy Scouts.

Please join me in honoring Former Alderman Thibault for his many years of dedication to the City of Manchester with this prestigious gesture. Your favorable consideration is appreciated. Thank you.

Manchester Development Corporation

RECEIVED
MANCHESTER CITY CLERK

'08 AUG -7 P1:04

Board of Directors

Michael McCluskey
W. Stephan McMabon
James C. Hood
Joan D. Bennett
John J. Brady
Jay E. Taylor
Nick Soggu
Cathy Schmidt
Sean Owen
Cathy Champagne

August 7, 2008

Sent
Board +
O'Donnell
8-7-08
al

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

Advisory Board Members

Elias E. Ashoob
Charles E. Hungler
Richard A. Charpentier
Michael Skelton

RE: REQUEST FOR MDC TO AUTHORIZE GRANTS TO
PROMOTE ECONOMIC DEVELOPMENT FOR THE CITY

Dear Mayor Guinta:

Per our operating guidelines, I am pleased to report that we anticipate transferring \$45,000 to the general fund. The exact amount will be finalized when the books are closed for fiscal year 2008 which has not been completed at this time.

We recognize that the Mayor and Aldermen went through a challenging budget agreement earlier this year. We were disappointed that MEDO marketing funds were cut back in light of other pressing needs within the city.

Recognizing the challenges facing the city and the potential benefits of enhanced marketing initiatives to future economic viability, MDC is requesting that we be allowed, through our fiscal 2009 budget, to provide marketing grants not to exceed \$20,000 in total. We want to retain authority to review, approve and disburse the funds on a project specific basis. We are fortunate that MDC membership includes people with strong

c/o Economic Development Office
One City Hall Plaza, Suite 110
Manchester, New Hampshire 03101
P- (603) 624-6505 F- (603) 624-6308

The Honorable Frank Guinta and Board of Aldermen
August 7, 2008
Page 2

marketing and business development expertise. This will not change our requirement to transfer funds (maximum of \$50,000 depending on fiscal 2009 results) to the general fund.

We anticipate that in future budget cycles, the city will enhance the level of funding available to MEDO for marketing initiatives.

We appreciate your consideration of this request.

Regards,



Michael J. McCluskey
Chair, Manchester Development Corporation

MJM/emb

cc: Guy Beloin

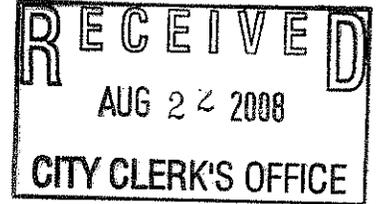


FRIENDS OF STARK PARK

Board of Directors

CO-PRESIDENTS

August 22, 2008



Pat Howard

Board of Mayor and Alderman
c/o Matt Norman, Assistant Clerk
One City Plaza
Manchester, New Hampshire 03101

Kit Reno

VICE-PRESIDENT

Honorable Mayor and Alderman,

Richard Duckoff

The Friends of Stark Park (FSP) would like to thank you for your approval of our Bandstand project in May. We are requesting one change to our proposal.

SECRETARY

Kristin Wenger

In our May 16th proposal, we stated that the Bandstand would be set 165' feet back from River Road between the 3rd and 4th entrances. For a number of reasons, we have determined that the best site would be 250' back. This would allow for a better orientation of the bandstand for audiences and easier handicap access and equipment delivery. Everything else would remain the same as stated in the Proposal.

TREASURER

Suzi Parker

Robert Chase

We hope that this will meet the approval of the Board of Mayor and Alderman and look forward to hearing from the City Clerk's office at their earliest convenience.

Oral Foster

We thank you again for your consideration and encourage you to contact us if you have further questions or concerns.

Robert Steiner

Sincerely,

Kit Reno
Co-President

Kitr2124@comcast.net
623-3035

Pat Howard
Co-President

pathoward@mindspring.com
625-6588

P.O. Box 1485
Manchester, NH 03105

The question for the proposed amendment reads as follows:

“Shall the municipality approve the charter amendment reprinted below?”

6.15 Limitation on Budget Increase.

A. Limitation on budget increase.

Recognizing that final tax rates for the City of Manchester are set by the New Hampshire Department of Revenue Administration pursuant to RSA 21-J:35-I, the board of Mayor and Aldermen of the City of Manchester and the Manchester School District shall develop their annual budget proposals and shall act upon such proposals in accordance with the mandates of this section.

Override Provision. Budgetary restrictions described in any part of section 6.15 may be overridden upon a vote of two-thirds (2/3) of all aldermen elected. Such override expires following adoption of the annual budget. Subsequent budgets or supplemental appropriations require additional two-thirds (2/3) override votes, or the limitations expressed in this section will apply.

1. In submitting their proposed budgets to the board of aldermen, the mayor and school district shall not propose total expenditures in an amount exceeding the budget established during the prior fiscal year increased by a factor equal to the change in the National Consumer Price Index-Urban as published by the United States Department of Labor for the calendar year immediately preceding the year of the budget adoption.
 2. In establishing a combined municipal budget, the board of mayor and aldermen shall be allowed to assume an estimated property tax rate only in an amount not to exceed the tax rate established during the prior fiscal year increased by a factor equal to the change in the National Consumer Price Index – Urban as published by the United State Department of Labor for the calendar year immediately preceding the year of the budget adoption.
- B. Exception to budget increase limitation. Capital expenditures, and the total or any part of the principal and interest payments of any municipal bond, whether established for school or municipal purposes, may be excepted from being included in the expenditures that are subject to the prior limitation upon a two-third (2/3) vote of all the aldermen elected. The exception made under this section shall expire upon adoption of the budget for the next budget year,

unless two-thirds (2/3) of all the aldermen elected, vote to renew the exception for the next budget year.

- C. Budget limitation in a revaluation year. When the board of mayor and aldermen accepts an increase in real estate values as the result of a city wide revaluation, the board of mayor and aldermen shall adhere to a maximum increase in real estate tax revenue as follows: The real estate taxes raised from prior budget year shall not be increased by a factor more than the change in National Consumer Price Index – Urban as published by the United States Department of Labor for the calendar year immediately preceding budget adoption, then this figure shall be used in establishing the new municipal budget.
- D. Budget limitation with annual changes in assessments. When annual changes in real estate values occur as a result of State of New Hampshire assessing requirements, the board of mayor and aldermen shall adhere to a maximum increase in real estate tax revenues as follows:
 - 1. The real estate taxes raised from the prior year shall not be increased by a factor of more than the change in the National Consumer Price Index – Urban as published by the United States Department of Labor for the calendar year immediately preceding budget adoption, plus real; estate taxes calculated by applying the prior year real estate tax rate to the net increase in new construction. “Net increase in new construction” is defined as the total dollar value of building permits less total dollar value of demolition permits issued for the period of April 1- March 31 preceding budget adoption.
- E. Total Expenditures. Total expenditures for any given budget year shall not exceed the amount of funds reasonably calculated to be derived by the tax rate established pursuant to Paragraph A.2. herein, increased by the other revenues generated by the City.

The Charter of the City of Manchester, adopted by voters at the election held on November 5, 1996, became effective on July 1, 1997. This amendment, if adopted, will become effective July 1, 2009.

The Charter amendment proposed through this referendum question is summarized as follows:

This amendment is an attempt to limit increases in the municipal budget to increases in the National Consumer Price Index-Urban as published by the United States Department of Labor. This amendment contains various exceptions to the limitation and ability to override such limitations. Furthermore this amendment contains provisions for annual changes in real estate assessments and changes in assessments during revaluation years.

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY2009 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Sixty Eight Thousand Dollars (268,000) for the FY2009 CIP 612509 22 Concord Street Redevelopment Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2009 CIP as contained in the 2009 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to utilize HUD Section 108 funds for the provision of a loan for the renovation of 22 Concord Street;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

By creating:

FY2009 CIP 612509 – 22 Concord Street Redevelopment Project - \$268,000 HUD Section 108

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