

## AGENDA

### BOARD OF MAYOR AND ALDERMEN

February 3, 2009  
Mayor and all Aldermen

7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)

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

#### CONSENT AGENDA

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

#### Approve under supervision of the Department of Highways

- A. Pole petitions:  
#11-1232 Located at 19 West Shore Road

#### Informational to be Received and Filed

- B. Monthly Bulletin from the City of Manchester Health Department for January 2009.
- C. Manchester Economic Development Office Quarterly Report for the period ending December 31, 2008.

#### REPORTS OF COMMITTEES

##### COMMUNITY IMPROVEMENT

- D. Recommending that the request from James Burkush, Fire Chief, for \$8,022.04 to be taken out of CIP#411304 to purchase two Self Contained Breathing Apparatus units be approved.  
(Unanimous vote)

E. The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the following CIP cash project balances totaling \$222,257.23:

810708	VISTA Office Relocation	75.00
411708	Firesafe Intervention Program	2,099.30
811707	Office of Youth Services Relocation	877.96
213508	Info Bank	2,000.00
612209	Millyard Maintenance	5,000.00
810707	Community Development Initiatives	6,858.82
810806	Community Development Initiatives	175.77
810807	Master Plan Support	10,000.00
710909	Municipal Deferred Maintenance	39,441.16
810608	Motor Vehicle Registration System	57,637.47
411103	Hazardous Materials	2,780.62
411808	Fire Ladder Truck Repair	695.56
213509	Arboviral Surveillance	10,000.00
710608	Annual Bridge Maintenance Program	20,000.00
711207	Downtown Misc Repairs	801.76
712706	Discretionary Sidewalk/Curb Program	15,740.87
713408	Chronic Drain	17,115.15
411807	Hazard Tree Removal	78.77
511308	Millyard Maintenance	8,245.00
511306	Crystal Lake Master Plan/Design	726.52
511508	Weston Street Neighborhood Park	11,897.50
511608	Veterans Park/Stanton Plaza	10,000.00
612207	Ongoing Maintenance – Intown/Millyard	10.00

be moved to contingency.

*(Unanimous vote with the exception of Alderman Shea voting in opposition to project #511306)*

### HUMAN RESOURCES/INSURANCE

F. Advising that the request from Attorney Vincent A. Wenners, Jr. for the Board to reconsider an August 5, 2008 action to receive and file a communication regarding a Water Works employee has been received and filed.

*(Aldermen Gatsas, Garrity and Pinard voted yea; Aldermen Lopez, Shea voted nay)*

- G.** The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the attached new organizational chart and class specifications as proposed in the consolidation of the Planning & Community Development Department and the Building Department, be approved effective March 1, 2009.

The Committee further recommends that the corresponding salary structure as identified in the organizational chart be effective on July 1, 2009.  
*(Unanimous vote)*

### **PUBLIC SAFETY, HEALTH & TRAFFIC**

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

### **JOINT SCHOOL BUILDINGS**

- I.** Recommending that all schools in the Manchester School District be brought into ADA compliance.  
*(Unanimous vote)*
- J.** Advising that they have approved *Change Order #103*, replacing lighting fixtures in the Collision Division at Manchester School of Technology, and is forwarding same to the Board for informational purposes.  
*(Unanimous vote)*
- K.** Recommending that the Public Works Director be authorized to work with a consultant to make a recommendation regarding Green Initiatives.  
*(Unanimous vote)*
- L.** Recommending that the sound proofing project for the Webster School nurses office (\$1,600) be referred to the Board of Mayor and Aldermen and the School District for funding.  
*(Unanimous vote)*
- M.** Recommending that the request for project funds to be transferred from the Parker Varney project to the Highland Goffs Falls project, be referred to the Committee on Community Improvement and reported to the Board of Mayor and Aldermen.  
*(Unanimous vote)*

N. Recommending that the following projects:

Life Safety-MFD, Required Corridor Doors, Holders, and Closers  
Life Safety-MFD, Required Sprinkler Installation – Webster School  
Life Safety-MFD, Required Bathroom Separation

be referred to the Board of Mayor and Aldermen for funding.  
(Unanimous vote)

O. Recommending that the Life Safety (MFD) project recommending sprinkler installation at the Smyth Road, Jewett Street, Gossler, Bakersville, Hallsville and Wilson Street schools be referred to the Board of Mayor and Aldermen for funding.  
(Unanimous vote)

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

4. Nomination(s) to be presented by Mayor Guinta, if available.  
**Ladies and Gentlemen, what is your pleasure?**

5. Confirmation of nominations made by Mayor Guinta:

**Water Commission**

Paul Lessard to succeed Richard Bunker, term to expire January 1, 2012.

6. A motion is in order to recess the meeting to allow the Committee on Finance to meet.

7. Mayor Guinta calls the meeting back to order.

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

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

10. Legislative Update presented by Mayor Guinta.  
**Ladies and Gentlemen, what is your pleasure?**

**TABLED ITEMS**

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

11. Recommendation from the Special Committee on Riverfront Activities receiving unanimous vote that the City purchase a certain .2633 acre parcel of land located at 2 Line Drive under the terms and conditions identified in the attached purchase and sales agreement.

*(Note: The Board voted to accept and adopt the recommendation of the committee and it was then vetoed by Mayor Guinta. Additional communications have been provided by Pamela H. Goucher, Interim Planning Director and Leon L. LaFreniere, Building Commissioner, and forwarded to Board on September 8, 2008; Tabled 09/16/2008.)*

12. NEW BUSINESS
  - A. Communications
  - B. Aldermen

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



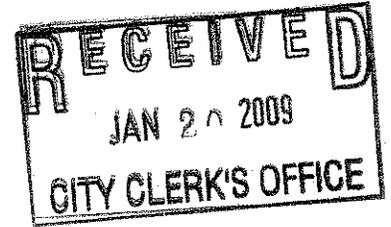
**Public Service  
of New Hampshire**

60 W. Pennacook Street, Manchester, NH 03101

Public Service Company of New Hampshire  
P.O. Box 330  
Manchester, NH 03105-0330  
(603) 669-4000

January 16, 2009

Office of the City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101



Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace poles located in the City of Manchester. Enclosed for your review is pole license petition 11-1232 for pole(s) located in the City of Manchester.

Upon approval, please have the license section signed by the proper authority. The copy labeled "**Manchester**" should be retained for your records.

Please return the remaining copies along with any invoices for payment to my attention at the address below.

If the petition is rejected, please return all copies of the license petitions with an explanation of rejection.

If you have any additional questions or require more information, please contact me at 603-634-2218 if you have any questions.

Respectfully,

Jeana Delisle  
Representative-A Records  
Public Service of New Hampshire  
60 West Pennacook Street PO Box 330  
Manchester, NH 03105-9989

Enclosure(s)

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

POLE LOCATION  
FORM NO. 1

January 6, 2009

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

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

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

License one ( 1) pole(s), 1242/1 located on 19 West Shore Road in the City of Manchester.

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

Plan No. 11-1232  
Dated: 1/6/2009

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY:   
Jeana Delisle, Licensing Specialist

**FairPoint Communications, Inc.**

BY:   
Right of Way Department

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

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

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

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

# POLE LOCATION LICENSE

POLE LOCATION  
FORM NO. 2

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

## ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE AND FairPoint Communications, INC. be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 6th day of January, 2009.

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

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE AND FairPoint Communications, INC" No. 11-1232, dated 1/6/2009 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

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

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

License one ( 1) pole(s), 1242/1 located on 19 West Shore Road in the City of Manchester.

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

Approved  
Dept. of Highways

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

ATTEST \_\_\_\_\_  
Matthew Normand, City Clerk

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

ATTEST \_\_\_\_\_  
Matthew Normand, City Clerk

A-4





CITY OF MANCHESTER HEALTH DEPARTMENT  
MONTHLY BULLETIN – JANUARY 2009



Public Health  
Prevent. Promote. Protect.

## TEN STEPS TO A HEALTHIER MANCHESTER

As we celebrate the holiday season, the City of Manchester Department of Health wants to wish all residents a very Happy and Healthy New Year. Understanding there are steps we can all take to improve not only our health but the health of our community, the Health Department encourages all residents and their families to make the following resolutions:

- Know Yourself and Your Risks.** Know your family history or other risk factors to prevent heart disease, diabetes, cancer and stroke.
- Get Routine Exams, Screenings and Immunizations.** Routine exams and screenings can help save lives. See a doctor and dentist on a regular basis. All people - infants and children, adolescents, adults, and the elderly need regular immunizations to stay healthy.
- Be Tobacco-Free.** Quit smoking and avoid second-hand smoke to prolong your life and protect those around you.
- Achieve a Healthy Weight.** Know your Body Mass Index and maintain a healthy weight. At least 30 minutes of moderate-to-vigorous physical activity (such as a brisk walk) at least 4 days every week reduces blood pressure, cholesterol, and weight. Eat at least 5 servings of fruits or vegetables every day.
- Be Good to Yourself.** Managing stress makes sense for your overall health. Get plenty of sleep and make time for yourself. If you feel you are at risk for depression, talk with your doctor or mental health provider.
- Live Free of Dependence on Alcohol and Drugs.** If you are having problems with alcohol or drugs, get help. Recovery is possible.
- Wash Your Hands Regularly.** Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. Wash your hands regularly. If soap and clean water are not available, use an alcohol-based product to clean your hands.
- Make Your Home Safe.** Crime prevention is a daily habit. Have a home that is free from violence and free of environmental hazards. This includes protecting yourself and loved ones from injuries and being prepared for emergencies.
- Have a Healthy Baby.** See your doctor as soon as you think you may be pregnant to receive timely pre-natal care.
- Stay Connected.** Being part of a social network of friends and family is one of the most dependable predictors of longevity. Research shows that maintaining connections with friends and family not only can help keep you from getting sick, but can help you through some of life's most difficult challenges like a long term illness.

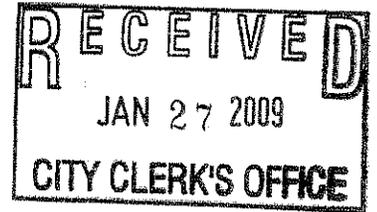
*For More Information*

Visit our Website at <http://www.manchesternh.gov/health> or call (603) 624-6466

MISSION STATEMENT

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

**Manchester Economic Development Office  
Quarterly Report  
For Period Ending December 31, 2008**



The Fourth Quarter of 2008 was a particularly active period for the Manchester Economic Development Office (MEDO) as a result of an upswing in demand for the City's loan programs, the undertaking of a significant new project - preparation of an update to the City's five-year Comprehensive Economic Development Strategy (CEDS), and the need to address complex, time-sensitive projects such as continued operation of the City's downtown Transit Center and the Wall Street Tower refinancing proposal. These projects and initiatives were, of course, coordinated alongside on-going projects and programs managed by MEDO. A summary of activity for the October through December period is provided below.

**Marketing**

The City's economic development marketing campaign is running steadily as we continue to fine-tune our tactics to best utilize our resources. Given our constraints, MEDO is increasingly focusing on building relationships with brokers, developers, site selectors, investors and others in very specific, targeted ways. By so doing, we have been able to maximize the dollars spent while better ensuring a return on investment. Examples include attending and hosting small, targeted events, direct marketing and limited, well-placed advertising.

**Manchester's Web presence**

During the Fourth Quarter, MEDO worked with SilverTech to improve the economic development Web site, [www.YourManchesterNH.com](http://www.YourManchesterNH.com). This work, including revamping the homepage, is being done pro bono.

Activity on the site over the past three months held steady, though overall year to year activity increased significantly. During the fourth quarter, approximately 2,500 visitors were drawn to the site, 75% of whom were new. There was, however, an increase in the number of pages visitors are viewing while on the site which is now averaging close to 4 pages and we are encouraged to see that visitors are spending an average of over 3 minutes on the site. This indicates visitors are seeking information, printing or recording information and, as evidenced by visitors' exit pages, are seeking out the economic development team contact information before leaving the site.

Over the course of the past year, the MEDO website has seen a tremendous increase in traffic. Activity for the fourth quarter of 2008 compared with activity from the fourth quarter of 2007 is shown on the following page.

**Number of visits to www.YourManchesterNH.com**

	<b>Fourth Quarter 2007</b>		<b>Fourth Quarter 2008</b>
<b>State/Country of Origin</b>	<b># of Visitors</b>	<b># of Visitors</b>	<b>% Change 2007-2008</b>
MA	48	336	600%
NH	250	976	290%
NY	11	112	918%
Canada	10	37	270%
United States	384	2,185	469%

**Reaching Canada, Boston and beyond**

During the Fourth Quarter, MEDO staff focused on creating a comprehensive strategy for marketing Manchester throughout the remainder of the fiscal year that leverages existing operating funds with contributions from the MDC, assistance from local businesses and state grants. Looking forward to the remainder of the fiscal year, we plan significant outreach in Canada, specifically Montreal, where there are substantial opportunities. We will also continue building our visibility in the Boston/northern Massachusetts area and elsewhere in Northeast markets by attending tradeshows, hosting events and offering site selectors and others a chance to visit Manchester.

**Print Media**

In October, the last of the year's co-op ads developed in partnership with local businesses ran in the *New Hampshire Business Review*. These ads featured the presidents of Catholic Medical Center and Dartmouth Hitchcock alongside messages about Manchester and our collective commitments to healthcare and wellness. We are grateful to CMC and Dartmouth Hitchcock for their financial contributions to the campaign. In November, MEDO ran a modest "Your Space Your Place" ad alongside a "New Hampshire Snapshot" feature in *Northeast Real Estate Business*.

**PR and earned media**

During the Fourth Quarter, MEDO stepped up its efforts to seek out PR and media opportunities for the City as a way to leverage our efforts without cost. In October, producers from the CBS Sunday news contacted us seeking assistance on a story about young voters in Manchester. We worked closely with the producers to line up venues, shooting locations and folks willing to be interviewed. Many thanks to the McLane law firm, which allowed the CBS crew to shoot Manchester's skyline from its conference rooms. The piece aired in November and reflected very well on Manchester.

In addition, MEDO stepped up its efforts to gain free publicity for the City and its businesses by issuing carefully crafted press releases related to economic development activity such as the approval of RLF loans (see below), significant commercial real estate activity and other

developments. MEDO also continued to work with the New England Real Estate Journal, Northeast Real Estate Business and other publications to gain coverage of Manchester and our economic development efforts and projects. We have had good luck with these publications and look forward to more coverage in 2009.

#### **Using events to our advantage**

During the last three months of 2008, MEDO worked closely with the Urban Land Institute (ULI) of Boston to produce a joint event focused on the impact higher education has on economic development in Manchester. Due to inclement weather, we were forced to reschedule our December event to February 12, 2009. The event will be held at the Saint Anselm Institute of Politics where the heads of SNHU, UNH-Manchester, the NH Art Institute, Massachusetts College of Pharmacy and Saint Anselm will speak about the investments they are making in Manchester and their future plans for expansion. This event is expected to draw attendees from Boston, northern Massachusetts and elsewhere in New England in addition to New Hampshire. A previous event with ULI held in the summer of 2007 generated increased visibility, new relationships and new opportunities for Manchester among an audience that included brokers, economic developers, property owners, architects, planners and others.

On October 9, MEDO served as a sponsor of the Software Association of NH's (SwANH) annual InfoXchange event in Bedford and maintained our tradeshow booth at the event for the day. Software development and IT are among our five top target industries and InfoXchange is the largest event in the state specifically devoted to these key industry clusters.

#### **Business Assistance & Incentive Programs**

##### **MEDO Revolving Loan Fund Activity**

During the Fourth Quarter of 2008 was an active period for the Revolving Loan Fund (RLF) during which time MEDO closed on three loans totaling nearly \$270,000 that had been previously approved by the City's RLF review committee. Each of the loans is at an interest rate of 5% for a five-year term. Brief descriptions of each loan are provided below:

**Firefly American Bistro & Bar:** We closed on a \$70,000 loan for this new downtown restaurant on October 3. The RLF leveraged a \$50,000 loan from St. Mary's Bank in addition to other private financing. Firefly opened near the close of 2008 in newly-rehabilitated space at 22 Concord Street. The restaurant is expected to create over 20 new jobs.

**Single Digits, Inc:** On October 10, we closed on a \$100,000 loan to the firm to support the continued growth the company has experienced over the last several months. The company, which is a leading provider of comprehensive WiFi deployments, guest Internet services and technical support solutions, has over 30 employees and is headquartered on East Industrial Park Drive.

**Image 4:** The City closed on a \$100,000 loan to this firm on October 16. The RLF loan leveraged a \$200,000 loan from Hampshire First Bank in addition to other private funds. The loan is being used to purchase equipment for expansion at their new location on Perimeter Road and for working capital. Image 4 is a Manchester-based business that creates visual marketing and branding support solutions and materials for local as well as national clients. Ten new jobs will be created through the loan.

As a result of the recent upsurge in activity, the RLF ended 2008 with less than \$25,000 available to lend. To help insure that low-interest loans remain available to provide gap financing to support the creation or expansion of local businesses, the Manchester Development Corporation agreed to make up to \$400,000 available to lend through the City's RLF program. The Board of Mayor & Aldermen approved the proposal on December 2, 2008.

### **Section 108 Loans**

During the Fourth Quarter, the two Section 108 low-interest loans approved by the BMA in August and approved by HUD in September were closed. Each loan is further described below.

On November 19, we closed a \$565,000 loan to 788 Elm Street, LLC to assist in the rehabilitation of the property at 788 Elm Street (formerly site of the Merrimack Restaurant) along with the adjacent building at 796 Elm Street. Together the buildings consist of approximately 11,800 square feet of largely vacant space on two floors. Once the building is occupied, total job creation is estimated at 40 jobs, of which at least 65% will be available to persons with low or moderate incomes.

A \$268,000 loan to 22 Concord Street, LLC to assist in the completion of the rehabilitation of the building at 22 Concord Street closed on November 18. When completed, the 10,200 square foot building will contain three floors of class A office space and a restaurant (Firefly) on the first floor. Job creation is estimated at a total of 65 with at least 23 available to persons with low or moderate incomes.

The Section 108 Loan Guarantee Program is a federal economic development loan program administered by the US Department of Housing and Redevelopment (HUD) intended to stimulate job growth and economic development. Funding is made available through a HUD Bond issue backed by the City's Community Development Block Grant (CDBG) allocation. On September 30, 2008, our five-year authorization under the HUD Section 108 program expired. MEDO plans to prepare a new application for another five-year period in 2009.

### **Economic Development Administration (EDA) Grant**

On October 21, Tom Hazinski of the consulting firm HVS presented the findings and conclusions of the recently completed feasibility studies for expanded Convention/Hotel space and a Performing Arts Center to the Board of Mayor & Aldermen. MEDO staff had worked with the firm and an eight-person steering committee since fall of 2007 to guide the effort.

In sum, the Convention Center study concluded that Manchester could support facilities roughly double that which is currently available including a 60,000 sq. ft. exhibition hall, 15,000 sq. ft. ballroom, 12,000 sq. ft. of meeting space and a 400 room hotel. The Performing Arts Center study, however, concluded that a mid-sized performing arts center is not viable in Manchester at this time. Both studies were funded in part through a \$70,000 US Economic Development Administration (EDA) grant.

MEDO staff will continue to work with the steering committee to study the potential economic impacts of expanded convention facilities in the City and to pursue alternatives for possible facility development in the future.

### **Facade Improvement Program**

The MEDO office currently administers the Facade Improvement program which is available to neighborhood businesses throughout the City. The Facade program provides a matching grant of up to \$5,000 to commercial property owners and \$3,500 to business owners located in targeted neighborhoods throughout the City. The funds are available through the Department of Housing and Urban Development and to qualify all applicants must qualify within the HUD regulations. One of the rules that must be adhered to is that the business must employ less than 25 employees and as part of receiving these funds they create new jobs.

From July 2008 to Jan 2009 there were 15 grant applications that were submitted. 10 businesses qualified and or moved forward with the improvements. Of the 10 properties 3 completed their improvements and created eight new jobs. The three completed projects included 359 Elm Street – 3 new jobs, 159 Amory - 2 new jobs and 425 Lake Street - 3 new jobs.

### **Development Projects**

#### **River's Edge (Jac Pac)**

The \$3.6 million sale of the former Jac Pac site to Anagnost Investments closed on October 2nd; a major milestone in this key redevelopment project. The formal groundbreaking took place at the site on October 14. On the afternoon of November 19, a meeting was held with all relevant City departments in the Aldermanic Chambers to kick-off the site development process. A subsequent meeting was held to review the development process with abutters on the evening of December 10. The current plan is to complete demolition work in January of 2009 and start construction of foundations. Completion of phase one would likely come in mid 2010. Also in December, a plan was submitted to the Planning Board to allow the site to be subdivided into four lots for financing purposes. That plan was tabled until January 2009.

MEDO is pleased to have played an instrumental role in helping to facilitate the redevelopment of the former Jac Pac site into the new River's Edge project and expects to continue to work with all parties as needed toward the completion of what is the largest development project in Manchester in three decades - a project that will have significant impacts on the City's economy from the start of construction through completion and then well into the future.

### **Northwest Business Park at Hackett Hill**

Throughout the Fourth Quarter, MEDO staff continued to work with the Manchester Housing & Redevelopment Authority (MHRA) and others to obtain the necessary approvals and complete final design work. After well over a year of preparation, review and revision, the final environmental approval necessary for development of the project, a permit from the Army Corps, was issued on October 20, 2008. An Alteration of Terrain permit was previously issued on September 29 with Wetlands permit issued on August 22. With these permits in hand, fully-engineered plans can be finalized with completion anticipated in early 2009.

A Request for Proposals (RFP) to find a developer to acquire and develop the entire project was issued on October 21, 2008. Notices were posted in the *Union Leader* and in placed in two consecutive issues of the *New England Real Estate Journal*, the world's largest weekly commercial/investment publication. In addition, the RFP was posted on the City's website and links were sent by email to area developers, commercial real estate brokers, design professionals and other potentially interested parties. A likely consequence of current economic conditions, no proposals were received by the December 19, 2008 deadline. MEDO staff plans to continue to work with the MHRA and other parties to pursue development of necessary infrastructure improvements with existing City funds coupled with the sale of finished lots to end users as has been planned or in pursuing other development options.

### **Seal Tanning & Granite Street Lots**

Restoration work on the landmark Pandora Building resumed in earnest during the Fourth Quarter with a focus on stabilizing the building's condition. These efforts included reconstruction of half of the 7<sup>th</sup> floor, partial reconstruction of the roof and masonry work to repair deteriorating brick corbelling. On December 16, the BMA approved an amendment to the Purchase & Sales Agreement to permit office/commercial uses in the building as opposed to only residential uses and to extend the agreement to an outside closing date of June 30, 2009. MEDO Staff will continue to work with the parties to obtain necessary approvals to continue to move this important redevelopment and restoration project forward.

Other development projects and opportunities that involved MEDO staff during the Fourth Quarter included potential initiatives on Gold Street related to the proposed Gold Street By-pass, the Pearl Street lot, Bedford Street lot, two vacant lots on Granite and Second Streets and the Rockwell site.

### **Manchester Development Corporation**

During the Fourth Quarter, the MDC held meetings on October 10, November 14 and December 12. Key issues discussed by the MDC included the proposed refinancing of Wall Street Tower, Northwest Business Park @ Hackett Hill and other potential investment opportunities. The MDC generally meets on the second Friday morning of each month and is staffed by MEDO.

### **Comprehensive Economic Development Strategy (CEDS)**

The Comprehensive Economic Development Strategy (CEDS) is defined by the Economic Development Administration as a participatory planning process that helps “create jobs, foster more stable and diversified economies and improves living conditions.” The CEDS is a five year economic development strategy that must be submitted to the EDA so that economic development related projects in the City can qualify for EDA funding.

One of the requirements of the EDA in the formation of this strategy is the creation of a CEDS steering committee. To be effective, both the development and implementation of a CEDS process requires the collaboration and support of key organizations and sectors. The Manchester CEDS Committee, was appointed by the Mayor, and consists of members from a variety of areas of expertise including, private businesses, financiers, local government, public leadership, economic and business development organizations, employment and training organizations, educational institutions, community leaders, and social service organizations. The Committee provides a broad range of viewpoints, experience, knowledge and skills.

*The CEDS process consisted of the following:*

City Staff gathered data, reviewed reports, and interviewed representatives of key organizations and City departments to assist in the economic analysis. The staff also reviewed recent studies that were conducted by the various City Departments including the Economic Development Strategy for the City conducted by Angelou Economics in 2006, the City’s downtown Plan conducted by The Hillier Group, Inc., also completed in 2006, various Neighborhood plans and studies conducted by the City’s Planning Department along with other City department plans. Key members of the community and staff from other city departments that were not part of the Steering community were also interviewed by staff members.

The first committee meeting was held on November 12, 2008 at the Manchester Health Department located at 1528 Elm Street. The purpose of this meeting was to give the committee members an introduction to CEDS, provide them an overview of the previous CEDS plan and to identify a process for the creation of the current document. Following the overview, the committee members were divided into five groups. Here the group identified overall goals, focus areas, along with program, policies and sites that the CEDS should be focused on. Each group then presented to the larger group where additional ideas were generated. Staff then compiled all the information gathered at this meeting and grouped them according to goal and objectives that were identified. Additional comments that were gathered from various city studies and departments, other key members of the community and available data and statistics and added to the committee comments.

The second meeting was held on December 3, 2008 at the Manchester Health Department located at 1528 Elm Street. The purpose of this meeting was to set priorities and goals. The committee was given an overview of areas of focus that was the result of their previous meeting, and the criteria for judging the projects. Each member prioritized on the various goals and objectives based upon the established criteria. Staff then tallied all the results from this meeting and then set forth to write the CEDS document in combination with data and feedback that were attained from other sources as part of the information gathering phase.

The draft plan was completed by year's end, made available to the public and submitted to the CEDS Committee for review. After the required 30-day public comment period, staff will compile the comments, adjust the CEDS accordingly and submit the final product to the EDA in early 2009.

### **Other Activities**

#### **Wall Street Tower**

Considerable time was devoted to issues related to the proposed refinancing of Wall Street Tower (WST) throughout the Fourth Quarter. On October 20, an ad hoc committee consisting of staff and MDC members met with representatives from WST for the third time in 2008 to negotiate a potential agreement. A tentative agreement was reached where WST would pay the City/MDC a firm amount of \$2,947,201 to satisfy the MDC's existing third and fifth position mortgages along with a commitment to make \$4.5 million in repairs to the building along with other terms and conditions. This proposed agreement was approved by the MDC on November 14 and submitted to the BMA for approval at the November 25 meeting of the Board. At that meeting, the Board approved a counter proposal in the amount of \$5.2 million. That counter offer was subsequently rejected by WST. In return, WST submitted its own counter proposal that committed no funds to the City for consideration at the December 16 meeting of the Board. That proposal was received and filed. Efforts to reach a mutually acceptable resolution continued through year end.

#### **UNH Manchester Expansion**

Efforts to expand UNH Manchester to include a science and technology center got a significant boost with receipt of a \$340,000 federal grant to support planning and design. A reception featuring former Senator John Sununu who had helped obtain the funds was held on October 24 at the UNHM Library. MEDO Director Jay Minkarah serves on the planning committee for the facility expansion.

#### **Public Transit**

Transit issues were particularly prominent during the Fourth Quarter as the City, in concert with the MTA, SNHPC and NH DOT struggled to maintain inter-city bus service to downtown and keep the Manchester Transit Center open after the lease with Concord Coach expired in November. On October 10<sup>th</sup>, an RFP to find a private business to operate the bus station on a concession basis failed to generate any proposals. Subsequently the building was advertised for lease, however, it was later learned that Concord Coach would not permit tickets to be sold at the facility after November 16 and that federal rules only permitted incidental commercial uses of the building.

October 21, staff submitted alternatives for consideration by the BMA regarding the future of the transit facility. The Board directed staff to arrange for temporary staffing to keep the facility open. On November 17, Concord Coach ceased operations at the

Manchester Transit Center and reduced service from ten to six round trips per day. Temporary security and staff and janitorial services were secured. At a meeting on December 1 between Alderman Ted Gatsas and Jay Minkarah representing the City and Concord Coach and DOT officials, it was agreed that Concord Coach would resume operations at the Transit Center and increase service if a commitment to improve the facility could be reached. On December 3, MEDO submitted an application to the DOT to secure \$160,000 in federal funds to improve the facility. That application was approved by the state CMAQ committee on December 5. Efforts to secure the funding, implement the improvements and develop the necessary agreements continued through the end of 2008.

In addition to inter-city bus related issues, MEDO director Jay Minkarah sits on the NH Rail Transit Authority (NHRTA) which is working to restore commuter rail service to Manchester and on the City's Transportation Advisory Committee. On October 31st, the Transportation Advisory Committee recommended that the "Rockwell" site be selected as the City's preferred location for Manchester's downtown intermodal transit station with the Bedford Street Lot designated as a back-up location. The Board of Mayor & Aldermen approved the recommendation at its meeting of December 2, 2008.

### **Other Activities**

In October, Meena Gyawali left the Planning Department to fill the Development Coordinator position vacated by Glen Ohlund last summer. Meena has proved to be a valuable addition to the MEDO team.

In addition to projects and programs described above, MEDO Staff worked with various other City Departments, agencies and organizations and others in a variety of capacities to further the City's economic development goals and strategies. Examples include working with the Parks, Recreation & Cemetery Department on proposals for the McIntyre Ski Area, with the Highway Department on South Elm Street & Gaslight District improvements, the Parking Division on the Downtown Circulator, and In-Town Manchester on the North of Bridge initiative.

In other activities, Jay Minkarah continued to participate in the Chamber's Leadership program, sat on the Chamber's Downtown Committee and served as a speaker at various functions. In October, Jay joined the Board of Directors of the Capital Region Development Corporation, a non-profit economic development agency that serves the Manchester Region along with the Concord area and other portions of southern New Hampshire. Kate Benway served on the Board of the Manchester Young Professionals Network and various Chamber committees. Meena Gyawali worked with the City's Weed & Seed program, Manchester Moves (the new trails organizations) and other groups.

Staff, of course, continues to work with businesses, property owners, developers, real estate professionals and others in a variety of ways to provide assistance as needed.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from James Burkush, Fire Chief, for \$8,022.04 to be taken out of CIP#411304 to purchase two Self Contained Breathing Apparatus units be approved.

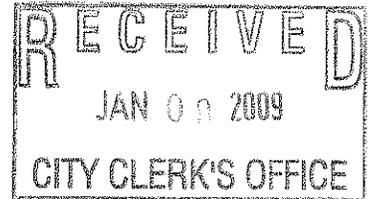
*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

James A. Burkush  
Chief of Department



**City of Manchester**  
*Fire Department*

January 9, 2009

Michael Garrity, Chairman  
Community Improvement Program  
Manchester, New Hampshire 03101

Dear Alderman Garrity:

Recently the Board of Mayor and Alderman passed a "strategic study" for city wide needs, which negates the need to use the \$8,022.04 in CIP #411304 for design services.

We applied for an AFG grant for Self Contained Breathing Apparatus, which has not yet been awarded.

Our CIP #411709 and the AFG grant will not replace all our units. Can we use the \$8,022.04 in CIP #411304 to purchase 2 units?

Respectfully submitted,

James A. Burkush  
Chief of Department

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the following CIP cash project balances totaling \$222,257.23:

810708	VISTA Office Relocation	75.00
411708	Firesafe Intervention Program	2,099.30
811707	Office of Youth Services Relocation	877.96
213508	Info Bank	2,000.00
612209	Millyard Maintenance	5,000.00
810707	Community Development Initiatives	6,858.82
810806	Community Development Initiatives	175.77
810807	Master Plan Support	10,000.00
710909	Municipal Deferred Maintenance	39,441.16
810608	Motor Vehicle Registration System	57,637.47
411103	Hazardous Materials	2,780.62
411808	Fire Ladder Truck Repair	695.56
213509	Arboviral Surveillance	10,000.00
710608	Annual Bridge Maintenance Program	20,000.00
711207	Downtown Misc Repairs	801.76
712706	Discretionary Sidewalk/Curb Program	15,740.87
713408	Chronic Drain	17,115.15
411807	Hazard Tree Removal	78.77
511308	Millyard Maintenance	8,245.00
511306	Crystal Lake Master Plan/Design	726.52
511508	Weston Street Neighborhood Park	11,897.50
511608	Veterans Park/Stanton Plaza	10,000.00
612207	Ongoing Maintenance – Intown/Millyard	10.00

be moved to contingency.

*(Unanimous vote with the exception of Alderman Shea voting in opposition to project #511306)*

Respectfully submitted,



Clerk of Committee

E

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

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that the request from Attorney Vincent A. Wenners, Jr. for the Board to reconsider an August 5, 2008 action to receive and file a communication regarding a Water Works employee has been received and filed.  
*(Aldermen Gatsas, Garrity and Pinard voted yea; Aldermen Lopez, Shea voted nay)*

Respectfully submitted,



Clerk of Committee



Vincent A. Weners, Jr.  
ATTORNEY AT LAW

1/20/09 RSG  
In board of Mayor and Aldermen

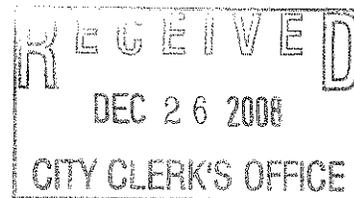
Date: 1/6/2009 On Motion of Ald. O'Neil

Second by Ald. Murphy

Voted to refer to the Committee on  
Human Resources/Insurance

*[Signature]*  
City Clerk

December 23, 2008



Ms. Carol Johnson  
Manchester City Clerk  
Board of Mayor and Aldermen  
Subcommittee on Insurance  
One City Hall Plaza  
Manchester, NH 03101

Re: United Steelworkers of America  
Edward Pepin v. City of Manchester  
Case No.: G-0058-6  
Decision No.: 2008-248

Dear Clerk Johnson:

Enclosed please find a copy of the Public Employee Labor Relations Board Decision No. 2008-248 in this matter.

Would you kindly reconsider this matter as requested by my letter to your office of March 31, 2008, a copy of which is enclosed for your ease of reference.

Very truly yours,

*[Signature]*

Vincent A. Weners, Jr.

VAW:sjk  
Enclosure



**State of New Hampshire**  
**PUBLIC EMPLOYEE LABOR RELATIONS BOARD**

**UNITED STEELWORKERS AFL-CIO**

v.

**CASE NO. G-0058-6**  
**DECISION NO. 2008-248**

**CITY OF MANCHESTER**

**APPEARANCES**

Representing: United Steelworkers AFL-CIO  
Vincent A. Wenners, Jr., Esq., Manchester, New Hampshire

Representing: City of Manchester  
Thomas I. Arnold, III, Deputy City Solicitor, Manchester, New Hampshire

**BACKGROUND**

The United Steelworkers AFL-CIO, Local 8938 of Manchester ("Union") filed a petition for declaratory ruling on October 31, 2008. The petition relates to the proper pay grade for Edward Pepin, an inventory specialist employed by the Manchester Water Works. According to the petition, Mr. Pepin's current pay grade is 13, while inventory specialists employed at the Manchester Highway Department and Airport Authority are compensated at pay grade 16. The

petitioner contends that Mr. Pepin should be allowed to pursue a claim under the City Ordinances that he is also entitled to pay grade 16. According to the petition, Mr. Pepin and the Union previously grieved Mr. Pepin's pay grade and have submitted a request for Arbitration which they contend should be considered as a protective filing only.

The Union requests that the PELRB: 1) determine that the pay grade dispute is not subject to arbitration; 2) remand the matter to the Committee on Human Resources without prejudice to Edward Pepin's right to bring suit in the Hillsborough County Superior Court; and 3) determine that this matter arises under a City Ordinance and must be litigated in Hillsborough County Superior Court.

The City of Manchester filed an answer with defenses and exceptions on November 14, 2008. The City contends dismissal is required because: 1) the Union has failed to allege the specific statute, rule, or order whose applicability is in question in accordance with Pub 206.01 (a) (1); 2) the Union failed to comply with the statute of limitations as the petition relies on events which took place more than 6 months prior to the filing of the petition for declaratory judgment; and 3) the Union seeks remedies and asserts claims which are outside the jurisdiction of the PELRB.

The undersigned Hearing Officer has reviewed the parties' filings in this matter pursuant to Pub 206.01 and based upon this review the following order is issued.

#### DECISION

#### DECISION SUMMARY

The Petition for Declaratory Ruling is dismissed because the petition does not identify and relate to the applicability of any statute within the jurisdiction of the board to enforce, or any rule or order of the board.

## JURISDICTION

The PELRB has jurisdiction over petitions for declaratory rulings pursuant to RSA 541-A:1, V and Pub 206.01.

## DISCUSSION

RSA 541-A:1, V defines "declaratory ruling" as "an agency ruling as to the specific applicability of any statutory provision or of any rule or order of the agency." Additionally, Pub 206.01 provides in relevant part:

(a) Any public employer, any public employee or any employee organization may petition the board under RSA 541-A for a ruling regarding the applicability of any statute within the jurisdiction of the board to enforce, or regarding any rule or order of the board, by filing with the board a petition for declaratory ruling setting out:

(1) The specific statute, rule or order whose applicability is in question; and

(2) A clear and concise statement of the facts giving rise to the petition.

(b) The board shall determine within 30 days of filing whether it shall dismiss such a petition or issue a ruling, and it shall subsequently give a ruling on all such petitions properly before it as expeditiously as possible.

Pursuant to Pub 206.01 (b), the PELRB has discretion to decide whether it will dismiss a petition for a declaratory ruling or issue a ruling on the merits. Further, both RSA 541-A:1, V and Pub 206.01 (a) require that a petition for declaratory ruling concern the applicability of a statutory provision within the jurisdiction of PELRB to enforce, or a rule or order of the PELRB. Additionally, under Pub 206.01 (a) (1) the Union has an affirmative obligation to plead "the specific statute, rule or order whose applicability is in question."

In the present case, the Union has not identified any "statute, rule or order whose applicability is in question." Instead, the Union is asking the PELRB to determine whether the pay grade dispute should be resolved through arbitration or a claim under a City Ordinance that should be litigated in the Hillsborough County Superior Court. However, in making this request for relief the Union is seeking an order that is beyond the scope of the PELRB's declaratory ruling jurisdiction. Accordingly, the Union's petition is dismissed without prejudice.

So ordered.

December 5, 2008

  
Douglas L. Ingersoll, Esq.  
Hearing Officer

Distribution:

Vincent A. Wengers, Jr., Esq.  
Thomas I. Arnold, III, Esq.



Vincent A. Weners, Jr.  
ATTORNEY AT LAW

March 31, 2008

Carol Johnson  
Manchester City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Re: **United Steelworkers of America**  
**Edward Pepin v. City of Manchester**

Dear Clerk Johnson:

I represent Edward Pepin, who is an employee of the Manchester Water Works.

Mr. Pepin is an Inventory Specialist. He claims that after he was appointed to the position, his pay grade, classification and class code were improperly revised by the Committee on Human Resources/Insurance of the Board of Mayor and Aldermen. A copy of the minutes of the July 10, 2007 meeting is attached for your ease of reference.

I respectfully request that the Committee reconsider this matter and that I be allowed to briefly address the Committee on Mr. Pepin's behalf at its next meeting.

Very truly yours,

Vincent A. Weners, Jr.

VAW:sjk  
cc: Mr. Edward Pepin

F-7

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the attached new organizational chart and class specifications as proposed in the consolidation of the Planning & Community Development Department and the Building Department, be approved effective March 1, 2009.

The Committee further recommends that the corresponding salary structure as identified in the organizational chart be effective on July 1, 2009.

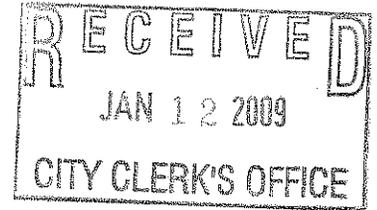
*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee



Jane Gile  
Human Resources Director



## CITY OF MANCHESTER Human Resources Department

January 12, 2009

Alderman Ted Gatsas, Chair  
Human Resources and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

*RE: Draft Class Specifications*

Dear Alderman Gatsas:

Please find attached drafts of each class specification affected by the proposed consolidation of the Building and Planning Departments into a single Planning and Community Development Department. Should the consolidation occur, the following class specifications would require revisions to their current class specifications:

1. Planning Director
2. Deputy Director – Planning and Zoning
3. Deputy Director – Building Regulations
4. Zoning Review Officer
5. Code Enforcement Supervisor
6. Code Enforcement Inspector
7. Community Development Support Specialist
8. Plans Examiner
9. Building Inspector
10. Plumbing Inspector
11. Electrical Inspector
12. Mechanical Inspector
13. Planner IV
14. Planner III
15. Planner II

Two (2) of the above class specifications would require upgrades based upon reviews of the positions:

Deputy Director – Building Regulations (formerly Assistant Building Regulations Director) – from Grade 22 to Grade 23

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •

FAX: (603) 628-6065

E-mail: [HumanResources@ManchesterNH.gov](mailto:HumanResources@ManchesterNH.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

G-1

Deputy Director – Planning and Zoning (formerly Deputy Planning Director) – from Grade 25 to Grade 26

The following class specifications have been revised/updated to reflect changes to reporting relationships, duties and responsibilities, qualifications and/or changes in class title, resulting in no change in grade:

- Planning Director – Grade 29
- Zoning Review Officer (formerly Zoning Inspector) – Grade 18
- Code Enforcement Supervisor (formerly Housing Inspections Supervisor) – Grade 19
- Code Enforcement Inspector (formerly Housing Inspector) – Grade 17
- Plans Examiner – Grade 21
- Building Inspector – Grade 18
- Plumbing Inspector – Grade 18
- Electrical Inspector – Grade 18
- Mechanical Inspector – Grade 18
- Planner IV – Grade 23
- Planner III – Grade 21
- Planner II – Grade 19

A new class specification replaces one (1) Administrative Services Manager (Grade 16) position with a Community Development Specialist. A pay grade change is not warranted.

Community Development Support Specialist – Grade 16

Fiscal Impact: The annual fiscal impact of the above changes to the current personnel in the following class specifications results in the following:

Deputy Director – Building Regulations:	\$2,959.64
Deputy Director – Planning and Zoning:	\$3,625.68
Total:	\$6585.32

Eliminating the position of Building Regulations Director – Grade 26 would result in a range of \$70,065.39 to \$99,896.49 in cost savings, but is dependent on the consolidation of the departments and any resulting promotion, as indicated.

Respectfully submitted,



Jane E. Gile, SPHR  
Human Resources Director

City of Manchester  
New Hampshire

In the year Two Thousand and Nine

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Consolidation of Building and Planning Departments to Planning and Community Development Department) of the Code of Ordinances of the City of Manchester.”

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

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Change Assistant Building Regulations Director, to Deputy Director, Building Regulations

Change Deputy Planning Director, to Deputy Director-Planning and Zoning

Change Zoning Inspector to Zoning Review Officer

Change Housing Inspector Supervisor to Code Enforcement Supervisor

Change Housing Inspector to Code Enforcement Inspector

Establish Community Development Support Specialist

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Assistant Building Regulations Director, Class Code 5180, Grade 22 to Deputy Director-Building Regulations, Class Code 5180, Grade 23

Change Deputy Planning Director, Class Code 1365, Grade 25 to Deputy Director – Planning and Zoning, Class Code 1365, Grade 26

Change Housing Inspector Supervisor to Code Enforcement Supervisor Class Code 5160, Grade 19

Change Housing Inspector to Code Enforcement Inspector, Class Code 5170, Grade 17

Establish Community Development Support Specialist Class Code 1130, Grade 16

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Change Class Specification of Planning Director, Grade 29 exempt

Change Class Specification of Assistant Building Regulations Director, Grade 22 to Deputy Director, Building Regulations, Grade 23 (spec. attached) exempt

City of Manchester  
New Hampshire

Nine

In the year Two Thousand and

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Consolidation of Building and Planning Departments to Planning and Community Development Department) of the Code of Ordinances of the City of Manchester.”

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

Change Class Specification of Deputy Planning Director, Grade 25 to  
Deputy Director – Planning and Zoning, Grade 26 (spec. attached) exempt

Change Class Specification of Zoning Inspector to Zoning Review  
Officer, Grade 18 (spec attached) non-exempt

Establish Class Specification of Community Development Support  
Specialist, Grade 16 (spec attached) non-exempt

Change Class Specification of Housing Inspectors Supervisor, to Code  
Enforcement Supervisor Grade 19 (spec attached) exempt

Change Class Specification of Housing Inspector, to Code Enforcement  
Inspector, Grade 18 (spec attached) non-exempt

Change Class Specification of Plans Examiner, Grade 21 (spec attached)  
exempt

Change Class Specification of Building Inspector, Grade 18 (spec  
attached) non-exempt

Change Class Specification of Plumbing Inspector, Grade 18 (spec  
attached) non-exempt

Change Class Specification of Electrical Inspector, Grade 18 (spec  
attached) non-exempt

Change Class Specification of Mechanical Inspector, Grade 18 (spec  
attached) non-exempt

Change Class Specification of Planner IV, Grade 23 (spec attached)  
exempt

Change Class Specification of Planner III, Grade 21 (spec attached)  
exempt

Change Class Specification of Planner II, Grade 19 (spec attached) exempt

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

# Draft Proposed

December 8, 2008  
(January 7, 2009)



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planning Director
Class Code Number	1370-29

#### General Statement of Duties

Plans, organizes and directs the operations and activities of the Planning and Community Development Department; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Planning **and Community Development** Department. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the Planning and Community Development Department. **Coordinates departmental activities with a management team consisting of the Deputy Director - Planning and Zoning, Deputy Director - Building Regulations, the Community Improvement Program Manager and others.** The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Planning Board, **the Zoning Board of Adjustment,** the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

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

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Planning and Community Development Department;
- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address all related planning and development processes, as well as all building code compliance, zoning administration, and related health and safety issues within the City of Manchester;
- Oversees the enforcement of all building codes and standards within the City of Manchester;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Planning Board, Zoning Board of Adjustment and the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Coordinates the regulatory processes between private development interests and the City's Land Use Boards;
- Coordinates the preparation, planning, adoption and implementation of the Community Improvement Program with the Deputy Planning Director for Planning and Zoning, Community Improvement Program staff, and with the Board of Mayor and Alderman and participating City Department Heads;
- Performs professional planning duties in long-range planning activities, including the preparation of comprehensive plans;
- Works with other community leaders, businesses and organizations to promote sound planning and development goals;
- Coordinates State and Federal grant applications, monitoring and reporting;
- Promotes an environment within the Planning and Community Development Department conducive to consensus building and conflict resolution in and among participants in community development projects;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordination of employee training;
- Serves as the chief spokesperson for the Planning and Community Development Department;
- Performs special projects for the Planning Board and the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Comprehensive knowledge of the theory, principles and practices of community development, land planning and urban redevelopment, **zoning administration and construction code administration**;
- Comprehensive knowledge of the demographics of the City of Manchester and surrounding region;
- Comprehensive knowledge of available real estate, transportation, education, health, public safety, public utility and social services resources in the City and surrounding region;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Comprehensive knowledge of relevant City ordinances and regulations;
- Comprehensive knowledge of City planning and zoning activities, **construction regulations** and relevant ordinances and regulations;
- Comprehensive knowledge of budgetary principles within a municipality;
- Ability to perform and oversee complex financial auditing and reporting procedures within a municipality;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, **Architecture, Engineering, Public Administration** or a closely related field; **and**
- Extensive experience in planning operations **and code administration** within a municipality; **or**
- **Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.**

**Required Special Qualifications**

- American Institute of Certified Planners preferred.
- Possession of a New Hampshire Drivers license or access to transportation.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

G-8

# Draft Proposed

December 15, 2008

(January 7, 2009)



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	<del>Deputy Planning Director</del> <u>Deputy Director – Planning and Zoning</u>
Class Code Number	1365- <u>26</u>

#### General Statement of Duties

Manages assigned daily operations and activities and other related work as directed by the Planning Director of the Planning, Zoning and Community Development functions of the Planning and Community Development Department; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight of the activities of the Planning and Zoning functions of the Community Development Department, and to serve as Planning and Community Development Director as required. The work is performed under the supervision and direction of the Planning and Community Development Director, however but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the planning Planning and Community Development Department, with a focus on the Planning, Zoning and administrative support functions of the Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Planning Board, the Zoning Board of Adjustment, the Board of Mayor and Alderman, various design committees, business and community groups, Federal and State officials, representatives of the media and the public. The principal duties of this class are performed in a general office setting.

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

- Works with the Assists the Planning and Community Development Director in planning, organizing, and directing and evaluating the work of the Departmental Planning, Zoning and administrative support and staff in implementing the expressed goals, policies, and directives of the Planning and Community Development Department;
- Supervises, trains, evaluates and coordinates the work of employees involved in various planning, zoning and administrative support activities;
- Oversees the daily operations of the Growth Management, long range planning activities and the Community Improvement Program functions;
- Works with Assists the Planning and Community Development Director to with providing status reports to the Planning Board and the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures, and recommendations for future development;
- Coordinates the regulatory processes between private development interests and the City's Land Use Boards;
- Performs professional planning duties in long-range planning activities, including the preparation of comprehensive plans;
- Promotes an environment within the Planning and Community Development Department conducive to consensus building and conflict resolution in and among participants in community development projects;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordination of employee training;
- Participates in the development and administration of Departmental budget;
- Serves as a spokesperson for the Planning and Community Development Department as needed;
- Serves as the Planning and Community Development Director during an absence;
- Performs special projects for the Planning Director, the Planning Board, and the Board of Mayor and Alderman as requested;
- Coordinates projects within the Planning and Community Development Department as required with building regulations operations, and with the Economic Development Department to promote and facilitate the economic development efforts of the municipality;
- Coordinates site inspections to determine compliance with approved plans;
- Directs and coordinates the process of reviewing and updating subdivision/site plan regulations, Zoning Ordinance and Planning Board bylaws;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor Director and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Comprehensive knowledge of the theory, principles and practices of community development, **zoning administration**, land planning and urban redevelopment;
- Comprehensive knowledge of City planning and zoning activities and relevant ordinances and regulations;
- Comprehensive knowledge of relevant City ordinances and regulations;
- **Comprehensive** Thorough knowledge of current principles and practices of public administration;
- **Comprehensive knowledge of budgetary principles within a municipality;**
- **Ability to read and understand site plans and construction documents;**
- Substantial knowledge of practices and procedures of supervision;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture Design, Public Administration or a closely related field; and
- Considerable experience in planning operations within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- American Institute of Certified Planners preferred.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee have access to various work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Draft Proposed

December 15, 2008  
(January 7, 2009)



## City of Manchester, New Hampshire

### Class Specification

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Class Title	<del>Assistant Building Regulations Director</del> <u>Deputy Director – Building Regulations</u>
Class Code Number	5180- <u>23</u>

#### General Statement of Duties

Manages the daily operations and activities of the building safety and regulatory control functions of the Building Department-Planning and Community Development Department; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to administer the enforcement of building construction codes and standards, Zoning Ordinances and housing standards regulations, and to serve as Planning and Community Development Director as required. The work is performed under the supervision and direction of the ~~Building Regulations Director~~ Planning and Community Development Director, however extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the ~~Building Department~~ Planning and Community Development Department, with a focus on the building safety, regulatory control and administrative support functions of the Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, various regulatory boards, the Board of Mayor and Alderman, business and community groups, developers, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

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

- **Assists the Planning and Community Development Director in planning, organizing, and directing the regulatory staff in implementing the expressed goals, policies, and directives of the Planning and Community Development Department;**
- **Manages Oversees** daily operations and activities of the Building Department **Regulations functions;**
- **Evaluates the work of the regulatory and administrative support staff as assigned to building safety and code enforcement operations of the Department.**
- Supervises, trains, evaluates and prioritizes work assignments for Departmental Managers in inspections and enforcement operations;
- Reviews complex plans and related construction documentation for approval;
- Oversees the enforcement of all building codes and standards within the City of Manchester;
- Participates in the development of Department policy in coordination with the Building Regulations Director **Director of Planning and Community Development;**
- Participates in budget development and administration;
- Provides status reports to the Building Regulations Director **of Planning and Community Development** on specific cases warranting attention;
- **Directs the process of updating and adopting model building codes and standards;**
- **Participates in the development and implementation of new ordinances and the modification of existing codes and standards;**
- Administers and interprets land-use **municipal** regulations, including the Zoning Ordinance, **municipal e**Code of Ordinances and applicable State codes;
- Represents the City before District, Superior and Supreme Courts in matters relating to the enforcement of construction and land use regulations in coordination with the City Solicitor's office;
- Maintains statistical reports for the purpose of tracking economic, population and municipal infrastructure needs projections;
- Coordinates projects **within** the **Planning and Community Development Department as required with planning and zoning operations,** ~~Planning Department~~ and **with the** Economic Development Department to promote and facilitate the economic development efforts of the municipality ~~corporation~~;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;
- Serves as a spokesperson for the Building Department **Planning and Community Development Department as needed;**
- Performs special projects for the Building Regulations Director **Planning and Community Development Director** as requested;
- Serves as the ~~Building Regulations Director~~ **Planning and Community Development Director** during an absence;

- **Directs and confers with the Building Regulations management team to track the implementation of policies and acts on recommendations and suggestions regarding division operations;**
- **Performs building and site inspections as required to determine code compliance;**
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification;

<p><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Comprehensive knowledge of laws and ordinances affecting all building construction procedures;
- Comprehensive knowledge of the City of Manchester Zoning Ordinances;
- Comprehensive knowledge of blueprint and understanding of construction documents and plans reading;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Thorough knowledge of laws and ordinances regarding signs, noise, odor, solid waste, graffiti, and public nuisances;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, Public Administration or a closely related field; and
- Considerable experience in architecture, engineering, inspections/enforcement or related, including some supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Certification as a Building Official from the ~~Council of American Building Officials~~ **International Code Council required within the probationary period.**

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_

Date:

# Draft Proposed

December 29, 2008  
(January 7, 2009)



## City of Manchester, New Hampshire

### Class Specification

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Class Title	Zoning Inspector <u>Review Officer</u>
Class Code Number	5150-18

#### General Statement of Duties

Performs ~~inspections and enforcement work relating to compliance with City Zoning codes~~ **professional duties in support of planning and zoning administration and the development review process**; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure adherence to existing City codes relating to **planning and zoning** and ~~building~~ issues. The work is performed under the supervision and direction of the Plans Examiner **Deputy Director - Planning and Zoning**, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and homeowners, private contractors and the public. The principal duties of this class are performed in an office and ~~outdoor work environments~~ requiring access to all areas of **at on-site locations throughout** the City.

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

- **Conducts reviews of development proposals to determine compliance with zoning regulations;**

- ~~Inspects, investigates and enforces City zoning, building codes, and related regulations;~~
- **Reviews applications for Voluntary Merger of properties for compliance with City and State regulations;**
- Interprets and applies applicable codes and regulations;
- Receives complaints, researches ownership of property and records, performs inspections and conducts a re-examination to ensure any situation has been rectified;
- Prepares materials of zoning code violations for use by the City's Legal Department;
- Observes violations, issues notices, counsels code violators, prepares case files, pursues legal remedies, initiates public nuisance actions and oversees remedial actions for non-compliant properties;
- Reviews and interprets plans and permit applications;
- Maintains thorough and accurate records of inspections activities;
- Prepares cases for zoning board of adjustment by reviewing submitted material and completing zoning reviews;
- ~~Insures that the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and installation inspections.~~
- Responds to request for information from the public and neighborhood organizations on codes issues;
- Reports possible violations outside of area of authority to the proper City Department or outside agency;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works with the state of New Hampshire's Department of Safety Division of Motor Vehicle on compliance issues regarding local ordinances for auto dealers, inspection stations and repair;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Thorough knowledge of local and State codes, ordinances and regulations relating to zoning and signs;
- ~~Thorough knowledge of the codes relating to neighborhood enforcement inspections;~~

- Ability to read and interpret constructions plans, technical codes, local and State ordinances and related maps and charts;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- State licensing Graduation from college or university with a Associate's Degree in Architecture, Engineering, Building Technology, Planning, Public Administration or related field; and
- Some experience in related inspections operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Valid New Hampshire Driver's License.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect residences for code requirements;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate testing instruments as necessary;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about residencies and other buildings and sites as necessary to perform inspections.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Draft Proposed

December 29, 2008  
(January 7, 2009)



## City of Manchester, New Hampshire

### Class Specification

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Class Title	Housing Inspections <u>Code Enforcement</u> Supervisor
Class Code Number	5160-19

#### General Statement of Duties

Oversees building inspections to ensure compliance with City standards; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise the inspection of residential rental and other property to verify that they meet the minimum regulatory standards of the City. The work is performed under the supervision and direction of the Assistant Deputy Director - Building Regulations ~~Director~~ and the ~~Building Regulations~~ Director of Planning and Community Development, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Housing Code Enforcement Inspector. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with rental-unit property owners, other City employees and the public. The principal duties of this class are performed in an outdoor/indoor work environment with potential personal hazards.

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

- Oversees Housing Code Ordinance operations and resolves all questions, problems and disputes concerning procedures, requirements and enforcement of the Housing Code Ordinance;
- Coordinates activities with property owners, Realtors, legal representation and financial institutions regarding compliance issues;
- Responds to request for information from owners and tenants regarding the Housing Code Ordinance;
- Supervises, trains, organizes and coordinates the work of Housing Code Enforcement Inspectors;
- Coordinates inspections and related activities with other City departments;
- Inspects and re-inspects ~~rental units~~ properties for the Certificate of Compliance Program requirements, including the Life Safety Code, Zoning Ordinance, heating and plumbing systems, electrical systems and structural requirements;
- Responds to and investigates complaints from citizens and other City departments relating to sub-standard conditions existing in rental units and exterior areas of property;
- Educates landlords, managers and tenants with regards to Housing Standards issues;
- Researches legal status of buildings and investigates illegal dwelling units;
- Prepares violations notices, issues and delivers citations, prepares legal documents and testifies in court as necessary;
- Serves as an information resource for all interested members of the public in all related compliance issues including property maintenance and zoning requirements;
- Provides information to owners with regard to the Certificate of Compliance Program, the Zoning Ordinance, and seeks to promote a process of cooperation between rental owners and the City of Manchester;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Comprehensive knowledge of the Zoning Ordinance and all applicable building codes and ordinances relating to the Certificate of Compliance Program;
- Comprehensive knowledge of principles and techniques of modern building construction;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or completion of GED, an Associate's in Building Sciences or a related degree preferred; and
- Considerable experience housing inspections processes; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- **ICC Certification as a Housing Inspector must be obtained within the probationary period.**
- Valid New Hampshire Driver's License.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect existing buildings or on-going work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around assigned building areas.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

G-24

# Proposed Draft

December 9, 2008  
(January 7, 2009)



## City of Manchester, New Hampshire

### Class Specification

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Class Title	<u>Housing Inspector Code Enforcement Inspector</u>
Class Code Number	5120-17

#### General Statement of Duties

Performs building inspections to ensure compliance with City standards; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to inspect residential rental and other property located in all types of residential units, including but not limited to those located in single family and large multi-unit complexes, to verify that they meet the minimum regulatory standards of the City. The work is performed under the supervision and direction of the Housing Inspections Code Enforcement Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with rental-unit property owners, other City employees and the public. The principal duties of this class are performed in both an indoor and outdoor work environment with potential personal hazards.

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

- Inspects and re-inspects rental-unit properties for compliance with the Certificate of Compliance Program requirements, including the Life Safety Code, Zoning Ordinance,

**Building Code**, heating and plumbing systems, electrical systems and structural requirements;

- Responds to and investigates complaints from citizens and other City departments relating to sub-standard conditions existing in rental units and exterior areas of property;
- Educates landlords, managers and tenants with regards to Housing Standards issues;
- Researches legal status of buildings and investigates illegal dwelling units;
- Prepares violations notices, issues and delivers citations, prepares legal documents and testifies in court as necessary;
- Insures the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and installation inspections;
- Serves as an information resource for all interested members of the public in all related compliance issues **including property maintenance and zoning requirements**;
- Provides information to owners with regard to the Certificate of Compliance Program and **the Zoning Ordinance, and** seeks to promote a process of cooperation between rental owners and the City of Manchester;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Thorough knowledge of all applicable **building codes and ordinances** relating to the Certificate of Compliance Program **and the Zoning Ordinance**;
- Thorough knowledge of principles and techniques of modern building construction;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School or completion of GED; and
- Some experience in construction with some building inspection experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Valid New Hampshire driver's license;
- ICC Certification as a Housing Inspector **must be obtained within the probationary period.**

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect exiting buildings or on-going work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around assigned building areas.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Revised by: \_\_\_\_\_ Date: \_\_\_\_\_

# Draft Proposed

December 22, 2008



## City of Manchester, New Hampshire

### Class Specification

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Class Title	<del>Administrative Services Manager</del> <u>Community Development Support Specialist</u>
Class Code Number	____-16

#### General Statement of Duties

Provides administrative support within the area of fiscal administration and related in a City ~~the~~ Planning and Community Development Department; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional standards are used in the administration of all assigned Departmental functions. The work is performed under the supervision and direction of an assigned administrator and/or Department Head but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in accounting and related support function activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public. The principal duties of this class are performed in a general office environment.

~~Traffic Department: Position may require the handling of hazardous wastes.~~

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

- Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related;
- Oversees and participates in plans for the procurement of monies from outside funding sources, including community services, grant development and administration and related;
- **Coordination of centralized inspection scheduling;**
- **Assists in the development of RFP's & manages the bidding process for demolition permits;**
- **Preparation of monthly construction valuation reports and provision of monthly updates to construction reporting agencies (ie: Dodge Reports, Construction Summary, Means, Reed Data);**
- **Responsible for developing system improvements to computer and related technology applications, providing operating systems support and providing demonstrations to appropriate departmental staff;**
- **Development and maintenance of up to date departmental web site for public use and access;**
- Coordinates the implementation of new computer systems and related technology in the Department;
- Prepares specialized analytical reports relating to a core function of a Departmental operation for use in policy development and evaluation of existing programs and initiatives;
- Participates in policy development with the Department Head and other Departmental managers as requested;
- Performs special projects as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Thorough knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of financial office procedures and practices;

- Thorough knowledge of the functions of assigned Department or specialty area within City government;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a closely related field; and
- Some experience in office management, financial administration and/or human resources operations and related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- None.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of material in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Draft Proposed

December 29, 2008



## City of Manchester, New Hampshire

### Class Specification

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Class Title	Plans Examiner
Class Code Number	5170-21

#### General Statement of Duties

Completes plan reviews and supervises structural inspections processes; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the compliance of codes and standards within the inspections processes. The work is performed under the supervision and direction of the ~~Assistant Building regulations~~ **Deputy** Director - ~~and Building Regulations~~ **and the Planning** Director, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Building Inspector, Electrical Inspector, Mechanical Inspector, **and** Plumbing Inspector ~~and Zoning Inspector~~. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and some owners, State and Federal Officials, law enforcement representatives. The principal duties of this class are performed in a general office environment.

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

- Supervises, trains, evaluates and coordinates the inspections processes in the areas of building construction, electrical systems, plumbing systems, HVAC and gas heating systems and zoning laws;

- Provides technical guidance to Inspectors on more difficult issues;
- Maintains plan review records;
- maintains a thorough and accurate library of current and former codes, standards, reviews and related correspondence;
- Reviews architectural plans and examines construction documents for compliance with applicable construction codes, regulations and ordinances;
- Corresponds with architects, engineers, builders and property owners regarding status of projects;
- Conducts on-going code research and analysis;
- Works at customer counter to issue permits and answer questions;
- Performs filing, permit and other research, and documentation and correspondence duties;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Comprehensive knowledge of the City's inspections processes in the areas of building construction, electrical systems, plumbing systems, HVAC and gas heating systems and zoning laws;
- Comprehensive knowledge of State and City codes and ordinances;
- Comprehensive knowledge of proper building construction methods and materials;
- Comprehensive knowledge of enforcement procedures;
- Ability to read and interpret building construction and architectural plans;
- Ability to effectively analyze processes and utilize continuous quality improvement techniques;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture; and
- Considerable experience in related inspections processes; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### Required Special Qualifications

- Valid NH Driver's license required;
- Registration as an Architect preferred;
- C.A.B.O. International Code Council Certification as a Plans Examiner.

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy form and performs parts of or whole inspections as necessary;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer or related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct inspections and work in and around confined spaces.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# Draft Proposed

December 29, 2008



## City of Manchester, New Hampshire

### Class Specification

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Class Title	Building Inspector
Class Code Number	5100-18

#### General Statement of Duties

Performs building inspections ~~pertaining to B.O.C.A. (Building Officials & Code Administrators)~~ Code regulations **relating to building codes and standards as adopted and administered by the City of Manchester**; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to perform plan review and inspections on buildings under construction to ensure compliance with the ~~B.O.C.A.~~ **Building** Code, energy codes and local ordinances. The work is performed under the supervision and direction of the Plans Examiner but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with contractors and other business owners, other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

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

- Performs detailed and technical inspections of buildings and sites under development during all phases of construction to monitor for codes compliance and provide information to the public on the nature, requirements and purposes for existing municipal codes;

- Conducts final inspections, maintaining the authority to postpone building/project completion based on the adherence to related codes;
- Performs detailed and technical plan reviews of proposed building designs;
- Insures that the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and installation inspections.
- Serves as an information resource for all interested members of the public in code applications, permitting processes and all related construction activities;
- Provides information to builders with regard to project design, structural calculations and coordination with other public agencies and seeks to promote a process of cooperation between contractors, builders, building owners and the City of Manchester;
- Investigates complaints of code violations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of all applicable Federal, State and City codes, rules, and regulations, including the B.O.C.A. **Building Code**;
- Thorough knowledge of principles and techniques of modern building construction;
- Ability to conduct thorough inspections of footing, foundation, framing and final work of building construction to not code violations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with an Associates Degree in Construction Technology; and
- Some experience in construction with some building inspection experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Valid New Hampshire driver's license;
- Certification as a Building Inspector by the International Code Council.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect existing buildings or on-going work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# Draft Proposed

December 29, 2008



## City of Manchester, New Hampshire

### Class Specification

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<b>Class Title</b>	<b>Plumbing Inspector</b>
<b>Class Code Number</b>	<b>5140-18</b>

#### General Statement of Duties

Performs inspections pertaining to Plumbing Code related standards; performs annual inspections of existing licensed or certified facilities for compliance with applicable standards; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to perform inspections during the installation, repair or renovation of plumbing systems and to ensure compliance with applicable Plumbing Code standards. The work is performed under the supervision and direction of the Plans Examiner but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with contractors, plumbers, other City employees and the public. The principal duties of this class are generally performed in an outdoor work environment with potential personal hazards.

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

- Performs inspections on buildings and structures under construction to ensure compliance with the Plumbing code, and other applicable codes and ordinances related to the installation and maintenance of plumbing systems and equipment;
- Performs inspections on existing facilities that are licensed or certified on a periodic basis to confirm that they are maintained in a safe manner and in compliance with applicable plumbing code related standards;
- Insures that the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and installation inspections;
- Investigates complaints of code violations, including dangerous plumbing systems and installations, prepares thorough inspection reports and processes the appropriate legal action as deemed necessary;
- Confers with builders, contractors, homeowners, designers, developers and other governmental representative, to provide accurate and consistent interpretations of code requirements;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of all applicable Federal, State and City codes and ordinances related to plumbing codes and standards, a general knowledge of basic building construction techniques, and a thorough knowledge of departmental rules and regulations;
- Thorough knowledge of principals and techniques of modern plumbing systems and equipment;
- Thorough knowledge of facility licensing standards;
- Ability to conduct thorough inspections of all areas of plumbing systems during various phases of progress and to document and communicate the findings of these inspections in an effective and timely manner;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Extensive understanding of gas piping, boilers, gas and oil fired furnaces and air handlers and all related mechanical equipment;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Mechanical Trades; and
- Considerable experience as an apprentice plumber with training as an inspector or related work; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### Required Special Qualifications

- Certification as a C.A.B.O. Plumbing Inspector/Plan Examiner **by the International Code Council**;
- New Hampshire Driver's License;
- Master Plumber's License.

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect plumbing installations under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around plumbing equipment, pipes, sewage systems and other installations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit installation sites throughout the city and to climb, crawl in tight places and otherwise move through and around installation sites.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# Draft Proposed

December 30, 2008

## City of Manchester, New Hampshire

### Class Specification

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<b>Class Title</b>	<b>Electrical Inspector</b>
<b>Class Code Number</b>	<b>5110-18</b>

#### General Statement of Duties

Performs inspections pertaining to Electrical Code related standards; performs inspections of existing licensed or certified facilities for compliance with applicable standards; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to perform inspections during the installation, repair or renovation of electrical systems and to ensure compliance with applicable City Electrical Code standards. The work is performed under the supervision and direction of the Plans Examiner but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work requires an employee in this class establishes and maintains effective working relationships with contractors, electricians, City employees and the public. The principal duties of this class are generally performed in an outdoor work environment with potential personal hazards.

#### Examples of Essential Work (Illustrative Only)

- Performs inspections on buildings and structures under construction to ensure compliance with Electrical code, and other applicable codes and ordinances related to the installation and maintenance of electrical systems and equipment;
- Performs inspections on existing facilities that are licensed or certified on a periodic basis to confirm that they are maintained in a safe manner, and in compliance with applicable electrical code related standards;

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- Completes electrical plan review and approval of applications;
- Insures the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and installation inspections;
- Investigates complaints of code violations, including dangerous electrical systems and installations, prepares thorough inspection reports and processes the appropriate legal action as deemed necessary;
- Confers with builders, contractors, homeowners, designers, developers and other governmental representative, to provide accurate and consistent interpretations of code requirements;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of all applicable Federal, State and City codes and ordinances related to electrical codes and standards, a general knowledge of basic building construction techniques, and a thorough knowledge of departmental rules and regulations;
- Thorough knowledge of principals and techniques of modern electrical systems and equipment;
- Thorough knowledge of facility licensing standards;
- Ability to conduct thorough inspections of all areas of electrical systems during various phases of progress, and to document and communicate the findings of these inspections in an effective and timely manner;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Electrical technology (Industrial); and
- Considerable experience as an apprentice electrician with training as an inspector or related work; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### Required Special Qualifications

- New Hampshire driver's license;
- Master Electrician License;
- Certification by the International Code Council and/or the National Fire Protection Association for Electrical Plan Review;
- Certification for Electrical General and One & Two Family Dwelling by the International Code Council and/or the National Fire Protection Association.

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect electrical installations under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around electrical equipment, wiring and general construction areas;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit installation sites throughout the city and to climb, crawl in tight places and otherwise move through and around installation sites.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# Draft Proposed

December 30, 2008



## City of Manchester, New Hampshire

### Class Specification

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<b>Class Title</b>	<b>Mechanical Inspector</b>
<b>Class Code Number</b>	<b>5130-18</b>

#### General Statement of Duties

Performs inspections pertaining to Mechanical Code related standards; performs annual inspections of existing licensed or certified facilities for compliance with applicable standards; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to perform inspections to ensure compliance with applicable Mechanical Code standards and existing permits. The work is performed under the supervision and direction of the Plans Examiner but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with HVAC contractors, electricians, gas companies, other City employees and the public. The principal duties of this class are generally performed in an outdoor work environment with potential personal hazards.

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

- Performs inspections on buildings and structures under construction to ensure compliance with the Mechanical code, and other applicable codes and ordinances related to the installation and maintenance of HVAC and gas systems and equipment;

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- Performs inspections on existing facilities that are licensed or certified on a periodic basis to confirm that they are maintained in a safe manner, and in compliance with applicable Mechanical code related standards;
- Insures the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and installation inspections;
- Investigates complaints of code violations, including dangerous HVAC systems and installations, prepares thorough inspection reports and processes the appropriate legal action as deemed necessary;
- Confers with builders, contractors, homeowners, designers, developers and other governmental representative, to provide accurate and consistent interpretations of code requirements;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of all applicable Federal, State and City codes and ordinances related to mechanical codes and standards, a general knowledge of basic building construction techniques as related to heating, cooling, gas and electrical systems, and a thorough knowledge of departmental rules and regulations;
- Thorough knowledge of principals and techniques of modern HVAC systems and equipment;
- Thorough knowledge of facility licensing standards;
- Ability to conduct thorough inspections of all areas of mechanical systems during various phases of progress, and to document and communicate the findings of these inspections in an effective and timely manner;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with an Associates Degree in Mechanical Trade, preferably supplemented by additional technical training in HVAC, electrical or related operations; and
- Considerable experience as an apprentice electrician with training as an inspector or related work; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- Certification as a C.A.B.O. by the International Code Council as a Mechanical Inspector/Plan Examiner;
- New Hampshire Driver's License;
- Master Electrician's License.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect plumbing installations under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around electrical systems and other installations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit installation sites throughout the city and to climb, crawl in tight places and otherwise move through and around installation sites.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# Draft Proposed

December 30, 2008



## City of Manchester, New Hampshire

### Class Specification

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Class Title	Planner IV
Class Code Number	1360-23

#### General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the Deputy Planning Director and the Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Planner I, II and III and administrative support staff within designated program areas. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

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

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- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;
- Supervises, trains, evaluates and coordinates the work of professional planning staff, assigns and reviews plans and coordinates the involvement of several staff members on large planning projects;
- Performs professional planning in the development/revision of the City's Comprehensive Plan;
- Provides staff support to the Planning Board and CIP Committee;
- Provides professional staff support for external committees, (historic preservation, neighborhood organizations, business enterprise zone areas etc.);
- Gathers and analyzes data on land use, transportation, development and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of the Planning Board;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors , architects and related;
- Performs on-site inspections to determine conformance with plans;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Comprehensive knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;
- Comprehensive knowledge of the methods used for citizen involvement in planning projects;
- Comprehensive knowledge of data gathering and research techniques;
- Comprehensive knowledge of the theory and methods for formulating land use policies and related;
- Comprehensive knowledge of the current principles and practices involved in urban planning research;
- Comprehensive knowledge of capital improvement programming;
- Thorough knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to perform basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Extensive experience in municipal planning operations.

**Required Special Qualifications**

- Possession of a New Hampshire driver's license or access to transportation.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Draft Proposed

December 30, 2008



## City of Manchester, New Hampshire Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner III
Class Code Number	1350-21

### General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, housing, urban revitalization and related within the City of Manchester. The work is performed under the supervision and direction of the ~~Planner IV~~ **assigned supervisor** and Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. This class is distinguished from the class of Planner II by the completion of more complex planning projects. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;

G-52

- Provides professional staff support for external committees, (historic preservation, neighborhood organizations, business enterprise zone areas etc.);
- Gathers and analyzes data on land use, transportation, development, housing and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Completes programming of funding for capital and other community development projects;
- Interprets and applies federal and state regulations;
- Monitors and performs financial tracking of projects to ensure compliance with regulations and goals;
- Performs reporting to Federal agencies and coordination of planning and development activities between departments;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of land use theory, urban design, economics, municipal finance operations, land use law, housing environmental design, resource development and ecology;
- Thorough knowledge of the methods used for citizen involvement in planning projects;
- Thorough knowledge of data gathering and research techniques;
- Thorough knowledge of the theory and methods for formulating land use policies and related;
- Thorough knowledge of the current principles and practices involved in urban planning research;
- Substantial knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Considerable experience in municipal planning operations; or
- Two years of additional experience in municipal planning operations along with a Bachelor's may be substituted for the Master's degree.

**Required Special Qualifications**

- Possession of a New Hampshire Drivers license or access to transportation.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Draft Proposed

December 30, 2008



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Planner II</b>
<b>Class Code Number</b>	<b>1340-19</b>

#### General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the ~~Planner IV~~ assigned supervisor and Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. This class is distinguished from the class of Planner I by the performance of planning duties with less oversight, including completing minor projects autonomously. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

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

- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;
- Gathers and analyzes data on land use, transportation, development and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of various boards and commissions;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with plans;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Substantial knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;
- Substantial knowledge of the methods used for citizen involvement in planning projects;
- Substantial knowledge of data gathering and research techniques;
- Substantial knowledge of the theory and methods for formulating land use policies and related;
- Substantial knowledge of the current principles and practices involved in urban planning research;
- Substantial knowledge of computer mapping systems such as ARCMAP;
- Some knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Some experience in municipal planning operations; or
- Two years of additional work experience in municipal planning operations plus a bachelor's degree may be substituted for the Master's Degree

**Required Special Qualifications**

- Possession of a New Hampshire driver's license or access to transportation.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

#### **ONE HOUR PARKING – 8AM-5PM – MONDAY – SATURDAY – EMERGENCY ORDINANCE:**

On Cilley Road, north side, from a point 205 feet east of Porter Street to a point 70 feet east

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

On Titus Avenue, both sides, from a point 200 feet west of Floyd Avenue, to Calef Road

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

On Canton Street, east side, from Cedar Street to a point 40 feet north

On Auburn Street, north side, from a point 135 feet west of Tarrytown Road to a point 68 feet west

Alderman Osborne

On Litchfield Lane, north side, from Manhattan Lane to a point 55 feet east

#### **TWO HOUR PARKING – 7AM-5PM:**

On Auburn Street, north side, from Canton Street to Cypress Street

On Auburn Street, north side, from a point 203 feet west of Tarrytown Road to a point 95 feet east of Canton Street

**RESCIND NO PARKING ANYTIME:**

On Litchfield Lane, north side, from a point 140 feet west of Chestnut Street to a point 173 feet west

On Litchfield Lane, north side, from a point 383 feet west of Chestnut Street to Manhattan Lane

**RESCIND NO PARKING LOADING ZONE – 6AM-11PM:**

On Litchfield Lane, north side, from a point 313 feet west of Chestnut Street to a point 70 feet west

**NO PARKING LOADING ZONE – 6AM-11PM:**

On Litchfield Lane, north side, from a point 55 feet east of Manhattan Lane to a point 20 feet east

**RESCIND**

**PARKING FOR RINES CENTER BUSINESS ONLY:**

Elm Street, west side, from a point 75 feet south of W. Brook Street to a point 45 feet southerly – 8am-5pm Monday-Friday

ORD8879

Elm Street, west side, from W. Brook Street to a point 50 feet south

ORD8878

**PARKING FOR PUBLIC HEALTH BUSINESS ONLY:**

Elm Street, west side, from a point 75 feet south of W. Brook Street to a point 45 feet south – 8am-5pm Monday-Friday

ORD8512

Elm Street, west side, from W. Brook Street to a point 50 feet south

ORD8509

**NO STANDING, STOPPING OR PARKING:**

Elm Street, west side, from W. Brook Street to Langdon Street

ORD6435

**PARKING FOR POLICE VEHICLES ONLY**

Chestnut Street, east side, from a point 100 feet south of Merrimack Street to a point 65 feet north of Central Street

ORD7023

**ADD**

**2 HOUR PARKING**

Elm Street, west side, from a point 75 feet south of W. Brook Street to a point 45 feet southerly – 8am-5pm Monday-Friday

Elm Street, west side, from W. Brook Street to a point 50 feet south

**POLICE VEHICLES ONLY – TOW ZONE**

Chestnut Street, east side, from a point 100 feet south of Merrimack Street to a point 65 feet north of Central Street

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee

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

The Committee on Joint School Buildings respectfully recommends, after due and careful consideration, that all schools in the Manchester School District be brought into ADA compliance.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

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

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have approved *Change Order #103*, replacing lighting fixtures in the Collision Division at Manchester School of Technology, and is forwarding same to the Board for informational purposes.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

# ECKMAN CONSTRUCTION CO., INC.

CHANGE ESTIMATE

No. 00103

84 Palomino Lane  
Bedford, NH 03110-6449

Phone: (603) 623-1713  
Fax: (603) 623-9750

**TITLE:** CE #103 FD #53 Light @ Room E113

**DATE:** 1/21/2009

**PROJECT:** MANCHESTER SCHOOL OF TECHNOLOGY

**JOB:** 337

**TO:** Attn: Kevin O'Maley  
CITY OF MANCHESTER, NH

**CONTRACT NO:** 00020.337

**RE: CE To: CITYMNCH From: ECCI Number: 00000**

**DESCRIPTION OF PROPOSAL**

We submit herewith our Change Estimate #103, to provide the required services attached in accordance with the provisions of FD #53 as prepared by CMK Architects, P. A. dated 1/09/09. All work of FD #53 is to be completed during normal working hours and in a manner so as to allow for continuous, efficient installation. This change will result in an increase to our contract of Eight Thousand Five Hundred And Ninety-Seven Dollars (\$8,597.00).

The additional work delineated by this change estimate, when done as an individual item, would not necessarily require an extension of time to the contract. However, if done collectively as one of many change estimates, it could possibly extend the duration of the project. We, therefore, reserve our right for an extension of time to accomplish the work described by this change estimate and the right to recover additional overhead and general conditions costs associated with that time as a result of extending the project.

This change estimate may be withdrawn if not accepted within 30 days of issuance.

Please indicate your approval of this change estimate with signature within five (5) days to avoid delays to the work in progress.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Gate City		1.000	LS	\$7,910.00	0.00%	\$0.00	\$7,910.00
00020	ECC Fee @ 8%		1.000	LS	\$633.00	0.00%	\$0.00	\$633.00
00021	ECC Bond @ .63%		1.000	LS	\$54.00	0.00%	\$0.00	\$54.00

**Unit Cost:** \$8,597.00  
**Unit Tax:** \$0.00  
**Lump Sum:** \$0.00  
**Lump Tax:** \$0.00  
**Total:** \$8,597.00

**APPROVAL:**

By: Brian F. Barody  
Brian F. Barody, PE

By: \_\_\_\_\_  
Kevin O'Maley

Date: 1-21-09

Date: \_\_\_\_\_

# GATE CITY ELECTRIC

5 PINE STREET EXT. #5L - PO BOX 3554 - NASHUA, N.H. 03060  
PH 603- 886-0200 / FAX 603-886-0025 / dgingras@gatecityelectric.com

## CHANGE REQUEST # 38

DATE January 12, 2009  
JOB NAME: Manchester School of Technology  
CONTRACTOR Eckman Construction  
Bedford, NH  
ATTN: Brian Baroody

RE: FD#53 - remove all existing lights and old lighting conduits in collision repair Room E113. Install five new type "C" lights and five type "Cem" Light as per sketch SKA-24 dated 1-9-09. Provide all new electrical EMT conduits and wires

155' - 3/4" emt, couplings, beam clamps	\$ .70 / ft =	\$105.00
12 - 4" square deep boxes, covers, clips	\$4.00 ea =	\$48.00
600' - #12 thhn wire	\$ .10 / ft =	\$60.00
1 - misc man lifts, etc		\$50.00
5 - type "C" lights, lamps, cages, hangers	\$192.00ea =	\$960.00
5 - type "Cem" lights with emergency ballast	\$528.00ea =	\$2,640.00
32 - hours labor (licensed electrician)	\$55.00/hr =	\$1,760.00
32 - hours labor ( helper )	\$45.00/hr =	\$1,440.00
1 - 12% mark-up	=	\$847.00

For a total ADD \$7,910.00

Guy Lavoie / project manager

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

The Committee on Joint School Buildings respectfully recommends, after due and careful consideration, that the Public Works Director be authorized to work with a consultant to make a recommendation regarding Green Initiatives.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

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

The Committee on Joints Schools Buildings respectfully recommends, after due and careful consideration, that the sound proofing project for the Webster School nurses office (\$1,600) be referred to the Board of Mayor and Aldermen and the School District for funding.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

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

The Committee on Joint School Buildings respectfully recommends, after due and careful consideration, that the request for project funds to be transferred from the Parker Varney project to the Highland Goffs Falls project, be referred to the Committee on Community Improvement.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee

CORZILIUS MATUSZEWSKI KRAUSE ARCHITECTS, P.A.

**Manchester Schools Open Concept Classroom Conversion  
Highland Goffe's Falls Elementary School  
Joint School Building Committee, January 22, 2009**

Highland Goffe's Falls is the third of five schools scheduled for conversion of Open Concept to traditional, enclosed classroom schools. Parker Varney, a design-duplicate to Highland Goffe's Falls was converted in the summer of 2006, The Green Acres Library was enclosed in the summer of 2007. Highland Goffe's Falls is scheduled for construction in the summer of 2009. Webster School and Beech Street Schools remain to be scheduled.

Project Scope: As with Parker Varney, the scope of work at Highland Goffe's Falls includes the erection of walls to convert the open concept classrooms to standard classroom with new doors and hardware. Other updates include white marker boards and tack boards in the classrooms, along with coat hooks and cubbies in the classrooms. New stair towers will be constructed at each end of the building, fire suppression systems, or sprinklers, will be installed. Other upgrades to the school include new mechanical ventilation systems, and energy-efficient, bright lighting. Several pricing alternates will be considered, including:

1. Operable Panel Partitions, allowing two classrooms to be opened into one.
2. Removal of existing rubber roof, and replacing it with a new PVC roof.
3. Re-finishing of the first floor corridor glazed block with a liquid applied, hard finish
4. Refinish the Parent Center rooms.
5. Addition of Controls for corridor lighting, operated by a programmable lighting control system with off-site monitoring and control.

Schedule: The design is underway at this time. Contractor prequalification packages have been received and have been reviewed. Nine General Contractors have been identified as qualified to bid on this project. General Contractor bidding of this project will take place in the winter of 2009, commencing January 26 through February 17. With successful receipt of bids, and prompt contract award, construction is scheduled to start in the spring of 2009.

Financial: \$2,775,742 is budgeted overall.

CORZILIUS MATUSZEWSKI KRAUSE ARCHITECTS, P. A.

**Report to the Joint School Building Committee  
City of Manchester, Manchester School District  
January 22, 2009**

Manchester School of Technology  
Additions and Renovations  
530 South Porter Street  
Manchester, NH 03103

Karen White, Principal

1. Receipt of Bids, Award of Contract:
  - a. On Thursday, May 15, Bid Proposals were received and the contract for construction awarded to Eckman Construction. Work began immediately, and continues on to date. Eckman Construction will remain on site, continuously until the entire project is completed, mid-August, 2009.
2. Project Scope and Schedule:
  - a. Project scope remains as outlined in the presentation to the Building & Sites Committee and the City of Manchester 1 ½ years ago.
  - b. Phase 1, work to commenced immediately, and was completed by August, 2008. Work includes:
    - i. Site work, including relocation of utilities, storm drainage, etc. to allow the expanded Auto Tech has been constructed. The parking lots have been almost doubled in size from 172 spaces to 324 spaces. Driveways have been re-constructed. A portion of the east parking lot is currently being used by Eckman as a staging area.
    - ii. Wing A- The existing PASS classrooms have been converted to Graphics. The existing Print Shop in Wing B has been converted to PASS classrooms.
    - iii. Wing A- Renovation to the Landscape/Horticulture area has taken place.
  - c. Phase 2, work commenced immediately upon awards, and is Substantially Complete. The Auto Tech and Collision programs, and the Administration have moved to their new facilities before the Holiday break. This work includes:
    - i. Wing E- Auto Tech and Collision Expansion...new construction.
    - ii. Wing D-1 – New Administrative Offices...new construction.
  - d. Over the holiday break, some areas of B Wing have been re-carpeted, and re-painted.

- e. Beginning in January, and continuing through February, renovations will continue on the existing Auto Tech lab, readying it for occupancy for early spring.
- f. Phase 3, commencing in January 2009, completed in May 2009:
  - i. Wing E- Convert existing Shop areas to Cosmetology. Underway is the demolition of the old Machine Shop, and Sheet Metal and Welding Shops, to convert them to Cosmetology classrooms and salon. This work is expected to reach completion in the spring. Presently, a Cosmetology classroom has relocated to the Administration wing.
- g. Phase 4 and 5, commencing in June 2009, completed August 2009:
  - i. Wing B- Convert existing Administration to Marketing.
  - ii. Wing D- Convert existing Marketing to Intro. to Culinary Arts
  - iii. Wing A- Expand Design Communications
  - iv. Wing C- New Vestibule at Early Childhood; Convert PASS offices and Cosmetology to Public Safety and Health Science
  - v. Wing F- Convert Plumbing, Carpentry to new Lecture Quad and Plumbing Labs.
  - vi. Site work- Complete site work with final paving and work at existing modular classrooms.
- h. 18,750 sq. ft. has been added to the existing 107,558 sq. ft., resulting in a new facility of 126,308 sq. ft. The entire building will be renovated- some areas will receive nominal renovations, Fire Alarm, painting, etc.; some areas, as noted above will receive substantial renovations.
- i. Equipment- A limited scope of equipment was included in the Contractor's Bid Documents. Karen White has assembled equipment lists, and bidding and contracts have been awarded for equipment to Video Production, Horticulture/Landscaping, Graphics. The equipment lists and bidding continues, and is scheduled for completion within the next few months.

3. Financial:

- a. The project is approximately 68% complete through its contract value.

**JOINT SCHOOL BUILDING COMMITTEE  
HIGHWAY DEPARTMENT / PROJECT FINANCIAL REPORT**

20-Jan-09

**MANCHESTER SCHOOL OF TECHNOLOGY  
RENOVATIONS AND EXPANSION PROJECT**

\$10,010,120.00

FUNDING SOURCE:		
FY02 Bond	Proj.# 310402	\$110,120
FY08 State	Proj.# 310308	\$7,425,000
FY08 Bond	Proj.#310308	\$2,475,000

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
<b>CMK Architects</b>	<b>\$650,600.00</b>					
Schematic Design Phase(FY02 Bond)	\$110,120.00		\$0.00	100%	\$110,120.00	
Design through Completion Phases	\$440,480.00		\$132,144.00	70%	\$308,336.00	
<b>Architect Sub-Tota</b>	<b>\$550,600.00</b>	<b>\$0.00</b>	<b>\$132,144.00</b>	<b>76%</b>	<b>\$418,456.00</b>	
<b>Construction Administration - City</b>	<b>\$110,000.00</b>					
FY08 City Administration	\$48,086.38		\$0.00	100%	\$48,086.38	
FY09 City Administration	\$61,913.62	\$61,913.62		0%		
<b>Construction Administration Sub-Tota</b>	<b>\$110,000.00</b>	<b>\$61,913.62</b>	<b>\$0.00</b>		<b>\$48,086.38</b>	
<b>Construction</b>	<b>\$6,973,110.00</b>				\$522,900.37	
<b>Eckman Construction Contract</b>						
Base Contract + Alternates 1,3,4,6,7,8,9,&11	\$6,973,110.00		\$2,581,191.02	63%	\$4,391,918.98	\$439,191.90
CO#1 Credit, Roofing Insulation Reuse	(\$102,089.00)		(\$102,089.00)	0%	\$0.00	\$0.00
CO#2 Unsuitable Building Foundation Soil, Repair Wiring, Modify Baseboard & Construct Drywall	\$3,993.00		\$0.00	100%	\$3,993.00	\$399.30
CO#3 Replace Unsuitable Materials @ So. Drive	\$4,000.00		\$0.00	100%	\$4,000.00	\$400.00
CO#4 Complete Work @ Revised CB	\$3,247.00		\$0.00	100%	\$3,247.00	\$324.70
CO#5 Remove Transit Pipe @ Automotive & Rim	\$2,736.00		\$0.00	100%	\$2,736.00	\$273.60
CO#6 Replace Unsuitables East Parking Lot	\$22,690.00		\$0.00	100%	\$22,690.00	\$2,269.00
CO#7 Abate Vinyl Tile in Rm 113	\$3,468.00		\$0.00	100%	\$3,468.00	\$346.80
CO#8 Relocate Heaters & Add Flag Pole Light	\$4,190.00		\$578.00	86%	\$3,612.00	\$361.20
CO#9 Paint Rms, Ballvalves & Data Pass	\$3,464.00		\$0.00	100%	\$3,464.00	\$346.40
CO#10 Rm B104 Two Telepoles w/Outlets	\$4,726.00		\$0.00	100%	\$4,726.00	\$472.60
CO #11 Reset Granite, Yeaton Controls	\$4,751.00		\$0.00	100%	\$4,751.00	\$475.10
CO#12 Fire Alarm Additions, Yeaton Controls	\$3,874.00		\$1,372.00	65%	\$2,502.00	\$250.20
CO#13 Communications, Trees & ACT in Rm A113	\$4,661.00		\$0.00	100%	\$4,661.00	\$466.10
CO#14 Revised Breaker at MDP, Paint Frames	\$4,806.00		\$0.00	100%	\$4,806.00	\$480.60
CO#15 Additional work in Rm A121	\$3,927.00		\$0.00	100%	\$3,927.00	\$392.70
CO#16 Additional work in Rm A107	\$4,941.00		\$3,445.00	30%	\$1,496.00	\$149.60
CO#17 Roof at Parapet, Relocate Telephone Panels	\$3,941.00		\$0.00	100%	\$3,941.00	\$394.10
CO#18 Trap Primers, Add Phone Lines, Vest Clg.	\$4,357.00		\$2,779.00	36%	\$1,588.00	\$158.80
CO#19 Accent Walls, Flashing, Sills, Trap Covers.	\$4,997.00		\$3,570.00	29%	\$1,427.00	\$142.70
CO#20 Corr, G135, Light Shelf, Grab Bars, G107	\$4,505.00		\$1,184.00	74%	\$3,321.00	\$332.10
CO#21 Roof at Parapet, Relocate Telephone Panels	\$4,902.00		\$4,902.00	0%	\$0.00	\$0.00
<b>Construction Subtotal</b>	<b>\$6,973,207.00</b>	<b>\$0.00</b>	<b>\$2,496,932.02</b>		<b>\$4,476,274.98</b>	<b>\$447,627.50</b>
<b>Equipment</b>	<b>\$750,000.00</b>	<b>\$557,081.38</b>				
Access AV, LLC - Audio Visual Equipment	\$159,959.00		\$53,208.00	67%	\$106,751.00	
Patriot Welding - Lab Desks	\$12,600.00		\$0.00	100%	\$12,600.00	
Aubin Woodworking - Desktops & Countertops	\$4,685.00		\$0.00	100%	\$4,685.00	
Aubin Woodworking - Bookcases	\$3,386.00		\$0.00	100%	\$3,386.00	
Sears - 22 Cu.Ft. Refrigerator	\$1,349.99		\$0.00	100%	\$1,349.99	
Gov Connection - Network Adapters	\$7,707.00		\$0.00	100%	\$7,707.00	
WB Mason, Admin Furniture	\$3,034.00		\$295.00	90%	\$2,739.00	
Union Leader- RFP Manufacturing Equipment	\$197.63		\$0.00	100%	\$197.63	
<b>Equipment Sub-Tota</b>	<b>\$192,918.62</b>	<b>\$557,081.38</b>	<b>\$53,503.00</b>		<b>\$139,416.62</b>	
<b>Testing and Miscellaneous Per Joint Mtg 6/01</b>	<b>\$75,000.00</b>	<b>\$43,662.50</b>				
Miller Engineering - Testing & Inspection Services	\$30,000.00		\$4,303.58	85%	\$25,696.42	
Scott Lawson - Materials Testing	\$1,337.50		\$400.00	70%	\$937.50	
<b>Testing &amp; Misc. Sub-Tota</b>	<b>\$31,337.50</b>	<b>\$43,662.50</b>	<b>\$4,703.58</b>		<b>\$26,633.92</b>	
<b>Contingency &gt; \$5,000 needs Joint Approv</b>	<b>\$1,225,000.00</b>	<b>\$1,205,739.85</b>				
Union Leader-Newsad Prequalification Contractors	\$154.15		\$0.00	100%	\$154.15	
Bob's Locksmith - Rekey 3 Doors for Computer Rms	\$187.00		\$0.00	100%	\$187.00	
Bob's Locksmith - Replace 3 cylinders in Cosmetology	\$100.00		\$0.00	100%	\$100.00	
Union Leader-Newsad Video Equipment	\$177.86		\$0.00	100%	\$177.86	
Robt Half Int'l - Temp labor to Move Computers	\$2,688.00		\$636.00	76%	\$2,052.00	
TNT Install Communications Cable	\$2,014.00		\$0.00	100%	\$2,014.00	
TNT Portable Comm Work	\$85.00		\$0.00	100%	\$85.00	
Fast Signs - 14 signs	\$363.50		\$0.00	100%	\$363.50	
United Oil Recovery - Dispose Oil Auto Lift Pits	\$368.34		\$0.00	100%	\$368.34	
Home Depot - Containers to Remove Photo Chemicals	\$38.74		\$0.00	100%	\$38.74	
College Bound Movers - Move Rooms	\$1,675.00		\$0.00	100%	\$1,675.00	
G.A. Laflamme - Wire Temp Power for Automotive	\$780.36		\$0.00	100%	\$780.36	
G.A. Laflamme - Install circuit for drill press/grinder	\$1,449.18		\$0.00	100%	\$1,449.18	
Delta Mechanical - Condensing Unit for Horticulture	\$4,780.00		\$0.00	100%	\$4,780.00	
Lebtancs Hardware - Keys for Project	\$15.60		\$0.00	100%	\$15.60	
G.A. Laflamme - Wire RTU and Controls	\$425.36		\$0.00	100%	\$425.36	
G.A. Laflamme - Bypass Dimmers in Video Production	\$167.50		\$0.00	100%	\$167.50	
Safety Kleen - Photo Shop Fuel Removal	\$451.79		\$0.00	100%	\$451.79	
PSNH - Emergency Repairs to Light Poles	\$1,103.77		\$0.00	100%	\$1,103.77	
TNT Move Phonelines during School Break	\$2,235.00		\$2,235.00	0%		
<b>Contingency Sub-Tota</b>	<b>\$19,260.15</b>	<b>\$1,205,739.85</b>	<b>\$2,871.00</b>		<b>\$16,389.15</b>	

TOTAL UNCOMMITTED	\$326,313.00					
ENCUMBERED/EXPENDED TOTAL	\$9,683,807.00	\$1,868,397.35	\$2,690,153.60		\$5,125,256.05	
TOTAL	\$10,010,120.00					

M-5

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

The Committee on Joint School Buildings respectfully recommends, after due and careful consideration, that the following projects:

- Life Safety-MFD, Required Corridor Doors, Holders, and Closers
- Life Safety-MFD, Required Sprinkler Installation – Webster School
- Life Safety-MFD, Required Bathroom Separation

be referred to the Board of Mayor and Aldermen for funding.

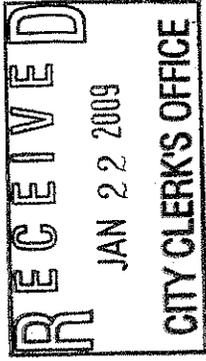
*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

MANCHESTER SCHOOL DISTRICT  
 CIP PRIORITY LIST AS VOTED BY THE BOSC 1/12/09  
 FY10 AND FY11 BUDGET



Project	Dept	City FY10	Federal FY10	City FY11
1 Life Safety-MFD, Req. Corr. Doors, Holders, Closers	Facilities	308,000		210,000
2 Life Safety MFD, Webster Required Sprinkler Install	Facilities	189,000		512,000
3 Life Safety MFD, Recommended Sprinkler Install	Facilities	567,000		836,268
4 Replace Ten (10) Type C School Buses	District	796,446		
5 Life Safety MFD, Required Bathroom Separation	Facilities	19,440		
6 New Preschool, Warehouse, Admin Facility	Facilities	10,000,000		16,000,000
7 Potential new Elementary School	Facilities			
8 Bakersville ADA Elevator Addition	Facilities		730,000	
9 ADA Door Hardware & Accessories	Facilities		450,000	
10 Open Classroom Elimination, Beech	Facilities	2,970,000		
11 Open Classroom Elimination, Webster	Facilities	621,000		
12 Gosler/Parkside Rehabilitation	P&R	1,800,000		
13 Parker Varney Design	P&R	65,000		
14 Central James H.S. Roof Replacement	Facilities	730,000		
15 Central Classical H.S. Roof Repairs	Facilities	550,800		
16 Beech, Replace Roof over Kitchen	Facilities	49,500		
17 Memorial H.S. Roof Top Units Boys/Girls (Venmar)	Facilities	66,000		
18 State Mandated Oil Piping Upgrades 11 schools, Cash	Facilities	81,000		90,000
19 School Cash Maint Projects	Facilities	494,500		
20 Bakersville, Design & Replace Windows, Waterproofing	Facilities	20,000		800,000
21 Webster Design & Window Replacement	Facilities	21,600		500,000
22 West High, Makin, Design & Window Replacement	Facilities	20,000		520,000
23 West High, Domestic Water Renovations	Facilities	120,000		
24 Central High, Domestic Water Renovations	Facilities	120,000		
25 West High, Design & Replace Boilers	Facilities	75,000		400,000
26 Webster, Install Backup Boiler	Facilities	55,000		
27 Wilson, Install Backup Boiler	Facilities	59,400		
28 Bakersville, Multi Purpose Floor Replacement	Facilities	75,600		
29 McDonough, Design & Hallway & Bathroom Floors	Facilities	20,000		320,000
30 Weston, Hallway and Gym floors, VCT	Facilities	10,000		50,000
31 McDonough Exterior Lighting, (PSNH?)	Facilities			
32 Wilson, Add ACT ceiling and lighting in addition	Facilities			35,000
33 Jewett, Dimmer Switch's and controls on Stage Lighting	Facilities	3,000		
34 West High, Media Center, HVAC Air Cond	Facilities	80,000		
35 Hillside, HVAC in Band Room.	Facilities			45,000
36 Bakersville, Replace Heating Unit with HRU	Facilities			45,000

MANCHESTER SCHOOL DISTRICT  
 CIP PRIORITY LIST AS VOTED BY THE BOSC 1/12/09  
 FY10 AND FY11 BUDGET

<u>Project</u>	<u>Dept</u>	<u>City FY10</u>	<u>Federal FY10</u>	<u>City FY11</u>
37 Hallsville UST Repairs/Replace	Facilities	20,000		
38 McDonough, New Lockers	Facilities	125,000		
39 Green Acres, Cabinetry Renovations 30 Classroom	Facilities	90,000		
40 Hallsville, Addition to remove portable.	Facilities			1,000,000
41 Wilson, Add Adult Bathroom	Facilities			18,000
42 Webster, Office Renovations	Facilities			20,000
43 Beech, Basement Remove old shower room and flup.	Facilities			23,000
44 Northwst, New Cabinets in Kindergarten	Facilities	51,840		30,000
45 Southside, Food Lab, Renovations	Facilities			
46 Southside, Storage Areas near gym.	Facilities			
47 Weston, Library, Walls and Electric	Facilities			80,000
48 Hillside Jr. High Athletic Field Rehabilitation	P&R	650,000		
49 Clem Lemire Sports Complex Phase 2	P&R	1,850,000		
50 Highland Goffs Falls Athletic Field	P&R	35,000		
51 Central High Track Rehab at Livingston Park	P&R	350,000		
52 Replacement of Artificial Surface at West	District			500,000
53 Security Upgrades for Alarm Systems	HR	100,000		
		<u>\$23,259,126</u>	<u>\$ 1,180,000</u>	<u>\$ 22,034,268</u>

N-3

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

The Committee on Joint School Buildings respectfully recommends, after due and careful consideration, that the Life Safety (MFD) project recommending sprinkler installation at the Smyth Road, Jewett Street, Gossler, Bakersville, Hallsville and Wilson Street schools be referred to the Board of Mayor and Aldermen for funding.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee



# City of Manchester

1/20/09 Nominated  
(1) Jerome Duval,  
suspend rules?  
Confirm

Office of the Mayor  
Hon. Frank C. Guinta

January 20, 2009

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) Jerome Duval to succeed Nury Marquez (resignation) as a member of the Police Commission, term to expire September 15, 2009;
- (2) Paul Lessard to succeed Richard Bunker (term limit) as a member of the Water Commission, term to expire January 1, 2012.

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

Sincerely,

Frank C. Guinta  
Mayor

5-1

**PAUL LESSARD**  
165 Madison Way  
Manchester, NH, 03109  
Cell 505-5012

### **PROFESSIONAL OBJECTIVE**

A progressive career as a Real Estate Industry professional delivering strong and sustainable revenue growth in highly competitive markets.

### **SKILLS PROFILE:**

- Sales and Marketing
- Negotiation
- Competitive Positioning
- Account Management
- Product Promotion
- Product Management
- Market Development
- Business Planning

Expert in building top-producing business relationships, successfully managing projects to completion with both commercial and retail customers. Excellent analytical skills with strong presentation experience. Outstanding communications and interpersonal relations skills.

### **PROFESSIONAL EXPERIENCE**

**Prudential – Verani Real Estate**  
Sales

2002-Present

**Merchants Automotive Group, Hooksett, NH**  
General Manager and Board Member

1984-2002

Operations responsibility for all aspects of a 200 person automotive organization specializing in fleet leasing sales and rentals. Challenged to build and strengthen sales, business development and account management organization to accelerate growth, solidify existing customer base and expand into new business and retail markets. Directly responsible for 20 commercial and 18 residential units to support operations.

- Devised and introduced sales and expense management programs that consistently met or exceeded sales and profit goals.
- Managed competitive bidding process for multiple large construction projects to support growth of operations.
- Supervised building construction interacting with architects, general contractors, state and local inspectors, attorneys, utilities, financial institutions and real estate brokers for planning and development.
- Conducted bidding and review process for capital improvements and maintenance.
- Conferred and negotiated with financing sources to ensure financing of construction projects. Created and coordinated implementation plans for construction.

- Created and implemented successful account development and retention programs for high volume customers
- Reorganized and grew distribution channels to generate revenue growth and strengthen customer responsiveness resulting in new revenue, higher productivity in sales closings and greater responsiveness to customer needs.
- Crafted and promoted quality control procedures to deliver more effective customer service, addressing and solving customer issues in a more timely fashion.
- Developed a highly effective sales team through the continuous creation and application of metrics-based sales programs.
- Executed aggressive marketing programs that identified new opportunities to support aggressive sales growth plans.
- Identified and recommended information technology requirements and opportunities to manage operations more efficiently.

**National Car Rental, Minneapolis Minnesota**

1969-1984

**East Coast Regional Operations Manager (1969-1972)**

**Airport Fleet Manager, Logan Airport (1972-1984)**

Senior operating executive responsible for managing regional P&L and budgeting through 110 franchised operations. Directed 3 field managers to implement growth strategies through creative marketing programs, on-going training and cost effective acquisition and disposal of inventory. Fleet manager responsibilities included overseeing a 1200 unit fleet and staff of 100. the scope of duties involved the entire operation of the fleet inventory including staffing levels, budgeting, cost control, scheduling, safety, maintenance, training and customer management.

- Identified problem operations an introduced significant and sustainable improvements through aggressive marketing programs, cost control, productivity improvements, service improvements and staff consolidation.
- Formulated sales/revenue forecasting metrics to accurately identify unit problems and opportunities and adjust resources appropriately to more effectively meet financial goals.
- Consulted with management and managed operations policies to ensure positive relations and satisfactory resolution of labor union issues.

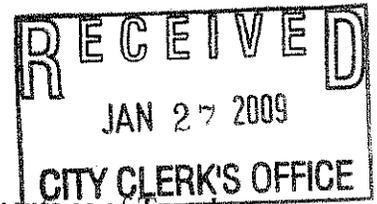
#### **Military**

Four years in the Army Reserves-Rank of Sergeant

#### **Community and Industry Activities**

- President and Board member- Car and truck Rental, leasing Association
- President – advisory board, New Hampshire Technical Institute
- President Hooksett Commerce Alliance
- Salvation Army- Manchester, New Hampshire
- Toys for Tots

## Legislative Update – February 3, 2009



The following bills are being tracked by the Mayor's Office and city departments as of Tuesday, January 27, 2009.

### New items for this year's update

- To aid in tracking, updates will list the respective LSR number.
- There will be a separate notation, which denotes if a member of the Manchester legislative delegation is a sponsor or co-sponsor of the bill.
- I have included contact information for the Manchester legislative delegation.

### Legend

\* – denotes that a department head will provide written testimony on a proposed piece of legislation

^ – denotes that a department head will provide oral testimony on a proposed piece of legislation

S – denotes a member of the Manchester delegation is a sponsor of the bill

C – denotes a member of the Manchester delegation is a co-sponsor of the bill

### MAYOR'S OFFICE SUPPORTS

\* **SB71 (LSR962)** – establishing a commission to study the feasibility of regional transit (in Senate Transportation and Interstate Commerce committee)

### MAYOR'S OFFICE OPPOSES

**HB103 (LSR365)** – relative to paying discharged and laid off employees in full at the time of discharge (in House Labor, Industrial and Rehabilitative Services committee) **C: Rep. Pat Long** also opposed by *Human Resources*

**HB197 (LSR351)** – relative to apportionment of damages in civil actions (in House Judiciary committee) **C: David Nixon** also opposed by *City Solicitor's Office*

### DEPARTMENTS SUPPORT

#### **Health Department**

**HB81 (LSR60)** – prohibiting smoking within 25 feet of playgrounds (in House Health, Human Services and Elderly Affairs committee)

**HB120 (LSR151)** – relative to the installation of carbon monoxide detectors in single and multi-family dwellings (in House Commerce and Consumer Affairs committee)

^ **HB126 (LSR178)** – relative to the voluntary certification of health officers by a health officer credentialing board (in House Health, Human Services and Elderly Affairs committee)

#### **Library**

**HB157 (LSR276)** – relative to library patron records (in House Judiciary committee) **S: Rep. Joel Winters**

### **Public Works**

**HB283 (LSR442)** – establishing a solid waste management fund and assessing a beverage container fee (in House Environment and Agriculture committee)

### **DEPARTMENTS OPPOSE**

**HB197 (LSR351)** – relative to apportionment of damages in civil actions (in House Judiciary committee) **C: David Nixon** *also opposed by Mayor's Office*

### **Human Resources**

**HB103 (LSR365)** – relative to paying discharged and laid off employees in full at the time of discharge (in House Labor, Industrial and Rehabilitative Services committee) **C: Rep. Pat Long** *also opposed by Mayor's Office*

### **Public Works**

**HB273 (LSR846)** – relative to submission of electronic data by municipal and county inspection stations (in House Transportation committee)

### **Water Works**

\***HB60 (LSR153)** – relative to large groundwater withdrawals (in House Municipal and County Government committee)

### **DEPARTMENTS TRACKING**

#### **Airport**

**HB61 (LSR155)** – relative to a definition of “sustainable energy” (in House Science, Technology and Energy committee)

**HB76 (LSR327)** – establishing a permanent commission to study recommendations of the National Transportation Safety Board (in House Transportation committee)

**HB124 (LSR94)** – relative to the rate of the gas tax (in House Public Works and Highways committee)

**HB187 (LSR249)** – relative to manufactured housing (in House Executive Departments and Administration committee) **C: Rep. Jeff Goley**

**HCR3 (LSR406)** – recommending a statement of principles on international trade (in House State-Federal Relations and Veterans Affairs committee)

**SB11 (LSR89)** – relative to procedures in certain landlord tenant actions (in Senate Judiciary committee)

#### **Building Department**

**HB44 (LSR58)** – relative to the use of alternates by local land use boards (in House Municipal and County Government committee) *also tracked by Planning Department*

**HB86 (LSR107)** – imposition of administrative fines in lieu of court prosecution (in House Municipal and County Government committee)

**HB120 (LSR151)** – mandating carbon monoxide detectors in all dwellings (in House Commerce and Consumer Affairs committee)

**HB121 (LSR198)** – regulating residential contractors and sub-contractors (in House Executive Departments and Administration committee)

**HB206 (LSR91)** – retention of records in electronic form (in House Judiciary committee)

- HB210 (LSR539)** – relative to public access to minutes of local land use boards (in House Municipal and County Government committee) *also tracked by Planning Department*  
**HB236 (LSR702)** – allowing access to a homeowner’s property from an adjoining property to make necessary repairs (in House Judiciary committee)  
**HB339 (LSR785)** – ratifying the 2008 National Electrical Code as part of the State Building Code (in House Judiciary committee)

### **Health Department**

- HB31 (LSR2)** – requiring insurance coverage for certain preventative testing (in House Commerce and Consumer Affairs committee)  
**HB40 (LSR35)** – requiring sanctions against hospitals for failing to report infection rates (in House Executive Departments and Administration committee) **C: Rep. Leo Pepino**  
**HB69 (LSR227)** – relative to submission of health care data (in House Health, Human Services and Elderly Affairs committee) **S: Rep. Maurice Pilotte; C: Sen. Betsi DeVries**  
**HB172 (LSR515)** – allowing naturopathic doctors to dispense prescription drugs (in House Executive Departments and Administration committee) **S: Rep. Maurice Pilotte**  
**HB213 (LSR589)** – requiring the bureau of emergency communications to develop and maintain a statewide emergency notification system (in House Science, Technology and Energy committee)  
**HB226 (LSR122)** – relative to the lead paint poisoning law (in House Health, Human Services and Elderly Affairs committee) **C: Sen. Betsi DeVries**  
**HB233 (LSR586)** – relative to the membership of the board of medicine (in House Executive Departments and Administration committee) **C: Sen. Lou D’Allesandro**  
**HB234 (LSR601)** – establishing a committee to study the certificate of need process (in House Health, Human Services and Elderly Affairs committee)  
**SB23 (LSR851)** – relative to food allergy awareness in restaurants and other food service establishments (in Senate Health and Human Services committee) **S: Sen. Lou D’Allesandro**

### **Human Resources**

- HB223 (LSR326)** – establishing a moratorium on the implementation of the retirement system employer assessments for excess benefits (in House Executive Departments and Administration committee) *also supported by Mayor’s Office*  
**HB231 (LSR431)** – relative to resolution of collective bargaining disputes (in House Labor, Industrial and Rehabilitative Services committee) *also tracked by Water Works*

### **Manchester Transportation Authority**

- HB68 (LSR214)** – relative to commercial driver licenses when the license holder fails a drug or alcohol test (in House Transportation committee) *also tracked by Water Works*  
**HB76 (LSR327)** – establishing a permanent commission to study recommendations of the National Transportation Safety Board (in House Transportation committee)

### **Planning**

- HB43 (LSR57)** – relative to subdivision and site plan regulation waivers (in House Municipal and County Government committee)  
**HB44 (LSR58)** – relative to the use of alternates by local land use boards (in House Municipal and County Government committee) *also tracked by Building Department*

**HB96 (LSR245)** – correcting certain references relating to municipal growth management (in House Municipal and County Government committee)  
**HB106 (LSR441)** – relative to penalties for land use violations (in House Municipal and County Government committee)  
**HB210 (LSR539)** – relative to public access to minutes of local land use boards (in House Municipal and County Government committee) *also tracked by Building Department*  
**HB212 (LSR552)** – relative to the assessment of certain impact fees by municipalities  
**SB29 (LSR879)** – relative to review of developments of regional impact

#### **Public Works**

**HB46 (LSR62)** – relative to dispute resolution within the context of public employee dispute resolution (in House Labor, Industrial and Rehabilitative Services committee)  
**HB68 (LSR214)** – relative to commercial driver licenses when the license holder fails a drug or alcohol test (in House Transportation committee) *also tracked by Manchester Transportation Authority and Water Works*

**HB86 (LSR107)** – allowing municipalities to impose administrative fines for violations of ordinances (in House Municipal and County Government committee)  
**HB152 (LSR206)** – relative to storage of architectural blueprints by municipalities (in House Municipal and County Government committee)  
**HB305 (LSR409)** – relative to public employees' right to strike (in House Labor, Industrial and Rehabilitative Services committee)  
**HB320 (LSR397)** – relative to agreements between central business service districts and municipalities for infrastructure improvements (in House Municipal and County Government committee)  
**HB354 (LSR271)** – establishing a committee to study local government eligibility for certain funding for energy efficiency improvements (in House Science, Technology and Energy committee)

#### **Water Works**

**HB45 (LSR59)** – relative to the water supply land conservation program (in House Resources, Recreation and Development committee)  
**HB68 (LSR214)** – relative to commercial driver licenses when the license holder fails a drug or alcohol test (in House Transportation committee) *also tracked by Manchester Transportation Authority and Water Works*  
**HB102 (LSR340)** – relative to the Rivers Management Protection Program (in House Resources, Recreation and Development committee)  
**HB141 (LSR583)** – authorizing towns and cities to accept any form of electronic payment (in House Municipal and County Government committee)  
**HB231 (LSR431)** – relative to resolution of collective bargaining disputes (in House Labor, Industrial and Rehabilitative Services committee) *also tracked by Human Resources*  
**SB28 (LSR877)** – relative to dam registration fees for non-menace dams (in Senate Energy, Environment and Economic Development committee)

## MANCHESTER DELEGATION

### Senate District 16 (Wards 01, 02 and 12)

Sen. Theodore Gatsas (R); PO Box 6655; Manchester, NH 03104-6052  
ted.gatsas@leg.state.nh.us

### Senate District 18 (Wards 05, 06, 07, 08 and 09)

Sen. Betsi DeVries (D); 14 Old Orchard Way; Manchester, NH 03103-2347  
betsi.devries@leg.state.nh.us

### Senate District 20 (Wards 03, 04, 10 and 11)

Sen. Lou D'Allesandro (D); 332 St. James Ave.; Manchester, NH 03102-4950  
dalas@leg.state.nh.us

### Hillsborough District 08 (Ward 01)

Hon. Jeffrey Goley (D); 1683 River Road; Manchester, NH 03104-1645  
jgoley03104@yahoo.com

Hon. Peter Ramsey (D); 418 North Gate Road; Manchester, NH 03104-1847  
peterramsey@palacetheatre.org

Hon. Daniel Sullivan (D); 172 Arah St.; Manchester, NH 03104-2119  
dan.sullivan@leg.state.nh.us

### Hillsborough District 09 (Ward 02)

Hon. James Craig (D); 84 Bay St.; Manchester, NH 03104-3306  
jcraig48@aol.com

Hon. Saghir Tahir (R); 1315 Old Mammoth Road; Manchester, NH 03104-4047  
saghir-tahir@comcast.net

Hon. Robert Thompson (D); 748 Beech St.; Manchester, NH 03104-3630  
nasu6769@verizon.net

### Hillsborough District 10 (Ward 03)

Hon. Alexis Chininis (D); 1015 Elm St.; No. 303; Manchester, NH 03101-1827  
alexis.chininis@gmail.com

Hon. Jean Jeudy (D); 134 Calef Road; Manchester, NH 03103-6324  
jean.jeudy@gmail.com

Hon. Patrick Long (D); 555 Canal St.; No. 1506; Manchester, NH 03101-1522  
long55@comcast.net

**Hillsborough District 11 (Ward 04)**

Hon. Nickolas Levasseur (D); 202 Concord St.; No. 3; Manchester, NH 03104-4833  
nickolas.levasseur@gmail.com

Hon. Leo Pepino (R); 73 Walnut St.; Manchester, NH 03104-4848

Hon. Robert Walsh (D); 114 Weston St.; Manchester, NH 03104-5326  
bob.walsh@leg.state.nh.us

**Hillsborough District 12 (Ward 05)**

Hon. Roger Hebert (D); 373 Lake Ave.; Manchester, NH 03103-4898

Hon. Richard Komi (D); 356 Spruce St.; Manchester, NH 03103-4222  
vichleki@msn.com

Hon. Theodoros Rokas (D); 393 Wilson St.; Manchester, NH 03103-4913  
ted.rokas@leg.state.nh.us

**Hillsborough District 13 (Ward 06)**

Hon. Benjamin Baroody (D); 1175 Bridge St.; Manchester, NH 03104-5703

Hon. Larry Gagne (R); 126 Lakeside Drive; Manchester, NH 03104-5801

Hon. William Infantine (R); 89 Windward Lane; Manchester, NH 03104-4743  
winfantine@aspen-ins.com

**Hillsborough District 14 (Ward 07)**

Hon. Patrick Garrity (D); 82 Norris St.; Manchester, NH 03103-3726  
pgmff@comcast.net

Hon. Robert Haley (D); 147 Beech St.; Manchester, NH 03103-5546

Hon. Carol Williams (D); 127 Prout Ave.; No. 1; Manchester, NH 03103-2840  
chrusir@comcast.net

**Hillsborough District 15 (Ward 08)**

Hon. Michael Farley (D); 83 Constant St.; Manchester, NH 03103-3810  
yelrafekim@aol.com

Hon. Thomas Katsiantonis (D); 45 Glen Bloom Drive; Manchester, NH 03109-5062

Hon. Steve Vaillancourt (R); 161 Faith Lane; Manchester, NH 03103-7156  
steve.vaillancourt@leg.state.nh.us

**Hillsborough District 16 (Ward 09)**

Hon. Joan Flurey (D); 234 Holly Ave.; Manchester, NH 03103-4610  
joan.flurey@leg.state.nh.us

Hon. Maurice Pilotte (D); 98 Lancaster Ave.; Manchester, NH 03103-6421  
maurice.pilotte@leg.state.nh.us

Hon. Barbara Shaw (D); 45 Randall St.; Manchester, NH 03103-6434  
beshaw3@aol.com

**Hillsborough District 17 (Wards 10, 11 and 12)**

Hon. Roger Beauchamp (D); 25 Legacy Drive; Manchester, NH 03102-2136  
roger.beauchamp@leg.state.nh.us

Hon. Jane Beaulieu (D); 609 South Main St.; Manchester, NH 03102-5134  
jane.beaulieu@leg.state.nh.us

Hon. Ronald Boisvert (D); 278 Greeley St.; Manchester, NH 03102-2316  
ron.boisvert@leg.state.nh.us

Hon. George Katsiantonis (D); 128 McNeil St.; Manchester, NH 03102-4815

Hon. Irene Messier (R); 40 New Gate Circle; Manchester, NH 03102-5147

Hon. David Nixon (D); 77 Central St.; Manchester, NH 03101-2423  
nixonraichelaw@yahoo.com

Hon. Connie Soucy (R); 496 Coolidge Ave.; Manchester, NH 03102-2705  
acsoucy@yahoo.com

Hon. Joel Winters (D); PO Box 135, Nashua, NH 03061-0135  
joel@joelwinters.org

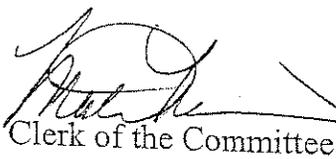
*Other Resolution for  
September 16<sup>th</sup> / 08 mtg.*

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

The Special Committee on Riverfront Activities respectfully recommends, after due and careful consideration, that the City purchase a certain .2633 acre parcel of land located at 2 Line Drive under the terms and conditions identified in the attached purchase and sales agreement.

*(Unanimous vote)*

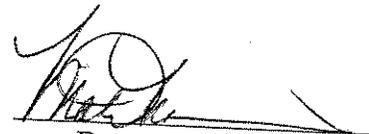
Respectfully submitted,

  
Clerk of the Committee

*Deputy*

At a meeting of the Board of Mayor and Aldermen held September 2, 2008, on a motion of Alderman Gatsas duly seconded by Alderman Smith the report of the Committee was accepted and its recommendations adopted.

Mayor Guinta vetoed the motion.

  
Deputy City Clerk