

AGENDA

BOARD OF MAYOR AND ALDERMEN

November 24, 2009
Mayor and all Aldermen

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

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Christopher Bean, President of CLD Consulting Engineers, Inc., regarding the Manchester Millyard Exit 4 Bridge Rehabilitation Project.

CONSENT AGENDA

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

Information to be Received and Filed

- A. Manchester Economic Development Office Quarterly Report for the period ending September 30, 2009.

Approve under supervision of the Department of Highways

- B. Pole petitions:

11-1255	Spruce Street
11-1253	172 Grant Street
11-1257	425 Hall Street

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

C. Resolutions:

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Fifty Thousand Dollars (\$50,000) for the FY 2010 CIP 412510 Fire Rescue Equipment Acquisition Project.”

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2010 CIP 511410 General Stark Statue Restoration Project.”

“Amending the FY 2010 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Eight Hundred Thirty One Dollars (\$750,831).”

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of One Million Forty Nine Thousand Four Hundred Dollars (\$1,049,400) for the FY 2010 CIP 712910 Energy Efficiency and Block Grant Program.”

COMMITTEE ON LANDS AND BUILDINGS

- D.** Communication from Dick Dunfey, MHRA, requesting that the City enter into a Subordination and Non-Disturbance agreement with Verizon Wireless related to a cellular antenna lease on the former Brown School.
- E.** Communication from Kevin Sheppard, Highway Department, regarding the Transit Center lease agreement and associated costs for the facility.

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION

F. Advising that it has accepted the following Finance Department reports:

- Department Legend
- Accounts Receivable summary
- Open Invoice report over 90 days
- Open Invoice report for interdepartmental billings
- Open Invoice report all invoices due from the School Department only
- Listing of invoices submitted to City Solicitor for Legal Determination

and is forwarding same to the Board for informational purposes.

(Unanimous vote)

G. Advising that it has approved the City's Monthly Financial Report (unaudited) for the three months ended September 30, 2009 and is forwarding same to the Board for informational purposes.

(Unanimous vote)

H. Advising that the travel summary report from Jay Minkarah, Economic Development Director, has been approved.

(Unanimous vote)

I. Advising that the summary on collections submitted by Lisa Sorenson, Financial Analyst, has been approved.

(Unanimous vote)

J. Recommending that the request from Rockingham Ambulance, Inc. to increase patient charges be approved as recommended.

(Unanimous vote with the exception of Alderman M. Roy who voted in opposition)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

K. Advising that the list of arbitration cases has been received and filed.

(Unanimous vote)

- L. Recommending that the request from David Mara, Chief of Police, to change the title of Deputy Chief to Assistant Chief be approved.

The Committee further recommends that the Police Chief work with the Human Resources Director to create an Ordinance for the Assistant Chief position as well as an Ordinance and definition for the newly approved Crime Statistics Analyst position.

(Unanimous vote)

Note: An Ordinance has been submitted by Jane Gile, Human Resources Director for the Assistant Chief position.

- M. Recommending that the attached revisions for guidelines of the Bright Ideas Evaluation Committee awards be approved.

(Unanimous vote)

COMMITTEE ON LANDS AND BUILDINGS

- N. Advising that the communication from Chuck DePrima, Acting Director of Parks, Recreation & Cemetery Department, regarding an analysis of the proposed Riverfront dog park site has been received and filed.

(Unanimous vote)

- O. Recommending that the request from David Winslow, Engineering Division, for the acceptance of the drainage easement for Alpine Street be approved.

(Unanimous vote)

COMMITTEE ON JOINT SCHOOL BUILDINGS

- P. Advising that the MST scope change for \$23,000 on the dining facility has been approved as outlined.

The Committee further advises that the building commissioning for recent projects at Highland Goffs Falls for \$43,350 and MST for \$72,410 have been approved as outlined.

(Unanimous vote conducted via phone poll on November 9, 2009, with the exception of Aldermen M. Roy and Sullivan who could not be reached.)

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

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

6. Confirmations to be presented by Mayor Guinta.

Police Commission

Woullard Lett as a member, term to expire September 15, 2012

Revolving Loan Fund Board

James M. Gallagher as a member, term to expire June 1, 2012

Heather Whitfield as a member, term to expire June 1, 2012

7. A motion is in order to recess the meeting to allow the Committee on Finance to meet.
8. Mayor Guinta calls the meeting back to order.
9. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
10. Report(s) of the Committee on Bills on Second Reading, if available.
Ladies and Gentlemen, what is your pleasure?
11. Report(s) of the Committee on Community Improvement, if available.
Ladies and Gentlemen, what is your pleasure?
12. Communication from Philip Curtin of Curtain Law Offices, LLC, submitting a request for funds from the City in the amount of \$520.00 for the 50/50 sidewalk program.
Ladies and Gentlemen, what is your pleasure?

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

“Amending Section 33.026 (Assistant Chief of Police) of the Code of Ordinances of the City of Manchester.”

This ordinance having had its final reading by title only, the question is on passing same to be Ordained.

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

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Fifty Thousand Dollars (\$50,000) for the FY 2010 CIP 412510 Fire Rescue Equipment Acquisition Project.”

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2010 CIP 511410 General Stark Statue Restoration Project.”

“Amending the FY 2010 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Eight Hundred Thirty One Dollars (\$750,831).”

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of One Million Forty Nine Thousand Four Hundred Dollars (\$1,049,400) for the FY 2010 CIP 712910 Energy Efficiency and Block Grant Program.”

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

TABLED ITEMS

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

- 15.** The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the attached proposal submitted by the Mayor regarding termination of the 2005 Cooperation Agreement for the administration of Northwest Business Park with MHRA and transference of specific responsibilities to the Economic Development Office be approved effective January 1, 2010.

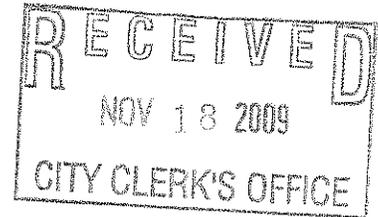
The Committee also recommends that any further incidental costs associated with Northwest Business Park be reviewed by the Finance Officer, Economic Development Director, and receive prior Board approval prior to payment.

(Unanimous vote)

- 16. NEW BUSINESS**
 - A. Communications
 - B. Aldermen

- 17. If there is no further business, a motion is in order to adjourn.**

**Manchester Economic Development Office
Quarterly Report
For Period Ending September 30, 2009**



The Third Quarter of 2009 was a period of significant change for the Manchester Economic Development Office (MEDO). In August, Marketing & Retention Specialist Kate Benway, who had spearheaded the launch of the city's marketing campaign in 2007, left to accept a position with Granite State College. The position was advertised shortly thereafter. During this period, several marketing efforts were initiated and Revolving Loan Fund and Façade Improvement Program activity was high. Progress continued on most of the major development projects involving the department, including restoration of the Pandora Building, River's Edge, and the Northwest Business Park at Hackett Hill. MEDO staff was also involved in a number of other projects and initiatives important to the City. A summary of activity for the July through September 2009 period is provided below.

Marketing

The City's economic development marketing program for FY 2010 kicked off strongly in July. The Third Quarter of 2009 included two trade shows, one major event, and the launching of new print, video and on-line advertising initiatives.

Trade Shows

International Council of Shopping Centers (ICSC) – Boston

In July, MEDO staff participated in a two-day event in Boston produced by the International Council of Shopping Centers (ICSC). The event, which included speakers, networking, informative panels and a tradeshow, continues to be a successful activity for MEDO. For the second year in a row, Manchester's booth at the tradeshow drew dozens of visitors, including business owners, site selectors and developers, interested in learning more about Manchester while providing exposure to hundreds of event attendees. We received several solid leads during the tradeshow portion of the event.

Tri-City Expo

On September, 24, MEDO staffed a booth at the Tri-City Expo at the Center of New Hampshire for the third consecutive year. This annual event, sponsored by the Manchester, Concord and Nashua area chambers, is a cost-effective vehicle for in-state promotion and networking with existing Manchester businesses.

Events & Programs

Urban Land Institute – Urban Marketplace

On September 29, MEDO sponsored an Urban Land Institute (ULI) of New England seminar and networking event at Fratellos. The program featured a panel on *Integrated Project Delivery*, a recent trend in building and site development planning, design and construction. About 70 people attended, primarily design professionals and attorneys from New Hampshire and Massachusetts. Jay Minkarah provided opening remarks.

Online Video Program

In July, a series of promotional videos produced in partnership with the firm CGI Communications, went on-line. The ten 1-minute videos highlight Manchester's quality of life, arts and culture, sports and recreation, real estate, economic development, business and industry, education and other aspects of the community. The videos are hosted by CGI, but appear the MEDO website and are linked to the City's main website. The videos were paid for through private advertising and were produced at no cost to the City. MEDO continues to pursue marketing initiatives that leverage private dollars to support the City's marketing efforts.

Print Advertising

MEDO ran a full color "Your Space – Your Place" ad in the September issue of *Northeast Real Estate Business*. The placement was the result of a last minute discount opportunity. *Northeast Real Estate Business* is one of three similar publications we maintain a relationship with that are well focused on important target audiences for our marketing efforts.

Business Assistance & Incentive Programs

MEDO Revolving Loan Fund Activity

On July 31, a \$20,000 loan was approved for *Under the Veil*, a new bridal shop on Hooksett Road. On August 18, a \$125,000 loan was approved for Z Food & Drink. Z plans to expand into adjacent space on Elm Street in early 2010. The loan supplemented a private loan from Hampshire First Bank. Together, these loans will create the full-time equivalent of at least 16 new jobs.

Though defaults are rare for the RLF, a collections action was initiated against the owners of Make & Take, a food service establishment formerly located on Hooksett Road. Make & Take defaulted on a \$50,000 loan made in 2007 with an outstanding principal balance of \$38,644.

At the beginning of the Quarter, two members of the RLF Review Committee, David Eaton and Joe Freneau, reached the end of their second terms and termed off the committee. Two new members, Mary Sysyn and Francis Fernando were appointed to fill their seats.

Façade Improvement Program

Interest in the Façade Improvement Program continues to grow due to increases in the number of new and expanding businesses seeking assistance and due to enhanced outreach efforts. A summary of activity is provided below:

Completed During the Third Quarter:

- 282 W. Hancock – Normand's Hair Care (\$5,000 grant, one new full time job created. Owner investment \$10,000)
- 100 Hanover Street – Ignite Restaurant (\$3,500 grant, waiting for job creation numbers. \$7,425).
- 347 Elm Street - Manchester Music Mill (\$3,500 grant, two full time and one part time Job created. Owner investment \$8,222).

- XO on Elm – (\$5,000 grant. Owner investment \$18,951. Sixteen full time employees).

Total of for new Facade Improvement projects completed:

\$17,000 City investment

\$44,598 Total investment

New in the Third Quarter

- 1077 Elm – Karma Lounge (Downtown)
- 525 Chestnut – Annula’s Pizza
- 1077 Elm - (Downtown)
- 486 Chestnut – Alley cat pizza (Downtown)
- 200 Elm - Karate Studio (South Downtown)
- 182 Manchester (Downtown)

Underway from past Quarters

- 29 – 33 Nashua Street – NN Express (Corey Square)
- 320 Lincoln – Merrow Wholesale Auto (Hallsville Neighborhood)
- 786 Elm - Former Merrimack Street (Downtown) - Architectural design for inside and outside completed.

In addition to the activities noted above, MEDO staff worked with several individuals seeking assistance in starting a new business as well as businesses interested in relocating or expanding, and existing businesses seeking help with financing, permitting, marketing and other similar issues. MEDO staff strives to assist businesses through the Department’s internal programs, by serving as a liaison to other City departments and by providing referrals to other local, state and federal resources as appropriate.

Development Projects

River’s Edge (Jac Pac)

Site work at the River’s Edge project continued throughout the Third Quarter. MEDO staff worked with Anagnost Investments and other parties to gain approvals to allow construction to proceed on the Gas Street extension from Elm Street to Queen City Ave. Staff also worked to gain approval for a right of first refusal on the MTA property for the benefit of River’s Edge, LLC to provide for possible future expansion. At the September 1st meeting of the Lands & Buildings Committee, a proposal for an option to purchase the MTA site was received and filed with the expectation that a right-of-first refusal would be proposed instead.

Northwest Business Park at Hackett Hill

In August, the final subdivision plans for Phase I of the Northwest Business Park were signed and recorded – a critical milestone in the effort to develop the park. In July, the Manchester Housing & Redevelopment Authority (MHRA) advised the City that funding under the existing \$785,000 contract to administer the project would likely run out in September. The

City was also advised that cost estimates to complete infrastructure improvements for development of Phase I would exceed \$5 million. In order to continue utilizing the MHRA to oversee the project, additional funding would be required. To begin developing improvements at the park, significant additional funds would be needed as well. These issues were brought to the Lands & Buildings Committee at the September meeting, however, no action was taken and the item was tabled. CB Richard Ellis continued to market the property throughout the Third Quarter.

Seal Tanning & Granite Street Lots

MEDO staff worked with 1848 Associates, City staff and others throughout the Third Quarter to ensure that all conditions of the purchase & sale agreement for the Granite Street and Seal Tanning Lots and Phillippe Cote Street were met to allow a closing to take place. The closing took place on September 29. Restoration work on the building continued throughout the period, including completion of the copper work on the cupola of the tower and the chimney which has attracted a great deal of attention and interest.

Other Development Projects

During the third Quarter, MEDO staff continued to work with other City departments and private parties on development initiatives including transfer of the 2 Line Drive Parcel to the City and development of a new parking lot on the property for Merchantsauto.com Stadium and other permit and event parkers, rehabilitation of the Superior Courthouse, the proposed Wal-Mart on Gold Street, the Job Corps Center, UNH Manchester expansion, a proposal to develop the Pearl Street Lot, and redevelopment of the Rockwell site. MEDO continues to pursue various development initiatives as opportunities arise.

Manchester Development Corporation

The Manchester Development Corporation (MDC) held two meetings during the Second Quarter: August 14 and September 11. At the August meeting, a presentation was made by Brandy Stanley to update the Board on recent progress in downtown area parking and to brief the Board on future plans. The MDC also approved MEDO's proposals for out-of-state marketing initiatives to be supported through MDC's \$20,000 contribution for FY 2010. Also in August, the MDC welcomed Susan Duprey to the Board. The September meeting was held at the Airport and featured a presentation by Mark Brewer of their current master planning efforts and recent industry changes affecting the airport.

The primary focus of the MDC during the Third Quarter has been the acquisition of a vacant commercial parcel at Granite and Second Streets currently owned by the Raphael Club. Given its location at the newly improved Granite Street interchange, the property is seen at a key redevelopment site. On August 18, the P&S was extended until October 29 due to the need to continue site assessment work on the property. The MDC also investigated the possibility of acquiring additional properties that meet its strategic objectives during the Third Quarter; however, no new agreements were reached. MEDO provides staff support to the MDC.

Special Projects, Plans & Studies

Convention Center Economic Impact Study

In July, the consulting firm Arnett & Associates presented their findings on an analysis of the potential economic impact of the development of new or expanded Convention facilities in downtown Manchester to the ad hoc steering committee. Impacts analyzed in the report include dollars contributed to the local economy, job creation, tax base expansion and other similar measurables. The study concludes that new or expanded convention facilities as recommended in last year's HVS study would generate between \$16 and \$24 million in additional economic activity. Importantly, the study also noted that failure to invest in new or expanded facilities could ultimately result in the loss of between \$13 million and \$23 million in existing economic activity. The final report, which was funded through a \$15,000 CTAP grant, was completed in September and is available at the MEDO office.

Manchester Transit Center

MEDO continued to work with Boston Express, the MTA, NH DOT, the Facilities Division and other City staff to complete renovations at the Manchester Transit Center located at Canal and Granite Streets. In September, the Board of Mayor & Alderman approved a plan to allow for the development of a 23-car parking lot located at the southwestern corner of Canal and Granite Streets to provide parking for the station. The lot was completed in September. The Manchester Transit Center was closed for renovations on May 4. The renovation effort was funded through a \$160,000 federal CMAQ grant and \$40,000 in matching City funds. Work on the facility continued throughout the Third Quarter.

Granite & Second Street Area Plan

MEDO kicked-off a planning initiative for the West Granite/Second Street area in July. The goal is to develop a series of recommendations to build upon improvements recently completed for the new Granite Street interchange that can be implemented within a relatively short three to five year period. A steering committee appointed by the Mayor and comprised of representatives from key City departments, the MDC, two Aldermen and a local property owner oversee the project. An organizational meeting was held on July 29 followed by a walking tour of the area in August and a follow-up meeting in September. A public input session was planned for October. The plan is expected to be completed in early 2010.

Public Art

MEDO staff continued to work with the Arts Commission and Arts Fund during the Third Quarter on the new public sculpture planned for the intersection of Granite and Old Granite Streets. The artist, Ernest Montenegro, a professor at the NH Institute of Art, began work on the sculpture entitled "Crosswalk" which is expected to be complete by September 2010. MEDO also provides general staff support to the Arts Commission.

US Census Bureau – MEDO staff continued to provide assistance to the Census Bureau in launching a complete count committee which involves identifying and meeting with various city non-profits and business to ensure that Manchester is able to have a comprehensive census count.

Other Activities

In addition to the projects and programs described above, MEDO staff worked with other City departments, businesses and local, regional and state agencies on several different projects and initiatives including disposition of the McIntyre Ski Area, development of a Regional Economic Development plan with the SNHPC, efforts to restore Exit 6/7 to the State's Ten Year Transportation Plan, and organizing the annual "People Fest."

In other activities, MEDO Director Jay Minkarah attended the annual Northeast Economic Developers Association meeting in Philadelphia in September. He continues to serve on the New Hampshire Rail Transit Authority, the Capital Region Development Corporation (CRDC) Board of Directors, the NH Business & Industry Association's Economic Development Committee, the METRO Center Steering Committee, The UNH Manchester Business Advisory Committee, the Joint Sustainability Committee and the Chamber's Downtown Committee. Meena Gyawali continued to work with the City's Weed & Seed program, the nonprofit trails organization *Manchester Moves*, the Graffiti Task Force, Safe Routes to Schools and the Manchester Arts Commission.

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

October 21, 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), 1120/14 located on Spruce Street in the City of Manchester.

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

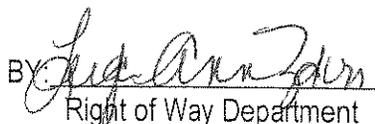
Plan No. 11-1255

Dated: 10/16/2009

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

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

POLE LOCATION PLAN

PUBLIC SERVICE OF NEW HAMPSHIRE and FairPoint Communications, Inc.

DATE 10/16/2009
 MUNICIPALITY: Manchester
 STREET / ROAD: Spruce Street
 PSNH OFFICE: Hooksett
 PSNH ENGINEER: Bob Prescott
 TELCO ENGINEER: Wayne Hackett

LICENSE NO. 11-1255
 STATE HWY. DIV. NO. 5
 STATE LICENSE NO. _____
 WORK REQUEST# 1388258
 WORK FINANCIAL # 9Y911115
 TELCO PROJECT # _____

INDICATE NORTH WITH AN ARROW

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL		REMOVE		REF	100% LTS	J/O	100% TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			POIF	PB	⊕	⊖	⊕	△	△	↓				
1120/13	42/3											18"		THIS POLE WILL BE CHANGED TO A 40' SPRING 2010 INSTLL NEW ANCHOR 100% PSNH ANCHOR NEW ANCHOR SET Lic# 3174	M
1120/14	42/4	40'-3										24"		EAST OF OLD POLE TO NEW POL Previous Lic# 3174 SET NEW POLE BETWEEN NEUTR PHASE WIRE ON ARM	M
1120/15														REF. POLE	



SPRUCE SOUTH BACK

TEL BOOT

UNION ST

B-4

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

October 20, 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), 675/7 located on 172 Grant Street in the City of Manchester.

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

Plan No. 11-1253
Dated: 9/30/2009

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 

Jeanne 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, I(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 20th day of October, 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. 11-1253, dated 9/30/2009 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), 675/7 located on 172 Grant Street in the City of Manchester.

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

Approved
Dept. of Highways

BY: _____
_____, Surveyor

ATTEST _____
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

B-7

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

October 27, 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), 23/47S located on 425 Hall Street in the City of Manchester.

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

Plan No. 11-1257

Dated:

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, l(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 27th day of October, 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. 11-1257, dated _____ 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), 23/47S located on 425 Hall Street in the City of Manchester.

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

Approved
Dept. of Highways

BY: _____
_____, Surveyor

ATTEST _____
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

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Fifty Thousand Dollars (\$50,000) for the FY 2010 CIP 412510 Fire Rescue Equipment Acquisition Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept a charitable contribution in the amount of \$50,000 made in the memory of Eva M. and Gerard J. “Monty” Montembeault to be used for the acquisition of fire rescue equipment;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 412510 – Fire Rescue Equipment Acquisition Project - \$50,000 Other

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

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2010 CIP 511410 General Stark Statue Restoration Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$10,000 from the State of NH Conservation Committee;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 511410 General Stark Statue Restoration Project - \$10,000 State

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

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY2010 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Eight Hundred Thirty One Dollars (\$750,831).”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budgets; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant and Home funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept CDBG-R “Stimulus funding” in the amount of \$500,831 to be used for infrastructure and housing rehabilitation improvements; and

WHEREAS, the BMA desires to provide funding assistance in the amount of \$250,000 to the Boys and Girls Club Building Better Lives Capital Campaign;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By amending:

- 1) CIP 612010 Neighborhood Revitalization –
 - A) Decreasing by \$250,000 CDBG
 - B) Adding \$250,000 CDBG-R “Stimulus Funds”
- 2) CIP 610410 Housing Initiatives
 - A) Adding \$250,831 CDBG-R “Stimulus Funds”

By adding:

CIP 214410 Building Better Lives Capital Campaign - \$250,000 CDBG

Resolved, that this Resolution shall take effect upon its passage

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of One Million Forty Nine Thousand Four Hundred Dollars (\$1,049,400) for the FY2010 CIP 712910 Energy Efficiency and Block Grant Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept grant funds in the amount of \$1,049,400 from the Office of Energy Efficiency and Renewable Forrester Building ;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY2010 CIP712910--Energy Efficiency and Conservation Block Grant Program-\$1,049,400
Federal

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



Dick Dunfey
Executive Director

M A N C H E S T E R
HOUSING AND REDEVELOPMENT AUTHORITY

George N. Copadis
Chair

William B. Cashin
Vice-Chair

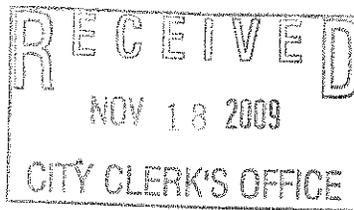
Marion G. Russell
Commissioner

Fern G. Gelinas
Commissioner

M. Mary Mongan
Commissioner

November 9, 2009

CIP Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101



ATTN: Alderman Garrity, Chairman

RE: Brown School Apartments

Dear Alderman Garrity:

You may recall that the Manchester Housing and Redevelopment Authority had received a loan from the City of Manchester to renovate the Brown School for the provision of housing for elderly residents and people with disabilities. In recent months, the Authority has been negotiating with Verizon Wireless for lease of space for Verizon to install a cellular antenna and associated equipment. The antenna would be concealed within a ventilation shaft on the roof of the Brown School building and would not be visible from outside the building. An equipment cabinet and emergency generator would be located at ground level on the east side of the building. Since Verizon's investment in equipment is substantial they are asking that all lien holders execute a Subordination and Non-Disturbance Agreement which states that in the event of a foreclosure the equipment would not need to be removed. Since the City of Manchester is a lien holder, a Subordination Agreement with the City is necessary. A copy of this Agreement is enclosed.

It is our understanding that execution of this Agreement requires the authorization of the CIP Committee and possibly the full Board of Mayor and Aldermen. To expedite execution of our lease with Verizon Wireless, we would appreciate your considering the matter at your next meeting. If approval of the full Board is required, we would also appreciate your presenting this matter to the Board at the meeting following the committee meeting, if at all possible. Verizon Wireless has obtained the required zoning approval for the installation.

Thank you and please feel free to contact Dick Webster, our Housing Development Manager, at 624-2118 if you have any questions.

Sincerely,

Dick Dunfey
Executive Director



After recording, please return to: Aaron Rozenek, Esq.
McLane, Graf, Raulerson & Middleton, P.A.
900 Elm Street
P.O. Box 326
Manchester, NH 03105

**SUBORDINATION AND
NON-DISTURBANCE AGREEMENT**

THIS AGREEMENT is made effective as of the latest of the dates on which it is signed below, by and among **CELLCO Partnership d/b/a Verizon Wireless**, with its principal office located at Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 ("LESSEE"); **BROWN SCHOOL, LLC**, with its principal offices located at 198 Hanover Street, Manchester, New Hampshire 03104 ("LESSOR"); and **CITY OF MANCHESTER**, a New Hampshire municipal corporation, having principal offices at One City Hall Plaza, Manchester, New Hampshire, 03101 ("LENDER").

WITNESSETH:

1. LESSOR and LESSEE made and entered into a Lease effective _____, 2009, which, including all amendments, if any, are hereinafter referred to as the "LEASE" with respect to premises on the property of the LESSOR known as 435 Amory Street, Manchester, Hillsborough County, New Hampshire, as shown on the Tax Map of the City of Manchester as Map 187, Lot 30 and being further described in Deed Book 7786 at Page 381 as recorded in the Office of Hillsborough County Registry of Deeds (the "REGISTRY" and the "PROPERTY").

2. LENDER is the holder of the following instruments (collectively, the "MORTGAGE") that encumber the Property:

- A Mortgage to Lender, dated December 12, 2006, securing a loan in the original principal sum of \$680,000.00 recorded in the Registry in Book 7786, Page 478.

3. So long as the LESSEE is not in default in the performance of any of the terms of the LEASE, the parties agree that in the event the MORTGAGE is foreclosed for any reason, the successful bidder or any subsequent owner of the PROPERTY shall succeed to the interest of LESSOR under the LEASE, the LESSEE shall be bound to such party under all of the terms of the LEASE for the balance of the term thereof remaining with the same force and effect as if such party were the lessor under the LEASE, and the LESSEE hereby attorns to such party as its lessor, such attornment to be effective and self-operative, without the execution of any further instrument on the part of either of the parties hereto, immediately upon such party succeeding to the interest of the lessor under the LEASE. Notwithstanding anything herein to the contrary, the LESSEE shall be under no obligation to pay rent to such party (although LESSEE shall remain

obligated to pay under the LEASE), until the LESSEE receives written notice from such party that it has succeeded to the interest of the lessor under the LEASE. The respective rights and obligations of the LESSEE and such party upon such attornment shall, to the extent of the then remaining balance of the term of the LEASE, be the same as now set forth therein, it being the intention of the parties hereto for this purpose to incorporate the LEASE in this Non-Disturbance Agreement by reference with the same force and effect as if set forth at length herein.

4. If the MORTGAGE is foreclosed or executed upon for any reason and so long as the LESSEE is not in default beyond any applicable notice/grace period, LESSEE's rights under the LEASE and LESSEE's use and enjoyment of the PROPERTY leased thereunder shall not be disturbed by the successful bidder or any subsequent owner of the PROPERTY, who shall be bound to the LESSEE under all of the terms of the LEASE, including but not limited to, any remedies for a breach of an agreement contained in the LEASE that the LESSEE might have had under the LEASE against LESSOR, provided, however, in no event shall the successful bidder or any subsequent owner be liable for any act or omission of any prior lessor, be subject to any offsets or defenses which the LESSEE might have against any prior lessor, or be bound by any rent or additional rent which the LESSEE might have paid to any prior lessor for more than the current month.

Furthermore, the parties acknowledge that this Agreement does not impose any liability on the LENDER from the mere exercise by LENDER of any rights it may have to an assignment of rents under a collateral assignment of leases and rents from the LESSOR; it being the intention of the parties that the LENDER not be liable in any way under the LEASE unless the MORTGAGE is foreclosed or executed upon and the LENDER shall become a Mortgagee in Possession or owner of the PROPERTY by virtue of the recording of a deed with the Registry.

5. Notwithstanding anything contained therein to the contrary, neither the MORTGAGE nor any security instrument executed in connection with the MORTGAGE, including but not limited to any UCC-1 financing statements or any other financing instrument, agreement, or renewal or continuation thereof, shall cover, subject or be construed as covering or subjecting in any manner to the lien of the MORTGAGE or any such security instrument, any equipment, fixtures, antenna structures or any other trade fixture or other personal property installed or placed in or on the PROPERTY by or for the LESSEE.

6. The LESSEE waives any and all notices or rights thereto with respect to foreclosure by LENDER of the MORTGAGE, to the extent such rights arose prior to the date hereof.

7. The rights and obligations hereunder of the LESSEE and the LENDER shall be binding upon and inure to the benefit of their respective successors and assigns.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates indicated below.

LESSOR:
BROWN SCHOOL, LLC

Date: _____

By: Dick Dunfey, Secretary

LESSEE:
CELLCO PARTNERSHIP
d/b/a Verizon Wireless

Date: _____

By: _____
Name: David R. Heverling
Title: Vice President, Network

LENDER:
CITY OF MANCHESTER

Date: _____

By: _____
Signature

Type or hand-print name

Title

(signature page for Subordination and Non-Disturbance Agreement)

STATE OF _____
COUNTY OF _____

On this ___ day of _____, 2009, before me, the undersigned officer, personally appeared _____, who acknowledged himself to be a member of Brown School, LLC, a New Hampshire limited liability company, and that he, as such, being authorized so to do, executed the forgoing instrument for the purposes contained therein, by signing the name of the company by himself as such officer.

Notary Public/Justice of the Peace

STATE OF _____
COUNTY OF _____

On this ___ day of _____, 2009, before me, the undersigned officer, personally appeared David R. Heverling, who acknowledged himself to be the Vice President, Network of Cellco Partnership, a Delaware general partnership, d/b/a Verizon Wireless, and that he, as such, being authorized so to do, executed the forgoing instrument for the purposes contained therein, by signing the name of the company by himself as such officer.

Notary Public/Justice of the Peace

STATE OF _____
COUNTY OF _____

The instrument was acknowledged before me this ___ day of _____, 2009 by _____ as _____ of the City of Manchester.

Notary Public
Print Name: _____

2955239_1

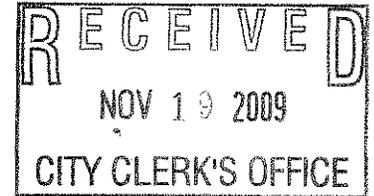
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



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

CITY OF MANCHESTER
Highway Department



MEMO

To: Honorable Board of Mayor and Aldermen
From: Kevin A. Sheppard, P.E.
Date: 11/19/09
Re: Bus Terminal Expenses

Ladies and Gentlemen:

As all are aware the Highway Department has worked in conjunction with MEDO in order to upgrade the bus terminal facility for operation via Boston Express. Funding for the upgrades and short term costs have come from the State as well as City sources.

MEDO has been working with Boston Express and the State DOT in order to facilitate a long term lease arrangement for operation of the facility.

As part of the currently contemplated lease arrangement the City will be assuming some costs associated with the facility. As these costs and the lease arrangement were not contemplated within the FY 10 budget we feel it necessary to bring these items forward for discussion and identification of funding source.

Attached is a memo outlining potential annual costs to the City associated with the facility.

Thank you. We will be available to answer questions.

Cc: Timothy Clougherty
Kevin O'Maley
Jay Minkarah
William Sanders.



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

Timothy J. Clougherty
Deputy Public Works Director

Kevin J. O'Maley, P.E.
Chief Facilities Manager

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

CITY OF MANCHESTER
Highway Department
Facilities Division

September 28, 2009

From: Kevin O'Maley
To: Bill Sanders

Subject: MTA Bus Terminal

As follow up to our meeting on the bus terminal that was held on September 3, 2009 we put the following budget together. This information is from various proposals and historical information we have on file.

Operational Expenses

Electricity	\$11,000
Natural Gas	3,500
Preventive Maintenance	2,400
Corrective Maintenance	6,000
Fire Protection Testing	800
Fire Extinguisher Maintenance	400
Snow Removal	5,000
Automatic Door Contract	500
Vandalism	<u>4,000</u>

TOTAL \$33,600

One Time Expenditures

Connection to the Facilities Division Building Automation System	\$8,500
Repairs to Automatic Doors	<u>2,280</u>

\$10,780

This does not include any coverage for custodial services.

Vandalism is an estimate based on the type of problems we have encountered during the last 10 months.

We need to connect the bus terminal to the Building Automation System for two reasons. First, we should be able to gain better control of the utility costs. Second, it provides us more efficient management of HVAC service calls. We can generally diagnose problems from the system, before sending a technician out on a call. This investment helps the team remain productive.

If you want to charge the cost of repairing the doors to Boston Express, that may be an option. The language in the Agreement states they will be responsible for minor maintenance. There is little clarity on the definition of minor maintenance, so that may want to debate that expense.

Bill, if anyone has any questions please let me know.

CC: Tim Clougherty.
Jay Minkarah

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

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

- Department Legend
- Accounts Receivable summary
- Open Invoice report over 90 days
- Open Invoice report for interdepartmental billings
- Open Invoice report all invoices due from the School Department only
- Listing of invoices submitted to City Solicitor for Legal Determination

and is forwarding same to the Board for informational purposes.

(Unanimous vote)

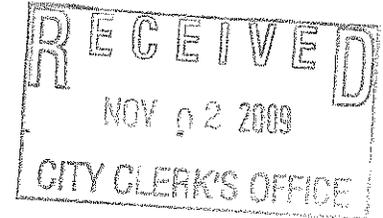
Respectfully submitted,


Clerk of Committee



William E. Sanders
Finance Officer

CITY OF MANCHESTER
Finance Department



November 2, 2009

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester NH 03101

Dear Honorable Committee Members,

Enclosed for your review are the following reports updated through today:

- Department Legend
- Accounts Receivable Summary
- Open Invoice report over 90 days
- Open Invoice for interdepartmental billings
- Open Invoice report all invoices due from the School Department only
- Listing of Invoices Submitted to City Solicitor for Legal Determination

Please let me know if you have any questions or require further information.

Respectfully submitted,

Lisa M. Sorenson
Financial Analyst
Enc.

LEGEND

Customer Type Code	Department	Fund	Name
02	Assessors	0101	General
03	Building/Housing Code	0204	CDBG
04	City Clerk	0205	Grants
05	City Coordinator/MEDO	0301	Capital Projects
07	City Solicitor	0801	EPD
10	Finance Department	0805	Airport
13	Information Systems	0807	Recreation
16	Mayor's Office	0809	Parking
18	Office of Youth Services		
19	Human Resources		
20	CIP/Planning		
21	Public Bldg. Services		
22	Tax Collector's Office		
25	Airport/Aviation		
27	Environmental Protection Div		
30	Fire Department		
33, 34, 35, 36	Police Department		
41	Health Department		
50	Highway Department		
51	Traffic Department		
52	Parking Department		
60	Welfare Department		
65	Parks & Recreation/Cemetery		
71	Library (East/West)		
82	Elderly Services		
CE	Planning & Community Development		

ACCOUNTS RECEIVABLE OVER 90 DAYS SUMMARY

As of November 2, 2009

Misc Information

Total Receivables Over 90 Days	\$	939,969.39
Interdepartmental	\$	2,564.32
School	\$	217.57
State of New Hampshire	\$	454,927.00
Adams Petroleum	\$	16,233.07
Corcoran Environmental	\$	71,500.00
FEMA (Parks & Recreation)	\$	39,990.35
FEMA (EPD)	\$	42,751.17
Manchester Regional Youth	\$	13,750.00
Solicitor's Office Submissions	\$	1,463.24
Airport	\$	183,944.90
Subtotal	\$	827,341.62

Meals and Rooms - Payment received in December
Sent to Collection Agency
Possible lease payment negotiations - payment delayed
Flood Reimbursements - Payments coming in slowly
Flood of 2008 - Sewer collapse on Merrimack St. - Payments coming in slowly
Bill for remaining balance of 2,100 contracted hours (Approx 68.5 @ \$200 hr)

Adjusted Receivable Balance From Other Accounts \$ 112,627.77

F 4

CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
CE	0101	000012236	BURKE, JAMES J	09/05/12	CE100	344 CEDAR ST	9908039	25.00	25.00	90	CASE NBR 08 00000393
			BURKE, JAMES J	09/05/12	CE100	344 CEDAR ST	9908039	35.00	35.00	90	CASE NBR 08 00000393
			BURKE, JAMES J	09/05/12	CE100	344 CEDAR ST	9908039	45.00	45.00	90	CASE NBR 08 00000393
			BURKE, JAMES J	09/05/12	CE100	344 CEDAR ST	9908039	55.00	55.00	90	CASE NBR 08 00000393
			BURKE, JAMES J	09/05/12	CE100	344 CEDAR ST	9908039	100.00	100.00	90	CASE NBR 08 00000393
			BURKE, JAMES J	09/05/12	CE100	344 CEDAR ST	9908039	105.00	105.00	90	CASE NBR 08 00000393
						TOTAL		365.00	365.00		
		000012255	TIMBAS, GREGORY S	09/06/03	CE100	76 WEBSTER ST	9908496	25.00	25.00	90	CASE NBR 09 00001256
			TIMBAS, GREGORY S	09/06/03	CE100	76 WEBSTER ST	9908496	35.00	35.00	90	CASE NBR 09 00001256
						TOTAL		60.00	60.00		
		000012271	JOSELITO MANGUAL	09/06/04	CE100	183 BLAINE ST	9908523	115.00	115.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	25.00	25.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	45.00	45.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	55.00	55.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	65.00	65.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	70.00	70.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	75.00	75.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	85.00	85.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	95.00	95.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	105.00	105.00	90	CASE NBR 07 00001673
			JOSELITO MANGUAL	09/03/23	CE100	183 BLAINE ST	9908523	200.00	200.00	90	CASE NBR 07 00001673
						TOTAL		935.00	935.00		
		000012280	HUSSEY, MARK S	09/06/08	CE100	60 CUMBERLAND ST	9908612	25.00	25.00	90	CASE NBR 08 00000990
			HUSSEY, MARK S	09/06/08	CE100	60 CUMBERLAND ST	9908612	55.00	55.00	90	CASE NBR 08 00000990
			HUSSEY, MARK S	09/06/08	CE100	60 CUMBERLAND ST	9908612	65.00	65.00	90	CASE NBR 08 00000990
			HUSSEY, MARK S	09/06/08	CE100	60 CUMBERLAND ST	9908612	70.00	70.00	90	CASE NBR 08 00000990
			HUSSEY, MARK S	09/06/08	CE100	60 CUMBERLAND ST	9908612	75.00	75.00	90	CASE NBR 08 00000990
			HUSSEY, MARK S	09/06/08	CE100	60 CUMBERLAND ST	9908612	85.00	85.00	90	CASE NBR 08 00000990
			HUSSEY, MARK S	09/06/08	CE100	60 CUMBERLAND ST	9908612	100.00	100.00	90	CASE NBR 08 00000990
						TOTAL		475.00	475.00		
		000012292	KENNEY, JOHN T III	09/06/09	CE100	687 SUMMER ST	9908615	25.00	25.00	90	CASE NBR 09 00000829
			KENNEY, JOHN T III	09/06/09	CE100	687 SUMMER ST	9908615	70.00	70.00	90	CASE NBR 09 00000829
						TOTAL		95.00	95.00		
		000012309	HOLDEN, CHARLES E	09/06/10	CE100	198 WINTER ST	9908663	25.00	25.00	90	CASE NBR 09 00001260
			HOLDEN, CHARLES E	09/06/10	CE100	198 WINTER ST	9908663	70.00	70.00	90	CASE NBR 09 00001260
						TOTAL		95.00	95.00		

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CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
CE	0101	000012332	SCHAEFER PROPERTIES LLC	09/06/11	CE100	197 LAUREL ST	9908716	25.00	25.00	90	CASE NBR 07 00001977
			SCHAEFER PROPERTIES LLC	09/06/11	CE100	197 LAUREL ST	9908716	55.00	55.00	90	CASE NBR 07 00001977
			SCHAEFER PROPERTIES LLC	09/06/11	CE100	197 LAUREL ST	9908716	70.00	70.00	90	CASE NBR 07 00001977
			SCHAEFER PROPERTIES LLC	09/06/11	CE100	197 LAUREL ST	9908716	75.00	75.00	90	CASE NBR 07 00001977
			SCHAEFER PROPERTIES LLC	09/06/11	CE100	197 LAUREL ST	9908716	85.00	85.00	90	CASE NBR 07 00001977
			SCHAEFER PROPERTIES LLC	09/06/11	CE100	197 LAUREL ST	9908716	100.00	100.00	90	CASE NBR 07 00001977
			SCHAEFER PROPERTIES LLC	09/06/11	CE100	197 LAUREL ST	9908716	480.00	480.00	90	CASE NBR 07 00001977
			TOTAL				890.00	890.00			
		000012396	MBUYI, VICTOR	09/06/23	CE100	78 BATCHELDER AVE	9908901	25.00	25.00	90	CASE NBR 09 00000292
			MBUYI, VICTOR	09/06/23	CE100	78 BATCHELDER AVE	9908901	35.00	35.00	90	CASE NBR 09 00000292
			MBUYI, VICTOR	09/06/23	CE100	78 BATCHELDER AVE	9908901	50.00	50.00	90	CASE NBR 09 00000292
			MBUYI, VICTOR	09/06/23	CE100	78 BATCHELDER AVE	9908901	105.00	10.00	90	CASE NBR 09 00000292
			TOTAL				215.00	120.00			
		000012406	OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	25.00	25.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	35.00	35.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	45.00	45.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	55.00	55.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	65.00	65.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	75.00	75.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	85.00	85.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	100.00	100.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	200.00	200.00	90	CASE NBR 07 00002019
			OPEN HEARTH PROPERTIES INC	09/05/08	CE100	513-517 LINCOLN ST	9908913	210.00	108.84	90	CASE NBR 07 00002019
			TOTAL				895.00	793.84			
		000012506	WEEKS, STEVEN	09/07/08	CE100	89 FOURTH ST	9909240	25.00	25.00	90	CASE NBR 09 00000753
			WEEKS, STEVEN	09/07/08	CE100	89 FOURTH ST	9909240	105.00	105.00	90	CASE NBR 09 00000753
			TOTAL				130.00	130.00			
		000012520	JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	25.00	25.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	25.00	25.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	35.00	35.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	45.00	45.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	55.00	55.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	65.00	65.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	75.00	75.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	85.00	85.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	105.00	105.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	900.00	900.00	90	CASE NBR 06 00000564
			JASON GANEM	09/07/09	CE100	455-457 HANOVER ST	9909275	7,635.00	7,635.00	90	CASE NBR 06 00000564

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
CE	0101	000012521	09/07/09	CE100	540 HALL ST	9909276	25.00	25.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	25.00	25.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	35.00	35.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	45.00	45.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	55.00	55.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	65.00	65.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	70.00	70.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	75.00	75.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	85.00	85.00	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	608.88	608.88	90	CASE NBR 07 00001353
			09/07/09	CE100	540 HALL ST	9909276	4,715.00	4,715.00	90	CASE NBR 07 00001353
					TOTAL		9,050.00	9,050.00		

					TOTAL		5,795.00	5,795.00		
			09/07/09	CE100	536 HALL ST	9909277	25.00	25.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	25.00	25.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	35.00	35.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	45.00	45.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	55.00	55.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	65.00	65.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	75.00	75.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	85.00	85.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	210.00	210.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	650.00	650.00	90	CASE NBR 07 00000249
			09/07/09	CE100	536 HALL ST	9909277	4,840.00	4,840.00	90	CASE NBR 07 00000249
					TOTAL		6,110.00	6,110.00		

			09/07/09	CE100	665 HEVEY ST	9909283	25.00	25.00	90	CASE NBR 09 00000689
			09/07/09	CE100	665 HEVEY ST	9909283	50.00	50.00	90	CASE NBR 09 00000689
			09/07/09	CE100	665 HEVEY ST	9909283	70.00	70.00	90	CASE NBR 09 00000689
					TOTAL		145.00	145.00		

		CUSTOMER TYPE			
		TOTAL	25,255.00	25,058.84	
10	000001819	STATE OF NH STATE TREASURER	09/06/30	10083	Meals & Rooms Tax Rev
		TOTAL	454,927.00	454,927.00	90
		TOTAL	454,927.00	454,927.00	
		TOTAL	454,927.00	454,927.00	
		TOTAL	91.66	91.66	90

19	000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/06/24	19350	equipment central/mst
		TOTAL	91.66	91.66	90
		TOTAL	91.66	91.66	

access control server

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
19	0101	000010815	COLAVITO, JANE COLAVITO, JANE	06/10/24	4A212	Health-School Dental Ins	9880814	170.12	170.12	90	July and Aug 06
				06/10/24	41211	Health-School Health Ins	9880814	1,927.74	1,927.74	90	July and Aug 06
						TOTAL		2,097.86	2,097.86		
		000010817	GIBEAULT, CHERYL GIBEAULT, CHERYL	06/10/25	4A212	Health-School Dental Ins	9880817	170.12	170.12	90	Bal due for July and Aug
				06/10/25	41211	Health-School Health Ins	9880817	1,813.28	1,813.28	90	Bal due for July and Aug
						TOTAL		1,983.40	1,983.40		
21		000004100	MCDONOUGH SCHOOL MCDONOUGH SCHOOL	06/03/08	21591	Custodial Contract Manpwr	9874908	75.57	75.57	90	CUST SVS SCHOOL SOCIAL
				06/03/08	21928	Custodial Indirect Cost	9874908	11.93	11.93	90	ADMINISTRATIVE FEES
						TOTAL		87.50	87.50		
		000011362	DANCE OVATIONS DANCE OVATIONS	08/06/24	21591	Custodial Contract Manpwr	9897077	534.72	534.72	90	DANCE COMPETITION
				08/06/24	21928	Custodial Indirect Cost	9897077	55.28	55.28	90	ADMINISTRATIVE FEES
						TOTAL		600.00	600.00		
30		000000755	PEP BOYS	09/01/01	30485	Fire Alarm User Fee	9902711	480.00	480.00	90	875 S WILLOW, BOX 4641
		000001378	CT HARVARD TRUST CT HARVARD TRUST	09/01/01	30485	Fire Alarm User Fee	9902759	480.00	480.00	90	640 HARVARD, BOX #4163
				08/01/01	30485	Fire Alarm User Fee	9892213	52.53	52.53	90	640 HARVARD, BOX #4163
						TOTAL		532.53	532.53		
		000001571	SOUTHERN NH SERVICES	09/01/01	30485	Fire Alarm Fee, BOX 3434	9902777	480.00	240.00	90	47-51 MANCHESTER ST.
						TOTAL		480.00	240.00		
		000001611	HOME DEFOT USA INC HOME DEFOT USA INC	09/01/01	30485	Fire Alarm User Fee	9902784	480.00	480.00	90	100 CAHILL, BOX #4633
				08/07/18	30505	EMEMAT Insp Fee--6/30/08	9897803	100.00	100.00	90	129 MARCH AVE., #3482
						TOTAL		580.00	580.00		
		000002738	MARTEL RACING	08/01/01	30485	Fire Alarm User Fee	9892175	480.00	69.40	90	232 S MAIN ST., BOX#6315

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
30	0101	0000003744	HONEYWELL INC	09/01/20	30500	Cent Station Monitoring	9903905	7,900.00	7,900.00	90	79 ACCT.S @ \$100/EA.
			HONEYWELL INC	09/01/20	30637	Cent Sta Annl Permit Fees	9903905	1,000.00	1,000.00	90	COMPANY ANNUAL FEE
						TOTAL		8,900.00	8,900.00		
		000004992	BEST BUY CO INC	09/01/01	30485	Fire Alarm User Fee	9902999	480.00	480.00	90	1500 S WILLOW,BOX#4692
						TOTAL		480.00	480.00		
		000007137	JOSHUA IRREVOCABLE TRUST	09/02/04	30485	Fire Alarm Fee BOX #2812	9904758	480.00	480.00	90	52 MYRTLE ST.
			JOSHUA IRREVOCABLE TRUST	09/01/01	30485	Fire Alarm User Fee	9903076	480.00	477.30	90	168 MERRINACK, BOX 3437
						TOTAL		957.30	957.30		
		000007532	MORGAN SELF STORAGE	09/01/01	30485	Fire Alarm Fee #8272	9903094	480.00	371.85	90	400 BEDFORD ST.
						TOTAL		480.00	371.85		
		000009758	BEG INVESTMENTS LLC	09/03/11	30483	False Alarm Fee-2008	9905594	1,550.00	1,550.00	90	173 MERRINACK ST,18 CALLS
						TOTAL		1,550.00	1,550.00		
		000010218	GFI MANCHESTER RIVERFRONT LLC	08/01/01	30485	Fire Alarm Fee, BOX#9113	9892645	480.00	80.65	90	55 RIVERFRONT DR.
						TOTAL		480.00	80.65		
		000010335	SHASKREN	09/01/01	30485	Fire Alarm Fee, BOX#3495	9903178	480.00	480.00	90	909 ELM ST.
						TOTAL		480.00	480.00		
		000011002	ABBOTT REALITY DEV. LLC	09/01/01	30485	Fire Alarm Fee BOX #9626	9903290	480.00	480.00	90	38 WOODVIEW WAY
						TOTAL		480.00	480.00		
		000011033	DRISCOLL, SEAN	07/05/03	3D130	Billed OT Reimb-4/15/07	9885993	211.65	211.65	90	BLADE & PALMER 3 HRS EA.
			DRISCOLL, SEAN	07/05/03	3D224	RETIREMENT REIMB.	9885993	30.39	30.39	90	BLADE & PALMER 4/15/07
			DRISCOLL, SEAN	07/05/02	30482	Fire Dept Standby Fee	9885993	90.00	90.00	90	BUCKET TRUCK, 4/15/07, 3HR
						TOTAL		332.04	332.04		
		000011036	PAN AM RAILWAYS	07/05/03	30619	FIRE EXPENSES 4/23/07	9885997	546.00	37.46	90	42 GALLONS CLASS A FOAM
						TOTAL		546.00	37.46		
		000011163	725 GOLD STREET STORAGE	09/01/01	30485	Fire Alarm Fee BOX #4657	9903210	480.00	480.00	90	725 GOLD STREET

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
30	0101	000011163	725 GOLD STREET STORAGE	08/08/13	30483	False Alarm Fee-2007	9898500	150.00	150.00	90	725 GOLD ST. (CORRECTED)
			725 GOLD STREET STORAGE	08/08/13	30485	Fire Alarm Fee BOX #4657	9898500	480.00	480.00	90	725 GOLD ST. 1/1-12/31/08
			TOTAL					1,110.00	1,110.00		
		000011577	KEY POINT PARTNERS	09/01/01	30485	Fire Alarm Fee BOX #2147	9903234	480.00	480.00	90	525 HOOKSETT RD.
			TOTAL					480.00	480.00		
		000011815	ARROYO-PEREZ, ANTONIO	08/10/17	3D130	OT-2 MEN @ 7 HRS. EACH	9900428	514.44	514.44	90	ACCIDENT 10/5/08
			ARROYO-PEREZ, ANTONIO	08/10/17	3D224	RETIREMENT PORTION	9900428	81.90	81.90	90	2 MEN, ACC. 10/5/08
			TOTAL					596.34	596.34		
		000011956	TOWN OF GREENVILLE	09/01/20	3C110	Billed OT Reimb Line	9903909	7,963.06	7,963.06	90	COVERAGE 12/16/2008
			TOWN OF GREENVILLE	09/01/20	3C224	Billed Retire Line	9903909	1,267.72	1,267.72	90	RETIREMENT 12/16/08
			TOTAL					9,230.78	9,230.78		
		000012093	KUZ ENTERPRISES, LLC	09/03/26	30485	Fire Alarm Fee BOX #4912	9905797	480.00	480.00	90	47 DEPOT RD. -- 2009
			TOTAL					480.00	480.00		
33		000002568	MANCHESTER RISK MANAGEMENT	09/06/30	33441	traffic counter repairs	9909079	715.00	715.00	90	All Traffic Solutions
			TOTAL					715.00	715.00		
			CUSTOMER TYPE					29,565.16	27,468.35		
			TOTAL					715.00	715.00		
34		00000694	RITE AID - STORE #10274	08/07/23	3A140	Regular Rate Officer's	9897865	359.19	359.19	90	Police Extra Detail
			RITE AID - STORE #10274	08/07/23	3A225	Regular Rate Retirement	9897865	48.24	48.24	90	Police Extra Detail
			RITE AID - STORE #10274	08/07/23	33237	Extra Detail Admin Fee	9897865	15.30	15.30	90	Police Extra Detail
			TOTAL					422.73	422.73		
		00000493	RITE AID - STORE #10278	08/07/23	3A140	Regular Rate Officer's	9897878	399.10	399.10	90	Police Extra Detail
			RITE AID - STORE #10278	08/07/23	3A225	Regular Rate Retirement	9897878	53.60	53.60	90	Police Extra Detail
			RITE AID - STORE #10278	08/07/23	33237	Extra Detail Admin Fee	9897878	17.00	17.00	90	Police Extra Detail
			TOTAL					469.70	469.70		
		000005238	DIG-RITE EXCAVATING	08/03/17	33216	NSF Charge - Police Admin	9894613	30.00	30.00	90	Police - Administration
			DIG-RITE EXCAVATING	07/11/28	3A140	Regular Rate Officer's	9891415	254.74	254.74	90	Police Extra Detail

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
34	0101	000005238	07/11/28	3A225	Regular Rate Retirement	9891415	34.19	34.19	90	Police Extra Detail
			07/11/28	33237	Extra Detail Admin Fee	9891415	11.05	11.05	90	Police Extra Detail
			07/11/21	3A140	Regular Rate Officer's	9890813	156.76	156.76	90	Police Extra Detail
			07/11/21	3A225	Regular Rate Retirement	9890813	21.04	21.04	90	Police Extra Detail
			07/11/21	33237	Extra Detail Admin Fee	9890813	6.80	6.80	90	Police Extra Detail
			07/10/24	3A140	Regular Rate Officer's	9890105	516.30	516.30	90	Police Extra Detail
			07/10/24	3A225	Regular Rate Retirement	9890105	69.30	69.30	90	Police Extra Detail
			07/10/24	3B140	Overtime Rate Officer's	9890105	130.95	130.95	90	Police Extra Detail
			07/10/24	3B225	Overtime Rate Retirement	9890105	17.58	17.58	90	Police Extra Detail
			07/10/24	33237	Extra Detail Admin Fee	9890105	29.75	29.75	90	Police Extra Detail
			07/10/03	3A140	Regular Rate Officer's	9889757	550.72	550.72	90	Police Extra Detail
			07/10/03	3A225	Regular Rate Retirement	9889757	36.96	36.96	90	Police Extra Detail
			07/10/03	3B140	Overtime Rate Officer's	9889757	52.38	52.38	90	Police Extra Detail
			07/10/03	3B225	Overtime Rate Retirement	9889757	7.03	7.03	90	Police Extra Detail
			07/10/03	33237	Extra Detail Admin Fee	9889757	28.90	28.90	90	Police Extra Detail
			07/10/03	33931	Extra Detail Reserve Acct	9889757	36.96	36.96	90	Police Extra Detail
					TOTAL		1,991.41	1,991.41		
			07/08/01	3A140	Regular Rate Officer's	9888123	344.20	144.20	90	Police Extra Detail
			07/08/01	3A225	Regular Rate Retirement	9888123	23.10	23.10	90	Police Extra Detail
			07/08/01	3B140	Supervisor Rate Officer's	9888123	194.15	194.15	90	Police Extra Detail
			07/08/01	3B225	Supervisor Rate Retirement	9888123	26.05	26.05	90	Police Extra Detail
			07/08/01	33237	Extra Detail Admin Fee	9888123	25.50	25.50	90	Police Extra Detail
			07/08/01	33871	Police - Cruiser Rental	9888123	75.00	75.00	90	Police - Extra Detail
			07/08/01	33931	Extra Detail Reserve Acct	9888123	23.10	23.10	90	Police Extra Detail
					TOTAL		711.10	511.10		
			08/12/03	3A140	Regular Rate Officer's	9902378	239.46	239.46	90	Police Extra Detail
			08/12/03	3A225	Regular Rate Retirement	9902378	32.16	32.16	90	Police Extra Detail
			08/12/03	33237	Extra Detail Admin Fee	9902378	10.20	10.20	90	Police Extra Detail
					TOTAL		281.82	281.82		
			09/06/24	3A140	Regular Rate Officer's	9908960	319.28	216.68	90	Police Extra Detail
					TOTAL		319.28	216.68		
			08/07/30	3A140	Regular Rate Officer's	9897988	159.64	159.64	90	Police Extra Detail
			08/07/30	3A225	Regular Rate Retirement	9897988	21.44	21.44	90	Police Extra Detail
			08/07/30	33237	Extra Detail Admin Fee	9897988	6.80	6.80	90	Police Extra Detail
					TOTAL		187.88	187.88		
			08/03/05	3A140	Regular Rate Officer's	9894441	156.76	156.76	90	Police Extra Detail
			08/03/05	3A225	Regular Rate Retirement	9894441	21.04	21.04	90	Police Extra Detail

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CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL	COMMENT
34	0101	000011317	SIGNATURE SIGNS	08/03/05	33237	Extra Detail Admin Fee	9894441	6.80	6.80	90	Police Extra Detail
			SIGNATURE SIGNS	08/02/27	3A140	Regular Rate Officer's	9894047	156.76	156.76	90	Police Extra Detail
			SIGNATURE SIGNS	08/02/27	3A225	Regular Rate Retirement	9894047	21.04	21.04	90	Police Extra Detail
			SIGNATURE SIGNS	08/02/13	3A140	Regular Rate Officer's	9893874	6.80	6.80	90	Police Extra Detail
			SIGNATURE SIGNS	08/02/13	3A225	Regular Rate Retirement	9893874	21.04	21.04	90	Police Extra Detail
			SIGNATURE SIGNS	08/02/13	33237	Extra Detail Admin Fee	9893874	6.80	6.80	90	Police Extra Detail
			TOTAL				553.80	553.80			
		000011607	ADAMS PETROLEUM	08/06/18	3A140	Regular Rate Officer's	9897000	1,136.51	1,136.51	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/18	3A225	Regular Rate Retirement	9897000	152.54	152.54	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/18	3B140	Overtime Rate Officer's	9897000	357.18	357.18	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/18	3B225	Overtime Rate Retirement	9897000	47.94	47.94	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/18	33237	Extra Detail Admin Fee	9897000	59.50	59.50	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/11	3A140	Regular Rate Officer's	9896873	2,762.90	2,762.90	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/11	3A225	Regular Rate Retirement	9896873	370.83	370.83	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/11	3B140	Overtime Rate Officer's	9896873	506.01	506.01	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/11	3B225	Overtime Rate Retirement	9896873	67.92	67.92	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/11	33237	Extra Detail Admin Fee	9896873	134.30	134.30	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/04	3A140	Regular Rate Officer's	9896440	1,018.94	1,018.94	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/04	3A225	Regular Rate Retirement	9896440	136.76	136.76	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/04	3B140	Overtime Rate Officer's	9896440	288.36	288.36	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/04	3B225	Overtime Rate Retirement	9896440	27.97	27.97	90	Police Extra Detail
			ADAMS PETROLEUM	08/06/04	33237	Extra Detail Admin Fee	9896440	50.15	50.15	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/28	3A140	Regular Rate Officer's	9896318	2,684.52	2,684.52	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/28	3A225	Regular Rate Retirement	9896318	326.12	326.12	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/28	3B140	Overtime Rate Officer's	9896318	744.13	744.13	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/28	3B225	Overtime Rate Retirement	9896318	99.88	99.88	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/28	33931	Extra Detail Admin Fee	9896318	137.70	137.70	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/21	3A140	Extra Detail Reserve Acct	9896318	34.19	34.19	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/21	3A225	Regular Rate Officer's	9896219	3,291.96	3,291.96	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/21	3B140	Regular Rate Retirement	9896219	441.84	441.84	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/21	3B225	Overtime Rate Officer's	9896219	952.48	952.48	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/21	33237	Overtime Rate Retirement	9896219	127.84	127.84	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/14	3A140	Extra Detail Admin Fee	9896179	170.00	170.00	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/14	3A225	Regular Rate Officer's	9896179	156.76	156.76	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/14	33237	Regular Rate Retirement	9896179	21.04	21.04	90	Police Extra Detail
			ADAMS PETROLEUM	08/05/14	33237	Extra Detail Admin Fee	9896179	6.80	6.80	90	Police Extra Detail
			TOTAL				16,233.07	16,233.07			
		000011814	MANCHESTER CAULKING	08/10/08	3A140	Regular Rate Officer's	9899987	192.00	192.00	90	Police Extra Detail
			MANCHESTER CAULKING	08/10/08	3A225	Regular Rate Retirement	9899987	518.83	518.83	90	Police Extra Detail
			MANCHESTER CAULKING	08/10/08	33237	Extra Detail Admin Fee	9899987	42.88	42.88	90	Police Extra Detail
			MANCHESTER CAULKING	08/10/08	33931	Extra Detail Reserve Acct	9899987	32.30	32.30	90	Police Extra Detail
			TOTAL				106.42	106.42			

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
34	0101	000011827	CATERINO, WAYNE	08/10/15	3A140	Regular Rate Officer's	9900417	892.43	892.43	90	Police Extra Detail
			CATERINO, WAYNE	08/10/15	3A225	Regular Rate Retirement	9900417	239.46	239.46	90	Police Extra Detail
			CATERINO, WAYNE	08/10/15	33237	Extra Detail Admin Fee	9900417	32.16	32.16	90	Police Extra Detail
							TOTAL	10.20	10.20	90	Police Extra Detail
							TOTAL	281.82	281.82		
		000012062	JA GREENWOOD ROOFING	09/03/18	3A140	Regular Rate Officer's	9905641	259.42	259.42	90	Police Extra Detail
			JA GREENWOOD ROOFING	09/03/18	3A225	Regular Rate Retirement	9905641	34.84	34.84	90	Police Extra Detail
			JA GREENWOOD ROOFING	09/03/18	33237	Extra Detail Admin Fee	9905641	11.05	11.05	90	Police Extra Detail
			JA GREENWOOD ROOFING	09/03/11	3A140	Regular Rate Officer's	9905537	192.00	192.00	90	Police Extra Detail
			JA GREENWOOD ROOFING	09/03/11	3A140	Regular Rate Officer's	9905537	319.28	319.28	90	Police Extra Detail
			JA GREENWOOD ROOFING	09/03/11	3A225	Regular Rate Retirement	9905537	42.88	42.88	90	Police Extra Detail
			JA GREENWOOD ROOFING	09/03/11	33237	Extra Detail Admin Fee	9905537	23.80	23.80	90	Police Extra Detail
			JA GREENWOOD ROOFING	09/03/11	33931	Extra Detail Reserve Acct	9905537	79.62	79.62	90	Police Extra Detail
							TOTAL	962.89	962.89		
		000012206	SINCLAIR PAVING	09/05/27	3A140	Regular Rate Officer's	9907993	192.00	192.00	90	Police Extra Detail
			SINCLAIR PAVING	09/05/27	33237	Extra Detail Admin Fee	9907993	10.20	10.20	90	Police Extra Detail
			SINCLAIR PAVING	09/05/27	33931	Extra Detail Reserve Acct	9907993	79.62	79.62	90	Police Extra Detail
			SINCLAIR PAVING	09/05/20	3A140	Regular Rate Officer's	9907922	798.20	798.20	90	Police Extra Detail
			SINCLAIR PAVING	09/05/20	3A225	Regular Rate Retirement	9907922	37.52	37.52	90	Police Extra Detail
			SINCLAIR PAVING	09/05/20	3B140	Overtime Rate Officer's	9907922	60.62	60.62	90	Police Extra Detail
			SINCLAIR PAVING	09/05/20	33237	Extra Detail Admin Fee	9907922	35.70	35.70	90	Police Extra Detail
			SINCLAIR PAVING	09/05/20	33931	Extra Detail Reserve Acct	9907922	77.82	77.82	90	Police Extra Detail
							TOTAL	1,291.68	1,291.68		
35	000007920	CINCINNATI	INS CO	07/06/07	33231	07-36915 accurate air	9886986	24,599.61	24,297.01	90	Police - Accident Reports
							TOTAL	10.00	10.00	90	Police - Accident Reports
							TOTAL	10.00	10.00		
36	000007922	AMICA MUTUAL	INS CO	09/03/18	33238	08-21698	9905684	1.00	1.00	90	Police - Records
			AMICA MUTUAL	INS CO	09/03/18	33238	08-22447	1.00	1.00	90	Police - Records
							TOTAL	2.00	2.00		
							TOTAL	2.00	2.00		

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CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
41	0101	000008096	MOORE CENTER SERVICES INC	09/03/06	41252	JAN09 & FEB09 TB TEST FEE	8905474	70.00	70.00	90	SEE ATTACHED DETAILS
			TOTAL					70.00	70.00		
		000012442	CONCORD HOSPITAL	09/06/26	41999	MISC REIMBURSEMENT	9909032	360.00	360.00	90	
			TOTAL					360.00	360.00		
			CUSTOMER TYPE					430.00	430.00		
50		000000029	MANCHESTER CITY SOLICITOR	09/06/30	50906	Insurance Reimbursement	9909111	3,595.00	2,564.32	90	Lowell and Kosciuszko St
			TOTAL					3,595.00	2,564.32		
		000003146	LAMONTHE'S CARPET AND FLOORING	07/08/30	50363	Drop-Off Center Revenue	9888783	12.00	12.00	90	212357 8/23/07
			LAMONTHE'S CARPET AND FLOORING	07/07/31	50363	Drop-Off Center Revenue	9888364	9.00	9.00	90	209768 7/13/07
			LAMONTHE'S CARPET AND FLOORING	07/06/27	50363	Drop-Off Center Revenue	9887360	9.00	9.00	90	207576 6/7/07
			LAMONTHE'S CARPET AND FLOORING	07/06/27	50363	Drop-Off Center Revenue	9887360	10.50	10.50	90	207390 6/4/07
			LAMONTHE'S CARPET AND FLOORING	07/06/27	50363	Drop-Off Center Revenue	9887360	27.00	27.00	90	208012 6/15/07
			LAMONTHE'S CARPET AND FLOORING	07/06/27	50363	Drop-Off Center Revenue	9887360	28.50	28.50	90	208039 6/15/07
			LAMONTHE'S CARPET AND FLOORING	07/06/27	50363	Drop-Off Center Revenue	9887360	34.50	34.50	90	208021 6/15/07
			LAMONTHE'S CARPET AND FLOORING	07/05/31	50363	Drop-Off Center Revenue	9886652	25.50	25.50	90	206294 5/16/07
			LAMONTHE'S CARPET AND FLOORING	07/05/31	50363	Drop-Off Center Revenue	9886652	31.50	31.50	90	206609 5/22/07
			TOTAL					187.50	187.50		
		000003211	MACLEOD, WAYNE	08/04/25	50363	Drop-Off Center Revenue	9895523	87.00	87.00	90	222265 4/24/08
			TOTAL					87.00	87.00		
		000007261	ALT MANAGEMENT	07/12/18	50363	Drop-Off Center Revenue	9891959	25.50	25.50	90	218281 12/14/07
			ALT MANAGEMENT	07/12/18	50363	Drop-Off Center Revenue	9891959	25.50	25.50	90	218284 12/14/07
			ALT MANAGEMENT	07/12/14	50363	Drop-Off Center Revenue	9891959	30.00	30.00	90	218242 12/13/07
			ALT MANAGEMENT	07/12/14	50363	Drop-Off Center Revenue	9891959	34.50	34.50	90	218248 12/13/07
			ALT MANAGEMENT	07/12/14	50363	Drop-Off Center Revenue	9891959	39.00	39.00	90	218197 12/12/07
			ALT MANAGEMENT	07/12/10	50363	Drop-Off Center Revenue	9891850	15.00	15.00	90	218043 12/7/07
			ALT MANAGEMENT	07/12/07	50363	Drop-Off Center Revenue	9891850	19.50	19.50	90	217988 12/6/07
			ALT MANAGEMENT	07/12/06	50363	Drop-Off Center Revenue	9891850	18.00	18.00	90	217915 12/4/07
			ALT MANAGEMENT	07/11/19	50363	Drop-Off Center Revenue	9891850	22.50	22.50	90	217941 12/5/07
			ALT MANAGEMENT	07/11/16	50363	Drop-Off Center Revenue	9890744	34.50	34.50	90	217131 11/16/07
			ALT MANAGEMENT	07/11/16	50363	Drop-Off Center Revenue	9890744	21.00	21.00	90	217032 11/14/07
			ALT MANAGEMENT	07/11/16	50363	Drop-Off Center Revenue	9890744	57.00	57.00	90	217067 11/15/07
			TOTAL					381.00	381.00		

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
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CUSTOMER TYPE CODE	FUND ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
50	0101 0000007942	THE VINYL DECISION LLC	07/12/19	50363	Drop-Off Center Revenue	9892057	33.00	33.00	90	218323 12/18/07
		THE VINYL DECISION LLC	07/11/13	50363	Drop-Off Center Revenue	9890684	27.00	27.00	90	216794 11/9/07
		THE VINYL DECISION LLC	07/11/05	50363	Drop-Off Center Revenue	9890574	12.00	12.00	90	216490 11/3/07
		THE VINYL DECISION LLC	07/11/02	50363	Drop-Off Center Revenue	9890574	28.50	28.50	90	216112 10/29/07
		THE VINYL DECISION LLC	07/10/25	50363	Drop-Off Center Revenue	9890196	22.50	22.50	90	215909 10/24/07
		THE VINYL DECISION LLC	07/10/15	50363	Drop-Off Center Revenue	9889958	9.00	9.00	90	tktk215200 10-11-07
		THE VINYL DECISION LLC	07/10/05	50363	Drop-Off Center Revenue	9889856	33.00	33.00	90	214787 10/4/07
					TOTAL		165.00	165.00		
	000008751	D & F BUILDERS	07/07/30	50363	Drop-Off Center Revenue	9888065	96.00	96.00	90	210643 7/26/07
		D & F BUILDERS	07/07/30	50363	Drop-Off Center Revenue	9888065	157.50	157.50	90	210690 7/26/07
		D & F BUILDERS	07/07/26	50363	Drop-Off Center Revenue	9888065	55.50	55.50	90	210552 7/25/07
		D & F BUILDERS	07/07/26	50363	Drop-Off Center Revenue	9888065	88.50	88.50	90	210465 7/24/07
		D & F BUILDERS	07/07/26	50363	Drop-Off Center Revenue	9888065	132.00	132.00	90	210318 7/23/07
		D & F BUILDERS	07/07/26	50363	Drop-Off Center Revenue	9888065	270.00	270.00	90	210370 7/23/07
		D & F BUILDERS	07/07/23	50363	Drop-Off Center Revenue	9887946	205.50	205.50	90	210179 7/20/07
		D & F BUILDERS	07/07/23	50363	Drop-Off Center Revenue	9887946	243.00	243.00	90	210273 7/21/07
		D & F BUILDERS	07/07/20	50363	Drop-Off Center Revenue	9887946	196.50	196.50	90	210102 7/19/07
					TOTAL		1,444.50	1,219.19		
	000008904	MACLEAY, KENNETH	07/07/26	50363	Drop-Off Center Revenue	9888078	34.50	34.50	90	210410 7/24/07
		MACLEAY, KENNETH	07/07/20	50363	Drop-Off Center Revenue	9887964	78.00	78.00	90	210063 7/18/07
		MACLEAY, KENNETH	07/07/20	50363	Drop-Off Center Revenue	9887964	127.50	127.50	90	210076 7/19/07
					TOTAL		240.00	240.00		
	000009775	NOBERT, STEPHEN R	09/06/12	50363	Drop-Off Center Revenue	9908758	7.50	7.50	90	244526 6/11/09
		NOBERT, STEPHEN R	09/06/01	50363	Drop-Off Center Revenue	9908093	6.00	6.00	90	243398 5/26/09
		NOBERT, STEPHEN R	09/04/10	50363	Drop-Off Center Revenue	9906369	78.00	78.00	90	240091 4/9/09
		NOBERT, STEPHEN R	09/04/09	50363	Drop-Off Center Revenue	9906369	35.00	35.00	90	239977 4/7/09
					TOTAL		126.50	103.50		
	000010327	TCM BUILDING LLC	08/11/13	50363	Drop-Off Center Revenue	9901243	30.00	30.00	90	234431 11/10/08
		TCM BUILDING LLC	08/10/31	50363	Drop-Off Center Revenue	9900700	25.50	25.50	90	233831 10/30/08
		TCM BUILDING LLC	08/10/24	50363	Drop-Off Center Revenue	9900576	40.50	40.50	90	231185 10/20/08
		TCM BUILDING LLC	08/10/17	50363	Drop-Off Center Revenue	9900475	21.00	21.00	90	232921 10/15/08
		TCM BUILDING LLC	08/10/17	50363	Drop-Off Center Revenue	9900475	30.00	30.00	90	232890 10/15/08
		TCM BUILDING LLC	08/10/08	50363	Drop-Off Center Revenue	9900365	51.00	51.00	90	232271 10/6/08
		TCM BUILDING LLC	08/10/03	50363	Drop-Off Center Revenue	9899926	31.50	31.50	90	231973 10/1/08
					TOTAL		229.50	229.50		
	000010391	JUNGLE JIM'S	09/06/25	56130	175 Utility Insp OT-1.5hr	9909018	62.72	62.72	90	W/E 6/28/09
		JUNGLE JIM'S	09/06/25	50362	175 Utility Insp Benefits	9909018	13.17	13.17	90	W/E 6/20/09

CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
50	0101	000010391	JUNGLE JIM'S	09/06/25	50918	175 Utility Insp Overhead	9909018	11.38	11.38	90	W/E 6/20/09
						TOTAL		87.27	87.27		
		000010626	CORCORAN ENVIRONMENTAL	09/06/25	50872	Lease Payment	9909017	9,750.00	9,750.00	90	June 2009
			CORCORAN ENVIRONMENTAL	09/03/27	50872	Lease Payment	9905813	9,750.00	9,750.00	90	March 2009
			CORCORAN ENVIRONMENTAL	09/01/05	50872	Lease Payment	9901389	9,750.00	9,750.00	90	December 2008
			CORCORAN ENVIRONMENTAL	08/09/26	50872	Lease Payment	9899480	9,750.00	9,750.00	90	September 2008
			CORCORAN ENVIRONMENTAL	08/06/26	50872	Lease Payment	9897165	9,750.00	9,750.00	90	June 2008
			CORCORAN ENVIRONMENTAL	08/03/28	50872	Lease Payment	9894771	9,750.00	9,750.00	90	March 2008
			CORCORAN ENVIRONMENTAL	08/01/03	50872	Lease Payment	9892790	6,500.00	6,500.00	90	December 2007
			CORCORAN ENVIRONMENTAL	07/09/28	50872	Lease Payment	9889444	6,500.00	6,500.00	90	September 2007
			TOTAL				71,500.00	71,500.00			
		000010866	ROY, DEREK C	09/06/18	50363	Drop-Off Center Revenue	9908893	28.50	9.00	90	244744 5/15/09
			TOTAL				28.50	9.00			
		000011070	GAMACHE, BOBBY E	08/12/05	50363	Drop-Off Center Revenue	9902423	12.00	12.00	90	235451 12/1/08
			GAMACHE, BOBBY E	08/11/06	50363	Drop-Off Center Revenue	9901139	45.50	45.50	90	234104 11/4/08
			TOTAL				57.50	57.50			
		006011085	RUSSELL, CHRISTOPHER A	07/06/25	50363	Drop-Off Center Revenue	9887277	140.00	140.00	90	208046 6/15/07
			TOTAL				140.00	140.00			
		006011132	FRAIN, COLIN	07/07/16	50216	NSF Charge - Highway	9887844	30.00	30.00	90	CK# 510 dated 6/22/07
			FRAIN, COLIN	07/07/16	50216	NSF Charge - Highway	9887844	30.00	30.00	90	CK# 511 dated 6/22/07
			FRAIN, COLIN	07/07/16	50363	Drop-Off Center Revenue	9887844	62.00	62.00	90	208555 6/22/07
			FRAIN, COLIN	07/07/16	50363	Drop-Off Center Revenue	9887844	103.50	103.50	90	208591 6/22/07
			TOTAL				225.50	225.50			
		006011191	LEPINE, WILLIAM F JR	07/09/06	50216	NSF Charge - Highway	9889122	30.00	30.00	90	CK# 120 dated 8/15/07
			LEPINE, WILLIAM F JR	07/09/06	50801	Toter Project	9889122	92.00	92.00	90	2 95 gal toters @ \$46 ea
			LEPINE, WILLIAM F JR	07/09/06	50918	Toter Project Overhead	9889122	8.00	8.00	90	2 95 gal toters @ \$4 ea
			TOTAL				130.00	130.00			
		006011697	DEBELIS, ARTHUR	08/06/30	50363	Drop-Off Center Revenue	9897291	61.50	61.50	90	226246 6/27/08
			TOTAL				61.50	61.50			
		006011707	SHEYS-BLACKBURN, MARY E	08/07/14	50363	Drop-Off Center Revenue	9897742	22.50	22.50	90	226876 7/9/08

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
50	0101	000011724	LABRANEY, PAUL E.	08/07/28	50363	Drop-Off Center Revenue	9897939	70.50	70.50	90	227823 7/24/08
						TOTAL		22.50	22.50		
		000011819	PETERSON, JAMES	08/10/10	50363	Drop-Off Center Revenue	9900353	70.50	70.50	90	232440 10/8/09
						TOTAL		128.00	128.00		
		000011849	HINGKLEY, ROBERT G	08/11/03	50363	Drop-Off Center Revenue	9900681	82.50	82.50	90	233643 10/27/08
						TOTAL		82.50	82.50		
		000011862	MORRISSETTE, ALLEN W	08/11/13	50216	MSF Charge - Highway	9901231	30.00	30.00	90	CK# 108 dated 10/23/08
			MORRISSETTE, ALLEN W	08/11/13	50363	Drop-Off Center Revenue	9901231	120.00	120.00	90	233429 10/23/08
						TOTAL		150.00	150.00		
		000011919	HEBERT, TONY D	08/12/05	50363	Drop-Off Center Revenue	9902426	168.50	168.50	90	235611 12/3/08
						TOTAL		168.50	168.50		
		000011962	BOXNTON, RONALD A	09/01/22	50363	Drop-Off Center Revenue	9903984	141.50	141.50	90	237045 1/17/09
						TOTAL		141.50	141.50		
		000012076	BENITEZ, EDISON R	09/03/16	50363	Drop-Off Center Revenue	9905654	40.50	40.50	90	238477 3/13/09
						TOTAL		40.50	40.50		
		000012114	RICKER, ERIC C	09/04/06	50363	Drop-Off Center Revenue	9906299	33.50	33.50	90	239682 4/3/09
						TOTAL		33.50	33.50		
		000012130	TOTAL MAINTENANCE ROOFING	09/04/16	50216	MSF Charge - Highway	9906488	30.00	30.00	90	CK# 1042 4/1/09
			TOTAL MAINTENANCE ROOFING	09/04/16	50363	Drop-Off Center Revenue	9906488	92.00	92.00	90	239539 4/1/09
						TOTAL		122.00	122.00		
		000012133	CRONSHAW, KEVIN	09/04/17	50363	Drop-Off Center Revenue	9906456	18.00	18.00	90	240487 4/15/09
						TOTAL		18.00	18.00		
		000012215	MONDAY, TULEBARI ENOCH	09/06/01	50363	Drop-Off Center Revenue	9908090	105.50	105.50	90	243228 5/21/09
						TOTAL		105.50	105.50		

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
50	0101	000010270	ANDERSON, LAURIE A	09/06/04	50215	NSF Charge - Highway	9908566	30.00	30.00	90	CK# 4330-\$60.00
			ANDERSON, LAURIE A	09/06/04	50801	Toter Project	9908566	55.80	55.80	90	1.95 gal at \$55.80 ea
			ANDERSON, LAURIE A	09/06/04	50918	Toter Project Overhead	9908566	4.20	4.20	90	1.95 gal @ \$4.20 ea
						TOTAL		90.00	90.00		
						CUSTOMER TYPE TOTAL		79,859.27	78,560.78		
51		000010679	SMITH, MARK	06/09/13	52361	Equipment	9879633	16.74	16.74	90	
			SMITH, MARK	06/09/12	5B130	Labor-Signal Repair	9879633	184.55	164.55	90	
			SMITH, MARK	06/09/12	5B682	Materials-Signs	9879633	16.33	16.33	90	
			SMITH, MARK	06/09/12	5C682	Materials-Signals	9879633	606.32	606.32	90	
			SMITH, MARK	06/09/12	52918	Admin Repair Fee	9879633	181.27	181.27	90	
						TOTAL		1,005.21	985.21		
						CUSTOMER TYPE TOTAL		349.75	349.75		
			RCS TRUCKING-ERIC DAVIDSON	06/10/25	5B130	Labor-Signal Repair	9881301	120.71	120.71	90	
			RCS TRUCKING-ERIC DAVIDSON	06/10/25	5E110	Labor-Signal Repair	9881301	24.01	24.01	90	
			RCS TRUCKING-ERIC DAVIDSON	06/10/25	5E130	Labor-Signal Repair	9881301	108.05	108.05	90	
			RCS TRUCKING-ERIC DAVIDSON	06/10/25	50361	Equipment	9881301	15.77	15.77	90	
			RCS TRUCKING-ERIC DAVIDSON	06/10/25	52361	Equipment	9881301	18.14	18.14	90	
			RCS TRUCKING-ERIC DAVIDSON	06/10/25	52918	Admin Repair Fee	9881301	63.07	63.07	90	
						TOTAL		349.75	349.75		
			QUICKLAND LLC	06/10/26	5B130	Labor-Signal Repair	9881300	180.05	180.05	90	
			QUICKLAND LLC	06/10/26	5B682	Materials - Signs	9881300	51.90	51.90	90	
			QUICKLAND LLC	06/10/26	5C682	Materials - Signals	9881300	550.95	550.95	90	
			QUICKLAND LLC	06/10/26	52361	Equipment	9881300	16.74	16.74	90	
			QUICKLAND LLC	06/10/26	52918	Admin Repair Fee	9881300	175.92	175.92	90	
						TOTAL		975.56	975.56		
			FLEURY, STEVE	06/12/29	5B130	Labor-Sign Repair	9883596	114.17	114.17	90	
			FLEURY, STEVE	06/12/29	5B682	Materials - Signs	9883596	37.64	37.64	90	
			FLEURY, STEVE	06/12/29	52361	Equipment	9883596	7.98	7.98	90	
			FLEURY, STEVE	06/12/29	52918	Admin Repair Fee	9883596	58.02	58.02	90	
			FLEURY, STEVE	06/12/29	52921	Labor-Sign Repair	9883596	103.92	103.92	90	
						TOTAL		321.73	321.73		
			MCNAMARA, JEFFREY	07/01/29	5B130	Labor-Sign Repair	9884097	190.99	190.99	90	
			MCNAMARA, JEFFREY	07/01/29	5B682	Materials - Signs	9884097	28.69	28.69	90	
			MCNAMARA, JEFFREY	07/01/29	52361	Equipment	9884097	3.99	3.99	90	
			MCNAMARA, JEFFREY	07/01/29	52918	Admin Repair Fee	9884097	49.21	49.21	90	

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
51	0101	000010975	GILBERT, HARWOOD	07/03/22	5B130	Labor-Sign Repair	9885139	272.88	272.88	90	
			GILBERT, HARWOOD	07/03/22	5B682	Materials - Signs	9885139	155.89	155.89	90	
			GILBERT, HARWOOD	07/03/22	52361	Equipment	9885139	30.30	30.30	90	
			GILBERT, HARWOOD	07/03/22	52918	Admin Repair Fee	9885139	3.99	3.99	90	
							TOTAL	272.88	272.88		
							TOTAL	232.02	232.02		
		090011312	PERRY, DAVID	07/11/16	5C682	Materials - Signal Pole	9890784	372.35	372.35	90	
			PERRY, DAVID	07/11/16	52361	Equipment	9890784	16.74	16.74	90	
			PERRY, DAVID	07/11/16	52918	Admin Repair Fee	9890784	112.34	112.34	90	
			PERRY, DAVID	07/11/16	52921	Labor-Signal Repair	9890784	121.56	121.56	90	
							TOTAL	622.99	622.99		
		000012194	ROY, REBECCA	09/05/14	5R682	Materials-Stop Sign	9907504	38.77	38.77	90	
			ROY, REBECCA	09/05/14	5L130	Labor-Sign Repair	9907504	198.99	113.51	90	
			ROY, REBECCA	09/05/14	50361	Equipment-Sign Repair	9907504	3.99	3.99	90	
							TOTAL	241.75	156.27		
							CUSTOMER TOTAL	4,021.89	3,916.41		
52		000006981	SMITH, SANDRA	06/06/20	A2646	Permits/Pearl St	9877544	45.00	45.00	90	
			SMITH, SANDRA	06/05/22	A2646	Permits/Pearl St	9876741	45.00	45.00	90	
			SMITH, SANDRA	06/04/21	A2646	Permits/Pearl St	9876003	45.00	6.64	90	
							TOTAL	135.00	96.64		
		000010407	GAGNE, PATRICK	06/02/15	2Z201	22\$ Admin Fee	9874285	134.20	134.20	90	
			GAGNE, PATRICK	06/02/15	5C682	Materials - Signals	9874285	610.00	610.00	90	
							TOTAL	744.20	744.20		
		000010422	BROWN, GAIL	06/02/15	2Z201	22\$ Admin Fee	9874286	129.66	129.66	90	
			BROWN, GAIL	06/02/15	5C682	Materials - Signals	9874286	489.00	489.00	90	
			BROWN, GAIL	06/02/15	52921	Repair Traffic Signals	9874286	100.38	100.38	90	Traffic - Signs
							TOTAL	719.04	719.04		
							CUSTOMER TOTAL	1,596.24	1,559.88		
65		000000064	SCHOOL ADMINISTRATIVE UNIT #37	06/03/31	65998	Schl Grounds March 2006	9875613	7,040.78	38.41	90	

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
65	0101	0000000346	MANCHESTER SCHOOL ATHLETICS	08/12/31	6A462	38 pract + 22 games-Gill	9903771	7,040.78	38.41		
			MANCHESTER SCHOOL ATHLETICS	08/12/31	6A652	Gill Electric 68.75 hrs	9903771	3,550.00	3,550.00	90	
			MANCHESTER SCHOOL ATHLETICS	08/09/30	6A462	Gill-40 practice + 19 gam	9899886	8,593.75	1,062.47	90	
			MANCHESTER SCHOOL ATHLETICS	08/09/30	6A652	Gill - Electric	9899886	3,425.00	3,425.00	90	
								6,065.00	1,046.74	90	
							TOTAL	21,633.75	9,084.21		
		000011097	ROSEY, WILLIAM H	07/09/19	65216	NSF Charge - Admin	9889296	50.00	50.00	90	Parks - Administration
							TOTAL	50.00	50.00		
		000011186	MANCHESTER DEVILS	07/10/24	65456	Football	9890142	1,250.00	1,250.00	90	
							TOTAL	1,250.00	1,250.00		
							CUSTOMER TYPE	29,974.53	10,422.62		
							TOTAL	685,818.12	632,228.31		
19	0102	000012565	NM INSURANCE GROUP	09/06/30	12218	Health Insurance - new	9909847	74,785.57	356.52	90	
							TOTAL	74,785.57	356.52		
							CUSTOMER TYPE	74,785.57	356.52		
							TOTAL	74,785.57	356.52		
65	0205	000008132	FEMA	09/06/17	65065	FEMA REIM SPECI REV RES	9908825	13,859.84	13,859.84	90	PISO FLD 2 - STATE SHARE
			FEMA	08/06/30	65065	FEMA-Pisc Flood #2 Fed Sh	9897811	19,595.48	19,595.48	90	
			FEMA	08/06/30	65996	State Share Bass Island	9897812	6,535.03	6,535.03	90	
							TOTAL	39,990.35	39,990.35		
							CUSTOMER TYPE	39,990.35	39,990.35		
							TOTAL	39,990.35	39,990.35		
27	0801	000003119	GARSDALE SEWER SERVICE	09/06/04	27137	Permit Renewals	9908674	20.00	20.00	90	TRK #'S: 25, 35

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
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27	0801	000006124	DANS SEPTIC INSPECTION	06/06/30	27999	5 months interest due on	9877891	20.00	20.00		
			DANS SEPTIC INSPECTION	06/02/09	27137	18% APR on Past Due	9874281	893.20	893.20	90	acct bal of \$11,909.02
			DANS SEPTIC INSPECTION	06/01/31	27137	EPD Septage	9874099	159.50	159.50	90	Balances of \$10,632.78
			DANS SEPTIC INSPECTION	06/01/09	27999	Interest on November Bal	9873497	1,116.74	1,116.74	90	Trk#40: Tix 2243-2251
			DANS SEPTIC INSPECTION	05/12/31	27137	EPD Septage	9873426	88.21	88.21	90	\$5,880.67 @ 18% per annum
			DANS SEPTIC INSPECTION	05/12/31	27137	EPD Septage	9873426	2,104.77	2,104.77	90	Trk# 40: Tix 2210-2224
			DANS SEPTIC INSPECTION	05/11/30	27137	EPD Septage	9871971	2,481.01	2,481.01	90	Trk# 33: Tix Various
			DANS SEPTIC INSPECTION	05/11/30	27137	EPD Septage	9871971	2,268.24	2,268.24	90	Trk#33: Tix Various
			TOTAL				TOTAL	15,802.22	15,802.22		

		000008132	FEMA	09/06/30	27999	Merrimack Street Interim	9909189	37,843.20	37,843.20	90	Culvert Failure
			FEMA	09/06/30	27999	Sewer Collapse at	9909189	4,907.97	4,907.97	90	538 Lake Avenue
			TOTAL				TOTAL	42,751.17	42,751.17		

		000011591	DRAIN MASTERS INC.	09/06/30	27999	18% interest on past due	9909095	11.66	11.66	90	balance of \$777.06
			DRAIN MASTERS INC.	09/06/04	27137	Permit Renewals	9908682	10.00	10.00	90	Trk #20
			DRAIN MASTERS INC.	09/06/03	27999	18% interest on past due	9908499	11.44	11.44	90	balance of \$176.88
			DRAIN MASTERS INC.	09/05/13	27999	18% interest on past due	9907453	2.65	2.65	90	Trk #20: Tix 29-32
			DRAIN MASTERS INC.	09/04/30	27137	EPD Septage	9906976	586.09	586.09	90	Trk # 20: Tix: 28
			DRAIN MASTERS INC.	09/03/31	27137	EPD Septage	9905912	176.88	176.88	90	
			TOTAL				TOTAL	798.72	798.72		

CUSTOMER TYPE	TOTAL	CUSTOMER TYPE	TOTAL
0801	15,802.22	0805	60,372.11
000008132	42,751.17	FUND	52,681.56
000011591	798.72	TOTAL	52,681.56

25	0805	000003736	HERTZ CORP-PROP & CONCESSION	09/06/02	25163	Badge Fees	02519756	20.00	20.00	90	
			HERTZ CORP-PROP & CONCESSION	09/06/02	25163	Badge Fees	02519756	20.00	20.00	90	
			HERTZ CORP-PROP & CONCESSION	09/06/02	25165	Fingerprinting Fees	02519756	54.00	54.00	90	
			HERTZ CORP-PROP & CONCESSION	09/06/02	25646	Parking Permits	02519756	10.00	10.00	90	
			HERTZ CORP-PROP & CONCESSION	09/05/06	25163	Badge Fees	02519353	10.00	10.00	90	
			HERTZ CORP-PROP & CONCESSION	09/05/06	25163	Badge Fees	02519353	20.00	20.00	90	
			HERTZ CORP-PROP & CONCESSION	09/05/06	25165	Fingerprinting Fees	02519353	27.00	27.00	90	
			HERTZ CORP-PROP & CONCESSION	09/05/06	25646	Parking Permits	02519353	5.00	5.00	90	
			HERTZ CORP-PROP & CONCESSION	09/04/14	25163	Badge Fees	02519145	10.00	10.00	90	
			HERTZ CORP-PROP & CONCESSION	09/04/14	25163	Badge Fees	02519145	10.00	10.00	90	
			HERTZ CORP-PROP & CONCESSION	09/03/17	25200	Security Deposits	02518961	20.00	20.00	90	
			HERTZ CORP-PROP & CONCESSION	09/03/17	25646	Parking Permits	02518961	5.00	5.00	90	
			HERTZ CORP-PROP & CONCESSION	09/03/13	25163	Badge Fees	02518928	10.00	10.00	90	
			HERTZ CORP-PROP & CONCESSION	09/03/13	25163	Badge Fees	02518928	400.00	400.00	90	
			HERTZ CORP-PROP & CONCESSION	09/01/13	25163	Badge Fees	02518431	10.00	10.00	90	

CITY OF MANCHESTER, NH
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BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
25	0805	000003736	HERTZ CORP-PROP & CONCESSION	09/01/13	25165	Fingerprinting Fees	02518431	27.00	27.00	90	
			HERTZ CORP-PROP & CONCESSION	09/01/13	25646	Parking Permits	02518431	5.00	5.00	90	
			HERTZ CORP-PROP & CONCESSION	08/10/03	25163	Badge Fees	02517823	20.00	20.00	90	
			HERTZ CORP-PROP & CONCESSION	08/05/30	25153	Rental Cars	02517032	342.08	342.08	90	
			TOTAL				101,844.81	1,025.08			
		000003755	INTERSPACE AIRPORT ADVERTISING	09/05/29	25144	Terminal Advertising	02519851	26,121.07	26,121.07	90	
			INTERSPACE AIRPORT ADVERTISING	09/05/01	25144	Terminal Advertising	02519291	25,908.21	2,983.26	90	
			INTERSPACE AIRPORT ADVERTISING	09/03/31	25144	Terminal Advertising	02519219	28,044.99	2,136.78	90	
			TOTAL				80,074.27	31,241.11			
		000004001	STATE GRANTS	08/10/14	25117	FAA Reimbursements- State	02517860	26,056.19	.03	90	
			TOTAL				26,056.19	.03			
		000005222	WALKEY'S LIVERY INC	09/06/30	25148	Non-Airline Space Rent	02519902	25.00	25.00	90	
			TOTAL				25.00	25.00			
		000005710	THE AIRPORTER	09/06/01	25148	Non-Airline Space Rent	02519652	25.00	25.00	90	
			TOTAL				25.00	25.00			
		000005991	FAIRPOINT COMMUNICATIONS	09/05/06	25163	Badge Fees	02519349	10.00	10.00	90	
			TOTAL				10.00	10.00			
		000006008	VERIZON WIRELESS	08/10/30	25163	Badge Fees	02517943	10.00	10.00	90	
			TOTAL				10.00	10.00			
		000006040	LEBANON LIVERY SERVICE	09/06/01	25148	Non-Airline Space Rent	02519591	25.00	25.00	90	
			TOTAL				25.00	25.00			
		000006221	BULLDOG TRAMS INC	09/06/01	25148	Non-Airline Space Rent	02519509	25.00	25.00	90	
			TOTAL				25.00	25.00			
		000006953	A & M LIMOUSINE	09/06/01	25148	Non-Airline Space Rent	02519464	25.00	25.00	90	
			A & M LIMOUSINE	09/01/13	25148	Non-Airline Space Rent	02518423	25.00	25.00	90	
			TOTAL				50.00	50.00			
		000007026	CHAUFFERED OCCASIONS INC	09/06/01	25148	Non-Airline Space Rent	02519516	25.00	25.00	90	

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CITY OF MANCHESTER, NH
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CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL	COMMENT
25	0805	000007519	DOT-FAA/TSA-AMZ-110	09/06/24	25995	Federal Grants	02519870	25.00	25.00	90	
			DOT-FAA/TSA-AMZ-110	09/06/02	25995	Federal Grants	02519870	41,359.46	41,359.46	90	
			DOT-FAA/TSA-AMZ-110	09/03/09	25847	Aviation - Reimbursements	02518072	31,444.30	31,444.30	90	
			DOT-FAA/TSA-AMZ-110	09/02/06	25995	Federal Grants	02518693	21,308.88	21,308.88	90	
			DOT-FAA/TSA-AMZ-110	09/01/29	25847	Aviation - Reimbursements	02518580	11,967.72	11,967.72	90	
			DOT-FAA/TSA-AMZ-110	07/07/13	25995	Federal Grants	02514211	6,877.11	6,877.11	90	
						TOTAL		143,387.79	143,387.79		
						TOTAL		105,881.16	105,881.16		
000007594			MISCELLANEOUS CUSTOMER	09/03/13	25163	Badge Fees	02518913	100.00	100.00	90	
			MISCELLANEOUS CUSTOMER	09/03/13	25163	Badge Fees	02518926	200.00	200.00	90	
			MISCELLANEOUS CUSTOMER	08/12/03	25163	Badge Fees	02518251	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	08/12/03	25163	Badge Fees	02518251	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	08/09/09	25163	Badge Fees	02517612	20.00	20.00	90	
			MISCELLANEOUS CUSTOMER	08/03/10	25163	Badge Fees	02516046	375.00	375.00	90	
			MISCELLANEOUS CUSTOMER	07/12/10	25163	Badge Fees	02515353	150.00	150.00	90	
			MISCELLANEOUS CUSTOMER	07/11/20	25163	Badge Fees	02515205	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	07/11/20	25165	Fingerprinting Fees	02515205	27.00	27.00	90	
			MISCELLANEOUS CUSTOMER	07/11/20	25646	Parking Permits	02515205	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	07/09/11	25862	Violation 1st Offense	02514653	155.00	155.00	90	
			MISCELLANEOUS CUSTOMER	07/05/30	25163	Badge Fees	02513882	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	07/05/30	25165	Fingerprinting Fees	02513882	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	07/05/30	25646	Parking Permits	02513882	5.00	5.00	90	
						TOTAL		1,106.00	1,106.00		
000008912			INDEPENDENCE AIR	06/03/15	25847	Aviation - Reimbursements	02510446	509.68	509.68	90	
			INDEPENDENCE AIR	05/11/30	25156	Landing Fees	02509799	7,313.67	1,462.73	90	
			INDEPENDENCE AIR	05/11/30	25847	Aviation - Reimbursements	02509879	557.71	111.54	90	
			INDEPENDENCE AIR	05/11/01	25152	Terminal Rent/Display	02509519	2,217.89	1,115.15	90	
			INDEPENDENCE AIR	05/11/01	25847	Aviation - Reimbursements	02509519	2,500.00	2,500.00	90	
			INDEPENDENCE AIR	05/10/31	25156	Landing Fees	02509578	613.45	513.45	90	
			INDEPENDENCE AIR	05/10/01	25152	Terminal Rent/Display	02509359	9,965.88	9,965.88	90	
			INDEPENDENCE AIR	05/10/01	25152	Terminal Rent/Display	02509359	2,500.00	2,500.00	90	
			INDEPENDENCE AIR	05/10/01	25152	Terminal Rent/Display	02509359	2,569.77	1,981.31	90	
			INDEPENDENCE AIR	05/10/01	25152	Terminal Rent/Display	02509359	2,673.44	2,673.44	90	
			INDEPENDENCE AIR	05/10/01	25152	Terminal Rent/Display	02509359	4,108.68	3,639.62	90	
			INDEPENDENCE AIR	05/10/01	25152	Terminal Rent/Display	02509359	4,412.70	4,412.70	90	
			INDEPENDENCE AIR	05/10/01	25152	Terminal Rent/Display	02509359	8,935.52	8,935.52	90	
			INDEPENDENCE AIR	05/10/01	25841	Apron Rents	02509359	1,086.52	1,086.52	90	
			INDEPENDENCE AIR	05/09/30	25156	Landing Fees	02509421	9,403.29	2,696.98	90	
						TOTAL		59,368.20	44,204.52		
000009947			CURRY'S LIMOUSINE SERVICE	09/06/01	25148	Non-Airline Space Rent	02519533	25.00	25.00	90	

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
25	0805	000010005	KONE	09/05/06	25163	Badge Fees	02519360	10.00	10.00	90	
			KONE	09/05/06	25165	Fingerprinting Fees	02519360	27.00	27.00	90	
			KONE	09/05/06	25648	Parking Permits	02519360	5.00	5.00	90	
						TOTAL		25.00	25.00		
		000010550	GCIN' PLACES BUS LINE LLC	09/06/01	25148	Non-Airline Space Rent	02519563	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000010852	EAGLE SEDNN SERVICE	09/06/01	25148	Non-Airline Space Rent	02519544	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000011084	LOIS'S LIVERY	09/06/01	25148	Non-Airline Space Rent	02519596	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000011167	SUNRISE SHUTTLE SERVICE	09/06/01	25148	Non-Airline Space Rent	02519649	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000011613	CROWN ROYAL CAR SERVICE	09/06/01	25148	Non-Airline Space Rent	02519531	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000011709	ACR LIMOUSINE SERVICE OF SALEM	09/06/01	25148	Non-Airline Space Rent	02519475	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000011885	ECO DRIVEN TRANSPORTATION LLC	09/06/01	25148	Non-Airline Space Rent	02519546	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000012092	ABLE AIRPORT SERVICE	09/06/01	25148	Non-Airline Space Rent	02519472	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000012161	FALAS SECURITY	09/06/01	25148	Non-Airline Space Rent	02519616	25.00	25.00	90	
						TOTAL		25.00	25.00		
			CUSTOMER TYPE TOTAL			412,324.26		183,944.90			

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CITY OF MANCHESTER, NH
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CUSTOMER TYPE CODE	FUND ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
65	0807	000003575 MANCHESTER REGIONAL YOUTH	09/05/22	65433	68.75 hours @ \$200/hour	9907949	412,324.26	183,944.90	90	2031.25 actual hours
							TOTAL	13,750.00		
							TOTAL	13,750.00		
		000011097 ROSHER, WILLIAM H	07/09/19	65395	Derryfield-9 Holes Golf	9889296	44.00	44.00	90	
		ROSHER, WILLIAM H	07/09/19	65398	Greens Fees League Tags	9889296	30.00	30.00	90	
		ROSHER, WILLIAM H	07/06/28	6A216	NSF Charge - Admin-Enterp	9887330	25.00	25.00	90	
		ROSHER, WILLIAM H	07/06/28	65398	Derryfield Country Club	9887330	60.00	60.00	90	Green fees
							TOTAL	159.00		
							CUSTOMER TYPE TOTAL	13,909.00		
							FUND TOTAL	13,909.00		
52	0809	000003027 HILLSBOROUGH COUNTY SHERIFF	09/06/02	B4646	PINE PERMITS	9908140	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	09/05/01	B4646	PINE PERMITS	9906645	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	09/04/03	B4646	PINE PERMITS	9905930	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	09/03/02	B4646	PINE PERMITS	9905093	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	09/02/02	B4646	PINE PERMITS	9904067	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	09/01/06	B4646	PINE PERMITS	9903426	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	08/12/01	B4646	PINE PERMITS	9903007	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	08/11/07	B4646	PINE PERMITS	9900789	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	08/10/09	B4646	PINE PERMITS	9900013	100.00	100.00	90	
		HILLSBOROUGH COUNTY SHERIFF	08/09/03	B4646	PINE PERMITS	9898801	90.00	10.00	90	
							TOTAL	910.00		
		000003252 CHILD HEALTH SERVICES	09/06/02	A4646	PEARL PERMITS	9908144	750.00	660.00	90	
		CHILD HEALTH SERVICES	09/06/02	I4646	1155 Elm Permits	9908144	150.00	150.00	90	
		CHILD HEALTH SERVICES	09/06/02	A4646	DOWNTOWN PERMITS	9908144	45.00	45.00	90	
							TOTAL	855.00		
		000004554 AMERICAN BROKERS CONDUIT	07/08/02	H4646	Milllyard Permits	9888192	80.00	80.00	90	
		AMERICAN BROKERS CONDUIT	07/07/06	H4646	Milllyard Permits	9887533	80.00	80.00	90	
							TOTAL	160.00		
		000005780 CERE, THERESE	09/06/02	B4646	PINE PERMITS	9908172	50.00	50.00	90	
		CERE, THERESE	09/05/01	B4646	PINE PERMITS	9906679	50.00	50.00	90	
		CERE, THERESE	09/04/03	B4646	PINE PERMITS	9905964	50.00	50.00	90	

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CITY OF MARCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000005780	CERE, THERESE CERE, THERESE	09/03/02 09/02/02	B4646 B4646	PINE PERMITS PINE PERMITS	9905126 9904099	50.00 50.00	50.00 42.64	90 90	
			TOTAL				250.00	242.64			
		000005820	HERSEY, JENNIFER HERSEY, JENNIFER HERSEY, JENNIFER	08/12/01 08/11/07 08/10/09	B4646 B4646 B4646	PINE PERMITS PINE PERMITS PINE PERMITS	9902055 9900836 9900058	50.00 50.00 50.00	50.00 50.00 40.00	90 90 90	
			TOTAL				150.00	140.00			
		000005966	FAIRPOINT COMMUNICATIONS FAIRPOINT COMMUNICATIONS	09/06/10 09/04/29	54652 54652	METER HOODS METER HOODS	9908683 9906584	1,230.00 1,890.00	1,230.00 1,890.00	90 90	
			TOTAL				3,120.00	3,120.00			
		000006834	T F MORAN INC T F MORAN INC T F MORAN INC T F MORAN INC	09/06/02 09/05/12 09/04/03 09/03/02	54646 54646 54646 54646	HARTNETT PERMITS HARTNETT PERMITS HARTNETT PERMITS HARTNETT PERMITS	9908210 9907216 9906002 9905165	50.00 50.00 100.00 100.00	50.00 50.00 100.00 45.00	90 90 90 90	
			TOTAL				300.00	245.00			
		000006981	SMITH, SANDRA SMITH, SANDRA SMITH, SANDRA SMITH, SANDRA SMITH, SANDRA	06/11/25 06/10/20 06/09/22 06/08/21 06/07/21	A4646 A4646 A4646 A4646 A4646	PEARL PERMITS PEARL PERMITS PEARL PERMITS PEARL PERMITS PEARL PERMITS	9881429 9880621 9879863 9879056 9878323	45.00 45.00 45.00 45.00 45.00	45.00 45.00 45.00 45.00 45.00	90 90 90 90 90	
			TOTAL				225.00	225.00			
		000007629	NATIONAL TEAM COMPONENTS NATIONAL TEAM COMPONENTS NATIONAL TEAM COMPONENTS	07/06/04 07/05/05 07/04/09	H4646 H4646 H4646	Millyard Permits Millyard Permits Millyard Permits	9886824 9886113 9885443	160.00 240.00 240.00	150.00 240.00 240.00	90 90 90	
			TOTAL				640.00	640.00			
		000007727	RH WHITE RH WHITE	09/06/29 09/06/10	54652 54652	METER HOODS METER HOODS	9909103 9908699	1.00 1,800.00	1.00 300.00	90 90	Reg126; Dow: 6-1 thr 6-4 5/29/09-6/15/09
			TOTAL				1,801.00	301.00			
		000008413	PALMER, DAVID PALMER, DAVID	09/06/02 09/05/12	54646 54646	HARTNETT PERMITS HARTNETT PERMITS	9908252 9907258	50.00 50.00	50.00 .33	90 90	
			TOTAL				100.00	50.33			

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000009646	ONE COMMUNICATIONS	09/06/02	5E646	Parking Green Zone Permit	9908265	315.00	265.00	90	
						TOTAL		315.00	265.00		
		000010458	CHISHOLM, JENNIFER	08/06/07	54646	HARTNETT PERMITS	9896654	45.00	45.00	90	
			CHISHOLM, JENNIFER	08/05/03	54646	HARTNETT PERMITS	9895785	45.00	45.00	90	
			CHISHOLM, JENNIFER	08/04/08	54646	HARTNETT PERMITS	9895112	45.00	45.00	90	
			CHISHOLM, JENNIFER	08/03/03	54646	HARTNETT PERMITS	9894254	45.00	45.00	90	
			CHISHOLM, JENNIFER	08/02/07	54646	HARTNETT PERMITS	9893724	45.00	45.00	90	
			CHISHOLM, JENNIFER	08/01/07	54646	HARTNETT PERMITS	9892986	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/12/05	54646	HARTNETT PERMITS	9891744	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/11/03	54646	HARTNETT PERMITS	9890462	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/10/02	54646	HARTNETT PERMITS	9889690	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/09/06	54646	HARTNETT PERMITS	9889052	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/08/02	54646	HARTNETT PERMITS	9888328	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/07/06	54646	HARTNETT PERMITS	9887676	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/06/04	54646	HARTNETT PERMITS	9886899	45.00	45.00	90	
			CHISHOLM, JENNIFER	07/05/05	54646	HARTNETT PERMITS	9886228	45.00	45.00	90	
						TOTAL		630.00	630.00		
		000010570	NGUYEN, TYLER	09/06/02	A4646	PEARL PERMITS	9908285	50.00	50.00	90	
			NGUYEN, TYLER	09/05/01	A4646	PEARL PERMITS	9906792	50.00	50.00	90	
			NGUYEN, TYLER	09/04/03	A4646	PEARL PERMITS	9905078	50.00	50.00	90	
			NGUYEN, TYLER	09/03/02	A4646	PEARL PERMITS	9905241	50.00	50.00	90	
			NGUYEN, TYLER	09/02/02	A4646	PEARL PERMITS	9904215	50.00	50.00	90	
			NGUYEN, TYLER	09/01/06	A4646	PEARL PERMITS	9903573	50.00	50.00	90	
			NGUYEN, TYLER	08/12/01	A4646	PEARL PERMITS	9902158	50.00	50.00	90	
			NGUYEN, TYLER	08/11/07	A4646	PEARL PERMITS	9900936	50.00	50.00	90	
			NGUYEN, TYLER	08/10/09	A4646	PEARL PERMITS	9900189	50.00	47.15	90	
						TOTAL		450.00	447.16		
		000010982	MALETTE, DORIS	09/06/02	B4646	PINE PERMITS	9908287	50.00	30.14	90	
						TOTAL		50.00	30.14		
		000011174	TEETER, RICK	09/06/02	B4646	PINE PERMITS	9908300	50.00	.54	90	
						TOTAL		50.00	.54		
		000011176	DEMERS, AUDREY	08/02/07	B4646	PINE PERMITS	9893758	45.00	45.00	90	
			DEMERS, AUDREY	08/01/07	B4646	PINE PERMITS	9893020	45.00	45.00	90	
			DEMERS, AUDREY	07/12/05	B4646	PINE PERMITS	9891780	45.00	45.00	90	
			DEMERS, AUDREY	07/11/03	B4646	PINE PERMITS	9890496	45.00	45.00	90	
						TOTAL		180.00	180.00		

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 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000011204	DALE, DAVID	09/06/02	B4646	PINE PERMITS	9908309	50.00	50.00	90	
			DALE, DAVID	09/05/12	B4646	PINE PERMITS	9907314	50.00	50.00	90	
			DALE, DAVID	09/05/01	B4646	PINE PERMITS	9906817	50.00	50.00	90	
			DALE, DAVID	09/04/03	B4646	PINE PERMITS	9906104	50.00	48.55	90	
			TOTAL				200.00	198.55			
		000011423	AWESOME PIZZA, LLC	09/06/02	4A646	DOWNTOWN PERMITS	9908125	180.00	180.00	90	
			AWESOME PIZZA, LLC	09/05/12	4A646	DOWNTOWN PERMITS	9907331	180.00	180.00	90	
			AWESOME PIZZA, LLC	09/05/01	4A646	DOWNTOWN PERMITS	9906834	180.00	180.00	90	
			AWESOME PIZZA, LLC	09/04/03	4A646	DOWNTOWN PERMITS	9906121	180.00	180.00	90	
			AWESOME PIZZA, LLC	09/03/02	4A646	DOWNTOWN PERMITS	9905285	180.00	158.53	90	
			TOTAL				900.00	878.53			
		990011430	CHOATE, NATALIE	08/06/07	54646	HARTNETT PERMITS	9896735	45.00	45.00	90	
			CHOATE, NATALIE	08/05/03	54646	HARTNETT PERMITS	9896858	45.00	45.00	90	
			CHOATE, NATALIE	08/04/08	54646	HARTNETT PERMITS	9895192	45.00	45.00	90	
			CHOATE, NATALIE	08/03/03	54646	HARTNETT PERMITS	9894340	45.00	45.00	90	
			CHOATE, NATALIE	08/02/07	54646	HARTNETT PERMITS	9893813	45.00	45.00	90	
			TOTAL				225.00	225.00			
		000011523	L'ESPERANCE, SUSAN	09/06/02	B4646	PINE PERMITS	9908347	50.00	50.00	90	
			L'ESPERANCE, SUSAN	09/05/12	B4646	PINE PERMITS	9907353	50.00	50.00	90	
			L'ESPERANCE, SUSAN	09/05/01	B4646	PINE PERMITS	9906856	50.00	32.42	90	
			TOTAL				150.00	132.42			
		000011529	WELCH, OLIVIA	09/06/02	54646	HARTNETT PERMITS	9908350	50.00	50.00	90	
			WELCH, OLIVIA	09/05/12	54646	HARTNETT PERMITS	9907356	50.00	50.00	90	
			WELCH, OLIVIA	09/05/01	54646	HARTNETT PERMITS	9906859	50.00	50.00	90	
			WELCH, OLIVIA	09/04/03	54646	HARTNETT PERMITS	9906147	50.00	50.00	90	
			WELCH, OLIVIA	09/03/02	54646	HARTNETT PERMITS	9905313	50.00	50.00	90	
			WELCH, OLIVIA	09/02/02	54646	HARTNETT PERMITS	9904289	50.00	50.00	90	
			WELCH, OLIVIA	09/01/06	54646	HARTNETT PERMITS	9903650	50.00	34.65	90	
			WELCH, OLIVIA	08/12/01	54646	HARTNETT PERMITS	9902235	50.00	50.00	90	
			WELCH, OLIVIA	08/11/07	54646	HARTNETT PERMITS	9901013	50.00	50.00	90	
			TOTAL				450.00	434.65			
		000011590	LAVALLEY, CHRISTINE	09/06/02	B4646	PINE PERMITS	9908358	50.00	50.00	90	#1275
			LAVALLEY, CHRISTINE	09/05/12	B4646	PINE PERMITS	9907364	50.00	50.00	90	#1275
			LAVALLEY, CHRISTINE	09/05/01	B4646	PINE PERMITS	9906867	50.00	50.00	90	#1275
			LAVALLEY, CHRISTINE	09/04/03	B4646	PINE PERMITS	9906155	50.00	50.00	90	#1275
			LAVALLEY, CHRISTINE	09/03/02	B4646	PINE PERMITS	9905323	50.00	50.00	90	#1275
			LAVALLEY, CHRISTINE	09/02/02	B4646	PINE PERMITS	9904297	50.00	50.00	90	#1275

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 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000011590 LAVAILEY, CHRISTINE	09/01/06	B4646	PINE PERMITS	9903659	50.00	50.00	90	#1275
		000011590 LAVAILEY, CHRISTINE	08/11/07	B4646	PINE PERMITS	9901022	50.00	22.66	90	#1275
					TOTAL		400.00	372.66		
		000011604 DARLING, NICOLE	09/05/01	5F646	Parking Blue Zone Permit	9906868	45.00	45.00	90	
		000011604 DARLING, NICOLE	09/04/03	5F646	Parking Blue Zone Permit	9906156	45.00	45.00	90	
		000011604 DARLING, NICOLE	09/03/02	5F646	Parking Blue Zone Permit	9905322	45.00	45.00	90	
		000011604 DARLING, NICOLE	09/02/02	5F646	Parking Blue Zone Permit	9904298	45.00	45.00	90	
		000011604 DARLING, NICOLE	09/01/06	5F646	Parking Blue Zone Permit	9903660	45.00	30.00	90	
					TOTAL		225.00	210.00		
		09081506 WEBER, AMANDA	09/06/02	I4646	1155 Elm Permits	9908359	75.00	75.00	90	
		09081506 WEBER, AMANDA	09/05/12	I4646	1155 Elm Permits	9907365	75.00	75.00	90	
		09081506 WEBER, AMANDA	09/05/01	I4646	1155 Elm Permits	9906869	75.00	75.00	90	*
		09081506 WEBER, AMANDA	09/04/03	I4646	1155 Elm Permits	9906157	75.00	75.00	90	
		09081506 WEBER, AMANDA	09/03/02	I4646	1155 Elm Permits	9905323	75.00	75.00	90	
		09081506 WEBER, AMANDA	09/02/02	I4646	1155 Elm Permits	9904299	75.00	75.00	90	
		09081506 WEBER, AMANDA	09/01/06	I4646	1155 Elm Permits	9903661	75.00	75.00	90	
		09081506 WEBER, AMANDA	08/12/01	I4646	1155 Elm Permits	9902246	75.00	75.00	90	
		09081506 WEBER, AMANDA	08/11/07	I4646	1155 Elm Permits	9901024	75.00	75.00	90	
					TOTAL		675.00	675.00		
		000011617 NGUYEN, KIEF	09/06/02	4A646	DOWNTOWN PERMITS	9908361	45.00	45.00	90	#101
		000011617 NGUYEN, KIEF	09/05/12	4A646	DOWNTOWN PERMITS	9907367	45.00	45.00	90	#101
		000011617 NGUYEN, KIEF	09/05/01	4A646	DOWNTOWN PERMITS	9906872	45.00	45.00	90	#101
		000011617 NGUYEN, KIEF	09/04/03	4A646	DOWNTOWN PERMITS	9906160	45.00	45.00	90	#101
		000011617 NGUYEN, KIEF	09/03/02	4A646	DOWNTOWN PERMITS	9905326	45.00	45.00	90	#101
		000011617 NGUYEN, KIEF	09/02/02	4A646	DOWNTOWN PERMITS	9904302	45.00	45.00	90	#101
		000011617 NGUYEN, KIEF	08/12/01	4A646	DOWNTOWN PERMITS	9902249	45.00	5.00	90	#101
					TOTAL		315.00	275.00		
		000011632 SWAN, LAURA	09/06/02	B4646	PINE PERMITS	9908365	50.00	50.00	90	
		000011632 SWAN, LAURA	09/05/12	B4646	PINE PERMITS	9907371	50.00	50.00	90	
		000011632 SWAN, LAURA	09/05/01	B4646	PINE PERMITS	9906876	50.00	50.00	90	
		000011632 SWAN, LAURA	09/04/03	B4646	PINE PERMITS	9906165	50.00	50.00	90	
		000011632 SWAN, LAURA	09/03/02	B4646	PINE PERMITS	9905331	50.00	50.00	90	
		000011632 SWAN, LAURA	09/02/02	B4646	PINE PERMITS	9904307	50.00	50.00	90	
		000011632 SWAN, LAURA	09/01/06	B4646	PINE PERMITS	9903669	50.00	50.00	90	
		000011632 SWAN, LAURA	08/12/01	B4646	PINE PERMITS	9902254	50.00	50.00	90	
		000011632 SWAN, LAURA	08/11/07	B4646	PINE PERMITS	9901031	50.00	50.00	90	
		000011632 SWAN, LAURA	08/09/03	B4646	PINE PERMITS	9899051	45.00	45.00	90	
		000011632 SWAN, LAURA	08/08/04	B4646	PINE PERMITS	9898323	45.00	45.00	90	
		000011632 SWAN, LAURA	08/07/10	B4646	PINE PERMITS	9897675	45.00	45.00	90	

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000011537	FENNOCK, BRIAN	09/06/02	B4646	PINE PERMITS	9908369	585.00	585.00	90	
			FENNOCK, BRIAN	09/05/12	B4646	PINE PERMITS	9907375	50.00	50.00	90	*
			FENNOCK, BRIAN	09/05/01	B4646	PINE PERMITS	9906880	50.00	50.00	90	
			FENNOCK, BRIAN	09/04/03	B4646	PINE PERMITS	9906169	50.00	50.00	90	
						TOTAL		585.00			
						TOTAL		200.00			
		000011702	JOBIN, PETER	09/06/02	I4646	1155 Elm Permits	9908377	75.00	75.00	90	
			JOBIN, PETER	09/05/12	I4646	1155 Elm Permits	9907383	75.00	75.00	90	
			JOBIN, PETER	09/05/01	I4646	1155 Elm Permits	9906888	75.00	75.00	90	
			JOBIN, PETER	09/04/03	I4646	1155 Elm Permits	9906177	75.00	75.00	90	
			JOBIN, PETER	09/03/02	I4646	1155 Elm Permits	9905343	75.00	75.00	90	
			JOBIN, PETER	09/02/02	I4646	1155 Elm Permits	9904319	75.00	75.00	90	
			JOBIN, PETER	09/01/06	I4646	1155 Elm Permits	9903681	75.00	75.00	90	
			JOBIN, PETER	08/12/01	I4646	1155 Elm Permits	9902266	75.00	75.00	90	
			JOBIN, PETER	08/11/07	I4646	1155 Elm Permits	9901044	75.00	75.00	90	
			JOBIN, PETER	08/09/03	I4646	1155 Elm Permits	9899067	70.00	70.00	90	
						TOTAL		745.00			
		000011714	MEEHAN ARCHITECTS	09/04/03	B4646	PINE PERMITS	9906181	50.00	50.00	90	
			MEEHAN ARCHITECTS	09/03/02	B4646	PINE PERMITS	9905347	50.00	50.00	90	
			MEEHAN ARCHITECTS	09/02/02	B4646	PINE PERMITS	9904323	50.00	50.00	90	
			MEEHAN ARCHITECTS	09/01/06	B4646	PINE PERMITS	9903685	50.00	50.00	90	
			MEEHAN ARCHITECTS	08/12/01	B4646	PINE PERMITS	9902271	50.00	50.00	90	
			MEEHAN ARCHITECTS	08/11/07	B4646	PINE PERMITS	9901049	50.00	50.00	90	
			MEEHAN ARCHITECTS	08/10/09	B4646	PINE PERMITS	9900270	50.00	50.00	90	
			MEEHAN ARCHITECTS	08/09/03	B4646	PINE PERMITS	9899073	90.00	90.00	90	
						TOTAL		440.00			
		000011749	HEISER, KATHRYN	09/06/02	54646	HARTNETT PERMITS	9908386	50.00	50.00	90	#1973
			HEISER, KATHRYN	09/05/12	54646	HARTNETT PERMITS	9907392	50.00	50.00	90	#1973
			HEISER, KATHRYN	09/05/01	54646	HARTNETT PERMITS	9906897	50.00	50.00	90	#1973
			HEISER, KATHRYN	09/04/03	54646	HARTNETT PERMITS	9906189	50.00	50.00	90	#1973
			HEISER, KATHRYN	09/03/02	54646	HARTNETT PERMITS	9905356	50.00	50.00	90	#1973
			HEISER, KATHRYN	09/02/02	54646	HARTNETT PERMITS	9904332	50.00	50.00	90	#1973
			HEISER, KATHRYN	09/01/06	54646	HARTNETT PERMITS	9903695	50.00	50.00	90	#1973
						TOTAL		350.00			
		000011756	KUJAWA, CHRIS	09/06/02	B4646	PINE PERMITS	9908389	50.00	50.00	90	#3837
			KUJAWA, CHRIS	09/05/12	B4646	PINE PERMITS	9907395	.76	.76	90	#3837
						TOTAL		100.00			

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000011763	KEARNEY, GARY	09/06/02	B4646	PINE PERMITS	9908392	50.00	50.00	90	#3838
						TOTAL		50.00	50.00		
		080011765	O'MEARA, LISA	09/06/02	4A646	DOWNTOWN PERMITS	9908393	45.00	45.00	90	#1604
			O'MEARA, LISA	09/05/01	4A646	DOWNTOWN PERMITS	9906904	45.00	45.00	90	#1604
			O'MEARA, LISA	09/04/03	4A646	DOWNTOWN PERMITS	9908196	45.00	45.00	90	#1604
			O'MEARA, LISA	09/03/02	4A646	DOWNTOWN PERMITS	9905363	45.00	45.00	90	#1604
			O'MEARA, LISA	09/02/02	4A646	DOWNTOWN PERMITS	9904339	45.00	45.00	90	#1604
			O'MEARA, LISA	09/01/06	4A646	DOWNTOWN PERMITS	9903702	45.00	45.00	90	#1604
						TOTAL		270.00	270.00		
		000011844	DOGGETT, JOHN	09/06/02	5B646	Parking Yellow ZonePermit	9908409	45.00	45.00	90	
						TOTAL		45.00	45.00		
		000011847	D&D CABINETS	09/06/02	4A646	DOWNTOWN PERMITS	9908410	45.00	45.00	90	
						TOTAL		45.00	45.00		
		000011865	DUFUIS, JUDY	09/03/02	B4646	PINE PERMITS	9905386	50.00	.48	90	
						TOTAL		50.00	.48		
		000011938	BEAUDET, JACKIE	09/06/02	4A646	DOWNTOWN PERMITS	9908415	45.00	45.00	90	#1499
			BEAUDET, JACKIE	09/05/12	4A646	DOWNTOWN PERMITS	9907422	45.00	45.00	90	#1499
			BEAUDET, JACKIE	09/05/01	4A646	DOWNTOWN PERMITS	9906929	45.00	45.00	90	#1499
			BEAUDET, JACKIE	09/03/02	4A646	DOWNTOWN PERMITS	9905392	45.00	.38	90	#1499
						TOTAL		180.00	135.38		
		000011942	BROUILLARD, ADAM	09/06/02	1A646	1155 Elm Permits	9908416	75.00	75.00	90	#4025
			BROUILLARD, ADAM	09/05/12	1A646	1155 Elm Permits	9907423	75.00	75.00	90	#4025
						TOTAL		150.00	150.00		
		000011944	FORTUNE, EMILY	09/06/02	B4646	PINE PERMITS	9908418	50.00	50.00	90	#3815
			FORTUNE, EMILY	09/05/12	B4646	PINE PERMITS	9907425	50.00	.75	90	#3815
						TOTAL		100.00	50.75		
		000011945	PHILLIP, MIKE	09/06/02	1A646	1155 Elm Permits	9908419	75.00	75.00	90	
			PHILLIP, MIKE	09/05/12	1A646	1155 Elm Permits	9907426	75.00	75.00	90	
			PHILLIP, MIKE	09/05/01	1A646	1155 Elm Permits	9906933	75.00	75.00	90	
						TOTAL		225.00	225.00		

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000011950	FLORES, LEAH FLORES, LEAH	09/05/12	54646	HARTNETT PERMITS	9907427	50.00	50.00	90	#1988
				09/05/01	54646	HARTNETT PERMITS	9906934	50.00	50.00	90	#1988
						TOTAL		100.00			
		000011965	MADAGLIA, JOANNE MADAGLIA, JOANNE MADAGLIA, JOANNE MADAGLIA, JOANNE	09/06/02	4A646	DOWNTOWN PERMITS	9908420	45.00	45.00	90	#1621
				09/05/12	4A646	DOWNTOWN PERMITS	9907428	45.00	45.00	90	#1621
				09/05/01	4A646	DOWNTOWN PERMITS	9906935	45.00	45.00	90	#1621
				09/04/03	4A646	DOWNTOWN PERMITS	9906228	45.00	45.00	90	#1621
						TOTAL		180.00			
		000011966	TOLI, NANCY TOLI, NANCY TOLI, NANCY TOLI, NANCY	09/06/02	4A646	DOWNTOWN PERMITS	9908421	45.00	45.00	90	#1601
				09/05/12	4A646	DOWNTOWN PERMITS	9907429	45.00	45.00	90	#1601
				09/05/01	4A646	DOWNTOWN PERMITS	9906936	45.00	45.00	90	#1601
				09/04/03	4A646	DOWNTOWN PERMITS	9906229	45.00	45.00	90	#1601
						TOTAL		180.00			
		000012050	SWANSON, BRITTNEY SWANSON, BRITTNEY SWANSON, BRITTNEY	09/06/02	54646	HARTNETT PERMITS	9908425	50.00	50.00	90	
				09/05/12	54646	HARTNETT PERMITS	9907434	50.00	50.00	90	
				09/05/01	54646	HARTNETT PERMITS	9906942	50.00	50.00	90	
						TOTAL		150.00			
		000012057	STOCKIN, ADAM STOCKIN, ADAM	09/06/02	B4646	PINE PERMITS	9908426	50.00	50.00	90	
				09/05/12	B4646	PINE PERMITS	9907435	50.00	50.00	90	
						TOTAL		100.00			
		000012063	JACKSON, VECENA JACKSON, VECENA JACKSON, VECENA	09/03/10	54110	Parking - Reg Salary	9905538	103.49	103.49	90	
				09/03/10	54651	Parking Daily Revenue	9905538	190.00	190.00	90	
				09/03/10	54682	Peking Construction Reimb	9905538	994.20	339.20	90	
						TOTAL		1,287.69	452.69		
		000012078	RIoux, RAYMOND RIoux, RAYMOND RIoux, RAYMOND	09/05/02	54646	HARTNETT PERMITS	9908429	50.00	50.00	90	#2041
				09/05/12	54646	HARTNETT PERMITS	9907438	50.00	50.00	90	#2041
				09/05/01	54646	HARTNETT PERMITS	9906946	50.00	50.00	90	#2041
						TOTAL		150.00			
		000012080	GEMINI CONSTRUCTION	09/06/02	54646	HARTNETT PERMITS	9908430	150.00	150.00	90	#2044 #2045 #2045
						TOTAL		150.00			
		000012089	PETERS, MASON	09/06/02	A4646	PEARL PERMITS	9908433	50.00	50.00	90	#3245

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CITY OF MANCHESTER, NH
 OPEN INVOICE REPORT OVER 90 DAYS
 BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0809	000012109	ST LAURENT, KATHRYN	09/06/02	48646	DOWNTOWN PERMITS	9908438	50.00	50.00	90	
						TOTAL		45.00	45.00	90	
		000012110	DOHERTY, DIANE	09/06/02	48646	DOWNTOWN PERMITS	9908439	45.00	45.00	90	
						TOTAL		45.00	45.00	90	
		000012274	EGG ADVERTISING	09/06/05	54682	Parking Construction Reimb	9908529	7.50	7.50	90	Sponsor Rural Project
						TOTAL		7.50	7.50	90	
		080012275	CENTRIX BANK	09/06/05	54682	Parking Construction Reimb	9908530	7.50	7.50	90	Sponsorship -Rural Project
						TOTAL		7.50	7.50	90	
		000012392	MCCARTHY, DANIEL	09/06/29	54646	HARTNETT PERMITS	9909107	50.00	50.00	90	JULY 2009
			MCCARTHY, DANIEL	09/06/29	54646	HARTNETT PERMITS	9909107	75.00	75.00	90	June \$25; July \$50
						TOTAL		125.00	125.00	90	
		000012440	AMOSKANG SHEET METAL/MECH	09/06/30	54652	METER HOODS	9909108	20.00	20.00	90	Bal due on #1320
						TOTAL		20.00	20.00	90	
						CUSTOMER TYPE TOTAL		16,858.75	16,858.75		
						FUND TOTAL		16,858.75	16,858.75		
						FINAL TOTALS TOTAL		1,278,213.10	939,969.39		

*** END OF REPORT ***

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
10	0101	000002561	MANCHESTER AIRPORT	09/10/14	10929	FINANCE OVERHEAD	JULY - SEP 2009	9912499	220.34	220.34	C
	0101		MANCHESTER AIRPORT	09/10/14	10929	FINANCE BENEFITS	JULY - SEP 2009	9912499	635.23	635.23	
	0101		MANCHESTER AIRPORT	09/10/14	10929	FINANCE LABOR	JULY - SEP 2009	9912499	2,203.37	2,203.37	
	0101		MANCHESTER AIRPORT	09/10/14	10929	RISK OVERHEAD	JULY - SEP 2009	9912499	97.80	97.80	
	0101		MANCHESTER AIRPORT	09/10/14	10929	RISK BENEFITS	JULY - SEP 2009	9912499	281.96	281.96	
	0101		MANCHESTER AIRPORT	09/10/14	10929	RISK LABOR	JULY - SEP 2009	9912499	978.00	978.00	
	0101		MANCHESTER AIRPORT	09/10/14	10929	SOLICITOR OVERHEAD	JULY - SEP 2009	9912499	31.99	31.99	
	0101		MANCHESTER AIRPORT	09/10/14	10929	SOLICITOR BENEFITS	JULY - SEP 2009	9912499	92.23	92.23	
	0101		MANCHESTER AIRPORT	09/10/14	10929	SOLICITOR LABOR	JULY - SEP 2009	9912499	319.91	319.91	
	0101		MANCHESTER AIRPORT	09/10/14	10532	US POSTAGE	IRS EXPRESS MAIL	9912499	19.80	19.80	
							TOTAL		4,880.63	4,880.63	
34	0101	000002539	MANCHESTER HIGHWAY DEPT	09/10/14	3A225	Regular Rate Retirement	Police Extra Detail	9912510	44.46	44.46	
	0101		MANCHESTER HIGHWAY DEPT	09/10/14	3A140	Regular Rate Officer's	Police Extra Detail	9912510	227.16	227.16	
	0101		MANCHESTER HIGHWAY DEPT	09/10/14	33871	Police - Cruiser Rental	Police - Extra Detail	9912510	90.00	90.00	
	0101		MANCHESTER HIGHWAY DEPT	09/10/14	33237	Extra Detail Admin Fee	Police Extra Detail	9912510	10.20	10.20	
							TOTAL		371.82	371.82	
	0101	000002557	MANCHESTER WATER WORKS	09/10/14	3A140	Regular Rate Officer's	Police Extra Detail	9912511	265.02	265.02	
	0101		MANCHESTER WATER WORKS	09/10/14	33237	Extra Detail Admin Fee	Police Extra Detail	9912511	11.90	11.90	
	0101		MANCHESTER WATER WORKS	09/10/14	3A225	Regular Rate Retirement	Police Extra Detail	9912511	51.87	51.87	
	0101		MANCHESTER WATER WORKS	09/10/07	33237	Extra Detail Admin Fee	Police Extra Detail	9912025	27.20	27.20	
	0101		MANCHESTER WATER WORKS	09/10/07	3A225	Regular Rate Retirement	Police Extra Detail	9912025	118.56	118.56	
	0101		MANCHESTER WATER WORKS	09/09/30	33237	Extra Detail Admin Fee	Police Extra Detail	9912025	605.76	605.76	
	0101		MANCHESTER WATER WORKS	09/09/30	33331	Extra Detail Reserve Acct	Police Extra Detail	9911862	37.40	37.40	
	0101		MANCHESTER WATER WORKS	09/09/30	3A140	Regular Rate Officer's	Police Extra Detail	9911862	832.92	832.92	
	0101		MANCHESTER WATER WORKS	09/09/30	3A225	Regular Rate Retirement	Police Extra Detail	9911862	111.15	111.15	
							TOTAL		2,113.65	2,113.65	
50	0101	000000029	MANCHESTER CITY SOLICITOR	09/09/23	50906	Insurance Reimbursement	Riverwalk Lens Cover	9911820	330.00	330.00	
	0101		MANCHESTER CITY SOLICITOR	09/09/14	50906	Insurance Reimbursement	Street Lighting	9911522	4,640.30	4,640.30	
	0101		MANCHESTER CITY SOLICITOR	09/09/04	50906	Insurance Reimbursement	Chestnut St Light/Pole	9911371	4,882.83	4,882.83	
							TOTAL		9,853.13	9,853.13	
	0101	000002539	MANCHESTER HIGHWAY DEPT	09/09/30	50361	Equipment	WF0184444	9911916	23.77	23.77	
	0101		MANCHESTER HIGHWAY DEPT	09/09/30	50917	Misc. Revenue	WF0184444	9911916	1,545.34	1,545.34	

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
50	0101	000002539	MANCHESTER HIGHWAY DEPT	09/09/30	5B110	Labor	WF0184444	9911916	4,346.86	4,346.86	C
	0101		MANCHESTER HIGHWAY DEPT	09/09/25	5B130	Labor		9911821	1,081.00	1,081.00	
								TOTAL	6,996.97	6,996.97	
	0101	000002541	MANCHESTER PARKS & RECREATION	09/10/13	5H682	50 Recy Asph w/e 10/10/09	31.05 tons @ \$2.50	9912456	77.63	77.63	
	0101		MANCHESTER PARKS & RECREATION	09/10/13	5O918	50 recy Asph Ovhd wei0/10	31.05 tons @ \$.25	9912456	7.76	7.76	
	0101		MANCHESTER PARKS & RECREATION	09/10/05	5O615	Unleaded Fuel Usage	August 2009	9911989	678.89	678.89	
	0101		MANCHESTER PARKS & RECREATION	09/09/28	5O918	50 Recy Asph Ovhd we 9/26	115.84 tons @ \$.25	9911822	28.96	28.96	
	0101		MANCHESTER PARKS & RECREATION	09/09/28	5H682	50 Recy Asph w/e 9/26/09	115.84 tons @ \$2.50	9911822	289.60	289.60	
								TOTAL	1,082.84	1,082.84	
	0101	000002545	MANCHESTER FACILITIES DIVISION	09/10/30	5O912	Fuel Usage		9912874	10.17	10.17	
	0101		MANCHESTER FACILITIES DIVISION	09/10/08	5H682	Materials	206895-125 1/2" Wearing Course	9912454	447.19	447.19	
	0101		MANCHESTER FACILITIES DIVISION	09/10/08	5H682	Materials	206895-125 3/8" Wearing Course	9912454	557.74	557.74	
	0101		MANCHESTER FACILITIES DIVISION	09/10/08	5H682	Recy Asph	206895-125	9912454	21.10	21.10	
								TOTAL	1,036.20	1,036.20	
	0101	000002557	MANCHESTER WATER WORKS	09/10/08	5G130	45 Utility Insp OT-6hrs	W/E 10/3/09	9912457	242.22	242.22	
								TOTAL	242.22	242.22	
	0101	000002573	MANCHESTER EPD	05/10/30	5O361	O&M Reimbursement	October 2009	9912879	208.93	208.93	
	0101		MANCHESTER EPD	09/09/30	5O361	O&M Reimbursement	September 2009	9911915	310.98	310.98	
								TOTAL	519.91	519.91	
	0101	000011485	MANCHESTER PARKING DIVISION	09/10/30	5O912	Fuel Usage		9912875	336.06	336.06	
	0101		MANCHESTER PARKING DIVISION	09/10/30	5O912	Fuel Usage		9912875	39.39	39.39	
	0101		MANCHESTER PARKING DIVISION	09/10/30	5O912	Fuel Usage		9912875	140.45	140.45	
	0101		MANCHESTER PARKING DIVISION	09/10/29	5O361	Labor		9912875	122.26	122.26	
	0101		MANCHESTER PARKING DIVISION	09/10/29	5O361	Parts		9912875	156.78	156.78	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O912	Fuel Usage-148.66 gal UL	August 2009	9911988	791.70	791.70	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O361	Parts		9911917	295.79	295.79	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O912	Fuel Usage		9911917	10.70	10.70	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O912	Fuel Usage		9911917	216.95	216.95	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O912	Fuel Usage		9911917	160.76	160.76	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O912	Engine Oil		9911917	148.15	148.15	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O912	Engine Oil		9911917	17.60	17.60	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O361	Parts		9911917	12.57	12.57	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O361	Labor		9911917	3.15	3.15	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O361	Parts		9911917	18.88	18.88	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O361	Labor		9911917	252.37	252.37	
	0101		MANCHESTER PARKING DIVISION	09/09/30	5O361	Labor		9911917	216.32	216.32	
								TOTAL	37.76	37.76	

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
50	0101	000011485	MANCHESTER PARKING DIVISION	09/09/30	50361	Parts		9911917	15.79	15.79	C
	0101		MANCHESTER PARKING DIVISION	09/09/30	50361	Labor		9911917	26.13	26.13	
								TOTAL	3,019.56	3,019.56	
								CUSTOMER TYPE TOTAL	22,750.83	22,750.83	
51	0101	000002521	MANCHESTER POLICE DEPT	09/10/16	5H682	Materials-MPD Signs		9912565	32.64	32.64	
								TOTAL	32.64	32.64	
	0101	000002539	MANCHESTER HIGHWAY DEPT	09/10/23	5H682	Signs WF0191600		9912781	128.84	128.84	
	0101		MANCHESTER HIGHWAY DEPT	09/10/23	5H682	Signs WF0164743		9912781	36.10	36.10	
	0101		MANCHESTER HIGHWAY DEPT	09/09/30	5L130	Labor		9911921	185.45	185.45	
								TOTAL	350.39	350.39	
	0101	000010728	MANCHESTER PARKS & REC	09/10/19	5H682	Materials-Signs	PO# 2-1001573	9912578	120.00	120.00	
								TOTAL	120.00	120.00	
								CUSTOMER TYPE TOTAL	503.03	503.03	
07		000011485	MANCHESTER PARKING DIVISION	09/08/31	10141	Finance Charge		AGING TOTAL	30,619.96	30,619.96	
								TOTAL	85.50	85.50	30
								CUSTOMER TYPE TOTAL	85.50	85.50	
								AGING TOTAL	85.50	85.50	
								TOTAL	85.50	85.50	60
								CUSTOMER TYPE TOTAL	85.50	85.50	
								AGING TOTAL	85.50	85.50	

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
33	0101	000002568	MANCHESTER RISK MANAGEMENT	09/06/30	33441	traffic counter repairs	All Traffic Solutions	9909079	715.00	715.00	90
						TOTAL			715.00	715.00	
50	0101	000000029	MANCHESTER CITY SOLICITOR	09/06/30	50906	Insurance Reimbursement	Lowell and Kosciuszko St	9909111	715.00	715.00	
						TOTAL			3,595.00	2,564.32	
						CUSTOMER TYPE TOTAL			3,595.00	2,564.32	
						AGING TOTAL			4,310.00	3,279.32	
						FINAL TOTALS			35,100.96	34,070.28	

*** END OF REPORT ***

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
SCHOOL INVOICES BY CUSTOMER TYPE

CUSTOMER TYPE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
10	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/10/20	10296	Reimbursement	for invoices paid	9912617	862.50	862.50	C
								TOTAL	862.50	862.50	
								CUSTOMER TYPE	862.50	862.50	
21	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/10/15	21998	School-City Services	FY10 July-October	9912547	1,333,135.18	1,333,135.18	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/15	21998	School-City Services	FY10 Facility Maintenance	9912547	199,603.28	199,603.28	
								TOTAL	1,532,738.46	1,532,738.46	
								CUSTOMER TYPE	1,532,738.46	1,532,738.46	
30	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/10/20	30237	Extra Detail	Admin. Fee 10/8/09	9912671	6.80	6.80	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/20	30140	Fire Watch	Parkside -No alarm system	9912671	132.76	132.76	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/20	3E224	Fire State Retirement	D. Mills, 10/8/09	9912671	32.76	32.76	
								TOTAL	172.32	172.32	
								CUSTOMER TYPE	172.32	172.32	
34	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/10/28	3E225	School Rate Retirement	Police Extra Detail	9912810	88.92	88.92	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/28	3E140	School Rate Officer's	Police Extra Detail	9912810	454.32	454.32	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/21	3E140	School Rate Officer's	Police Extra Detail	9912626	1,135.80	1,135.80	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/21	3E225	School Rate Retirement	Police Extra Detail	9912626	222.30	222.30	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/14	33931	Extra Detail Reserve Acct	Police Extra Detail	9912502	39.81	39.81	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/14	3E225	School Rate Retirement	Police Extra Detail	9912502	66.69	66.69	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/14	3E140	School Rate Officer's	Police Extra Detail	9912502	96.00	96.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/14	3E140	School Rate Officer's	Police Extra Detail	9912502	340.74	340.74	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/07	3E225	School Rate Retirement	Police Extra Detail	9912014	88.92	88.92	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/07	3E140	School Rate Officer's	Police Extra Detail	9912014	454.32	454.32	
								TOTAL	2,987.82	2,987.82	
								CUSTOMER TYPE	2,987.82	2,987.82	
41	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	41230	Summer School Benefits	School Health	9912569	1,203.01	1,203.01	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	41998	Jul-Sept09 Salaries	School Health	9912569	145,635.80	145,635.80	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	41998	Jul-Sept09 Benefits	School Health	9912569	80,759.07	80,759.07	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	41998	Jul-Sept09 Operating	School Health	9912569	4,717.37	4,717.37	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	41998	Jul-Sept09 Salary Admin	School Health	9912569	4,785.63	4,785.63	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	41998	Jul-Sept09 Benefits	School Health	9912569	2,032.22	2,032.22	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	41110	Summer School Salaries	School Health	9912569	4,671.94	4,671.94	

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
SCHOOL INVOICES BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
51	0101	0000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/10/29	5H692	Materials-New Signs		9912878	181.49	181.49	C
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/16	5N110	Labor-Signs		9912567	11.66	11.66	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/10/16	5H682	Materials-Signs		9912567	9.65	9.65	
								TOTAL	243,805.04	243,805.04	
								CUSTOMER TYPE TOTAL	243,805.04	243,805.04	
65	0507	0500000064	SCHOOL ADMINISTRATIVE UNIT #37	09/10/28	65652	JFK Electric Reimbursemt		9912799	10,195.82	10,195.82	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	09/09/30	65998	School Grounds 7/1-9/3009		9911961	21,814.59	21,814.59	
								TOTAL	32,010.41	32,010.41	
								CUSTOMER TYPE TOTAL	32,010.41	32,010.41	
19	0101	0000000064	SCHOOL ADMINISTRATIVE UNIT #37	09/06/24	19350	equipment central/mst	access control server	9908933	91.66	91.66	90
								TOTAL	91.66	91.66	
								CUSTOMER TYPE TOTAL	91.66	91.66	
21	0101	000004100	MCDONOUGH SCHOOL	06/03/08	21591	Custodial Contract Manpwr	CUST SVS SCHOOL SOCIAL	9874908	75.57	75.57	
	0101		MCDONOUGH SCHOOL	06/03/08	21928	Custodial Indirect Cost	ADMINISTRATIVE FEES	9874908	11.93	11.93	
								TOTAL	87.50	87.50	
								CUSTOMER TYPE TOTAL	87.50	87.50	
65	0101	0000000064	SCHOOL ADMINISTRATIVE UNIT #37	06/03/31	65998	Schl Grounds March 2006		9875613	7,040.78	38.41	
								TOTAL	7,040.78	38.41	
								CUSTOMER TYPE TOTAL	7,040.78	38.41	

Department of Finance
 Accounts Receivable
 Submissions to Solicitor's Office

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount	Total Outstanding	Explanation
Parking	Patrick Gagne above submitted to City Solicitor 03/12/09	10407	9874285	2/15/06	\$744.20	\$744.20		3 year statute of limitations expired- will be submitted on 2nd Qtr FY10 write off list
Parking	Gail Brown above submitted to City Solicitor 11/2/09	10422	9874286	2/15/06	\$719.04	\$719.04		3 year statute of limitations expired- will be submitted on 2nd Qtr FY10 write off list
							<u>\$1,463.24</u>	

UNCOLLECTABLE PER COLLECTION AGENCY > \$1,000-SEND TO CITY SOLICITOR

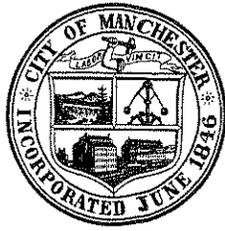
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has approved the City's Monthly Financial Report (unaudited) for the three months ended September 30, 2009 and is forwarding same to the Board for informational purposes.

(Unanimous vote)

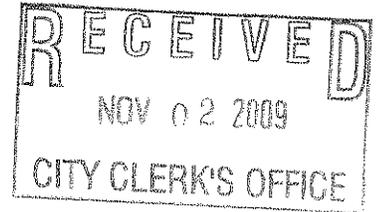
Respectfully submitted,


Clerk of Committee



William E. Sanders
Finance Officer

CITY OF MANCHESTER
Finance Department



November 2, 2009

Committee on Accounts, Enrollment and Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review, is the City of Manchester's unaudited Monthly Financial Report for the three months ended September 30, 2009.

Expenditures:

The average unobligated balance percentage for the three month period should be 75% left as a benchmark. Departments with at least a 10% variance are Information Systems and Elderly Services. Information Systems has recorded obligations for equipment to be reimbursed by the departments receiving the equipment. This department also has fully encumbered service agreements, postage as well as telephone obligations for the year. Elderly Services has fully encumbered utilities. Health care costs through September of \$3,048,506 are about \$250,000 over budget for the first three months.

Overall, expenditures through August are tracking the budget with a composite city-wide unobligated balance of 74.59% compared to 73.93% a year ago.

Revenues:

Revenues for the first three months of FY2010 are about 15% below revenues for the same period a year ago. This decline is primarily attributable to lower automobile registrations (\$1,058,000) and lower interest income (\$163,000). The automobile registration shortfall was significant due to a Ryder Rentals registering vehicles in October this year compared to September of last year.

Sincerely,

William E. Sanders
Finance Officer

CITY OF MANCHESTER
NEW HAMPSHIRE



FINANCIAL REPORTS

FOR THE THREE MONTHS ENDED
SEPTEMBER 30, 2009

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE
PRELIMINARY FINANCIAL STATEMENTS
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FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2009
(UNAUDITED)

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City of Manchester, New Hampshire
 Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The Three Months Ended September 30, 2009

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(UNAUDITED)
 Budget Basis
 QT1BUDNBN1

	FY 2010 MODIFIED BUDGET	FY 2010 OBLIGATIONS TO DATE	FY 2010 UNOBLIGATED BALANCE	FY 2010 PERCENT UNOBLIGATED
AGENCIES -				
ALDERMEN	\$ 70,000.00	\$ 14,625.00	\$ 55,375.00	79.11
ASSESSORS	621,645.00	121,428.28	500,216.72	80.47
CITY CLERK	1,026,720.00	200,864.85	825,855.15	80.44
MEDO	288,672.00	71,533.93	217,138.07	75.22
CITY SOLICITOR	1,086,131.00	259,119.69	827,011.31	76.14
FINANCE	927,911.00	192,991.38	734,919.62	79.20
INFORMATION SYSTEMS	1,475,232.00	699,624.99	775,607.01	52.58
MAYOR	208,678.00	51,025.19	157,652.81	75.55
OFFICE OF YOUTH SERVICES	568,425.00	129,736.59	438,688.41	77.18
HUMAN RESOURCES	739,300.00	166,012.27	573,287.73	77.54
PLANNING	1,815,821.00	410,856.97	1,404,964.03	77.37
BUILDING MAINTENANCE DIVISION	6,448,160.00	1,467,567.49	4,980,592.51	77.24
TAX COLLECTOR	575,586.00	125,197.81	450,388.19	78.25
FIRE	18,524,852.00	4,309,345.87	14,215,506.13	76.74
POLICE	18,817,174.00	4,740,228.21	14,076,945.79	74.81
HEALTH	2,631,041.65	435,001.28	2,196,040.37	83.47
HIGHWAY	19,217,551.00	4,897,823.21	14,319,727.79	74.51
WELFARE	1,115,068.00	268,376.36	846,691.64	75.93
PARKS & RECREATION	2,730,432.00	788,649.39	1,941,782.61	71.12
LIBRARY	2,076,760.00	534,496.38	1,542,263.62	74.26
ELDERLY SERVICES	251,695.00	89,124.96	162,570.04	64.59
TOTAL AGENCIES	81,216,854.65	19,973,630.10	61,243,224.55	75.41
RESTRICTED ITEMS -				
SEVERANCE PAY	700,000.00	93,730.83	606,269.17	86.61
WORKERS COMPENSATION - SALARY	350,000.00	213,964.27	136,035.73	38.87
HEALTH INSURANCE	11,290,000.00	3,048,506.24	8,241,493.76	73.00
DENTAL INSURANCE	875,000.00	177,684.88	697,315.12	79.69
DEATH BENEFIT	72,633.00	17,227.30	55,405.70	76.28
WORKER'S COMPENSATION	1,300,000.00	462,978.31	837,021.69	64.39
DISABILITY INSURANCE	69,054.00	15,725.04	53,328.96	77.23
CITY RETIREMENT	4,750,112.70	1,157,861.36	3,592,251.34	75.62
FIRE STATE PENSION	2,847,457.00	644,936.70	2,202,520.30	77.35
POLICE STATE PENSION	2,007,503.00	454,279.78	1,553,223.22	77.37
FICA	2,692,216.64	598,323.38	2,093,893.26	77.78
UNEMPLOYMENT	70,000.00	9,692.92	60,307.08	86.15
CGL INSURANCE	600,000.00	244,576.19	355,423.81	59.24
TOTAL RESTRICTED ITEMS	27,623,976.34	7,139,487.20	20,484,489.14	74.15
NON-DEPARTMENTAL ITEMS -				
CONTINGENCY	378,631.01	-	378,631.01	100.00
MCTV	500,000.00	124,999.98	375,000.02	75.00
CIVIC CONTRIBUTIONS	163,392.00	46,735.53	116,656.47	71.40
NON-CITY PROGRAMS	68,406.00	-	68,406.00	100.00
SAFETY REVIEW BOARD	20,000.00	3,415.85	16,584.15	82.92
COMMUNITY IMPROVEMENT PROGRAM	1,204,600.00	1,196,410.00	8,190.00	.68
MOTORIZED EQUIPMENT REPLACEMENT	85,000.00	18,735.19	66,264.81	77.96
TRANSIT SUBSIDY	900,000.00	900,000.00	-	-
EMPLOYEE MEDICAL SERVICES	50,000.00	3,538.30	46,461.70	92.92
CONSERVATION COMMISSION	7,499.00	3,206.26	4,292.74	57.24
MATURING DEBT	8,960,000.00	2,206,437.25	6,753,562.75	75.37
INTEREST ON MATURING DEBT	5,400,000.00	542,419.24	4,857,580.76	89.96
TOTAL NON-DEPARTMENTAL ITEMS	17,737,528.01	5,045,897.60	12,691,630.41	71.55
TOTAL GENERAL FUND	\$ 126,578,359.00	\$ 32,159,014.90	\$ 94,419,344.10	74.59

City of Manchester, New Hampshire
 Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The Three Months Ended September 30, 2008

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(UNAUDITED)
 Budget Basis
 QT1BUDNBN2

	FY 2009 MODIFIED BUDGET	FY 2009 OBLIGATIONS TO DATE	FY 2009 UNOBLIGATED BALANCE	FY 2009 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 63,000.00	\$ 17,500.00	\$ 45,500.00	72.22
ASSESSORS	638,593.00	126,167.77	512,425.23	80.24
BUILDING	1,183,665.00	269,334.18	914,330.82	77.25
CITY CLERK*	1,066,523.00	222,266.94	844,256.06	79.16
MEDO	249,284.00	67,605.51	181,678.49	72.88
CITY SOLICITOR	1,049,719.00	281,000.36	768,718.64	73.23
FINANCE	938,093.00	193,312.51	744,780.49	79.39
INFORMATION SYSTEMS	1,416,073.00	668,554.85	747,518.15	52.79
MAYOR	203,678.00	49,955.85	153,722.15	75.47
OFFICE OF YOUTH SERVICES	585,158.00	117,448.84	467,709.16	79.93
HUMAN RESOURCES	647,450.00	202,853.05	444,596.95	68.67
PLANNING	695,867.00	127,287.55	568,579.45	81.71
BUILDING MAINTENANCE DIVISION	5,934,056.00	1,936,222.74	3,997,833.26	67.37
TAX COLLECTOR	552,035.00	123,741.69	428,293.31	77.58
FIRE	18,472,242.00	4,314,812.74	14,157,429.26	76.64
POLICE	19,003,469.00	5,143,330.13	13,860,138.87	72.93
HEALTH	2,499,161.00	397,297.41	2,101,863.59	84.10
HIGHWAY	19,050,498.00	4,414,912.25	14,635,585.75	76.83
WELFARE	1,016,293.00	266,377.38	749,915.62	73.79
PARKS & RECREATION	2,695,465.00	833,384.15	1,862,080.85	69.08
LIBRARY	2,018,771.00	504,227.46	1,514,543.54	75.02
ELDERLY SERVICES	234,647.00	90,410.51	144,236.49	61.47
TOTAL AGENCIES	80,213,740.00	20,368,003.87	59,845,736.13	74.61
RESTRICTED ITEMS-				
SEVERANCE PAY	230,000.00	-	230,000.00	100.00
WORKERS COMPENSATION - SALARY	101,000.00	151,244.80	(50,244.80)	149.75
HEALTH INSURANCE	10,161,617.00	2,589,280.12	7,572,336.88	74.52
DENTAL INSURANCE	898,989.00	171,834.20	727,154.80	80.89
DEATH BENEFIT	68,911.00	12,893.09	56,017.91	81.29
WORKER'S COMPENSATION	1,039,760.00	342,545.85	697,214.15	67.06
DISABILITY INSURANCE	57,877.00	15,825.05	42,051.95	72.66
CITY RETIREMENT	2,405,216.00	591,507.98	1,813,708.02	75.41
FIRE STATE PENSION	2,621,138.00	614,443.08	2,006,694.92	76.56
POLICE STATE PENSION	1,785,218.00	447,114.74	1,338,103.26	74.95
FICA	2,654,943.00	608,568.58	2,046,374.42	77.08
UNEMPLOYMENT	20,000.00	4,689.79	15,310.21	76.55
CGL INSURANCE	551,397.00	329,354.91	222,042.09	40.27
TOTAL RESTRICTED ITEMS	22,596,066.00	5,879,302.19	16,716,763.81	73.98
NON-DEPARTMENTAL ITEMS-				
MCTV	400,000.00	537,368.40	(137,368.40)	(34.34)
CONTINGENCY	730,527.76	-	730,527.76	100.00
CIVIC CONTRIBUTIONS	158,000.00	100,330.64	57,669.36	36.50
NON-CITY PROGRAMS	69,278.00	68,899.32	378.68	.55
SAFETY REVIEW BOARD	20,000.00	4,808.08	15,191.92	75.96
COMMUNITY IMPROVEMENT PROGRAM	673,372.24	673,372.24	-	-
MOTORIZED EQUIPMENT REPLACEMENT	125,000.00	18,700.32	106,299.68	85.04
TRANSIT SUBSIDY	900,000.00	900,000.00	-	-
EMPLOYEE MEDICAL SERVICES	50,000.00	5,780.70	44,219.30	88.44
CONSERVATION COMMISSION	7,499.00	1,034.77	6,464.23	86.20
MATURING DEBT	9,469,389.00	2,368,596.56	7,100,792.44	74.99
INTEREST ON MATURING DEBT	5,466,797.00	588,369.53	4,878,427.47	89.24
TOTAL NON-DEPARTMENTAL ITEMS	18,069,863.00	5,267,260.56	12,802,602.44	70.85
TOTAL GENERAL FUND	\$ 120,879,669.00	\$ 31,514,566.62	\$ 89,365,102.38	73.93

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Department - General Fund
 Non-Property Tax Revenues
 For The Three Months Ended September 30, 2009
 (UNAUDITED)
 Budget Basis
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AGENCIES-	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
ASSESSORS	742,000.00	2,696.44	739,303.56	99.64
CITY CLERK	2,084,553.00	114,325.36	1,970,227.64	94.52
MEDO	70,000.00	-	70,000.00	100.00
CITY SOLICITOR	585,000.00	-	585,000.00	100.00
FINANCE	4,036,941.00	176,173.27	3,860,767.73	95.64
INFORMATION SYSTEMS	84,519.00	-	84,519.00	100.00
MAYOR	-	51.75	(51.75)	-
HUMAN RESOURCES	7,000.00	504.46	6,495.54	92.79
PLANNING BOARD	2,703,000.00	425,550.10	2,277,449.90	84.26
BUILDING MAINTENANCE DIVISION	6,007,188.00	-	6,007,188.00	100.00
TAX COLLECTOR	15,126,800.00	3,225,712.02	11,901,087.98	78.68
FIRE	380,550.00	18,315.88	362,234.12	95.19
POLICE	1,199,077.00	68,932.61	1,130,144.39	94.25
HEALTH	2,261,894.00	282,608.20	1,979,285.80	87.51
HIGHWAY	3,474,160.00	1,114,205.27	2,359,954.73	67.93
WELFARE	45,000.00	6,978.37	38,021.63	84.49
CEMETERY, PARKS & RECREATION	866,485.00	85,465.86	781,019.14	90.14
TOTAL AGENCIES	\$ 39,674,167.00	\$ 5,521,519.59	\$ 34,152,647.41	86.08

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type - General Fund
 Non-Property Tax Revenues
 For The Three Months Ended September 30, 2009
 (UNAUDITED)
 Budget Basis
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	46,000.00	-	46,000.00	100.00
INTEREST AND PENALTIES	705,000.00	123,863.78	581,136.22	82.43
CABLE FRANCHISE FEES	1,419,542.00	-	1,419,542.00	100.00
TOTAL TAXES, INTEREST AND PENALTIES	2,170,542.00	123,863.78	2,046,678.22	94.29
LICENSES AND PERMITS				
AUTO REGISTRATIONS	14,860,000.00	3,188,218.89	11,671,781.11	78.54
LICENSES	425,966.00	51,922.60	374,043.40	87.81
PERMITS	2,780,000.00	464,163.10	2,315,836.90	83.30
TOTAL LICENSES AND PERMITS	18,065,966.00	3,704,304.59	14,361,661.41	79.50
INTERGOVERNMENTAL				
FEDERAL REVENUES	230,000.00	11,243.55	218,756.45	95.11
PAYMENTS IN LIEU OF TAXES	672,000.00	500.00	671,500.00	99.93
STATE REVENUES	2,387,387.00	716,959.50	1,670,427.50	69.97
TOTAL INTERGOVERNMENTAL	3,289,387.00	728,703.05	2,560,683.95	77.85
SALES AND SERVICES				
GENERAL REVENUES	120,995.00	35,370.80	85,624.20	70.77
PUBLIC SAFETY	152,950.00	33,501.77	119,448.23	78.10
HIGHWAY	505,700.00	154,661.87	351,038.13	69.42
SANITATION	25,000.00	3,155.49	21,844.51	87.38
HEALTH	12,000.00	4,030.00	7,970.00	66.42
CEMETERY, PARKS & RECREATION	206,385.00	55,427.11	150,957.89	73.14
ZONING BOARD	30,000.00	9,435.00	20,565.00	68.55
PARKING VIOLATIONS	11,000.00	2,450.00	8,550.00	77.73
COURT FINES	42,000.00	9,978.26	32,021.74	76.24
FEES	890,500.00	148,681.02	741,818.98	83.30
WITNESS FEES	95,000.00	7,644.08	87,355.92	91.95
TOTAL SALES AND SERVICES	2,091,530.00	464,335.40	1,627,194.60	77.80
OTHER REVENUE SOURCES				
INTEREST INCOME	755,000.00	170,173.26	584,826.74	77.46
FUND TRANSFERS	2,430,100.00	-	2,430,100.00	100.00
REIMBURSEMENTS	1,188,227.00	50,752.68	1,137,474.32	95.73
RENTALS & LEASES	804,100.00	12,997.50	791,102.50	98.38
SCHOOL CHARGEBACKS	8,870,815.00	259,744.68	8,611,070.32	97.07
MISCELLANEOUS	8,500.00	6,644.65	1,855.35	21.83
TOTAL OTHER REVENUE SOURCES	14,056,742.00	500,312.77	13,556,429.23	96.44
TOTAL	\$ 39,674,167.00	\$ 5,521,519.59	\$ 34,152,647.41	86.08

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type -
 Non-Property Tax Revenues
 For The Year Ended June 30, 2009 And
 Modified Budget FY 2010
 (UNAUDITED)
 Budget Basis
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	ACTUAL FY 2009	MODIFIED BUDGET FY 10	DIFFERENCE ACTUAL 09 VS BUDGET 10	PERCENTAGE DIFFERENCE OF FY09 VS FY10
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	44,266	46,000	1,734	3.92
INTEREST AND PENALTIES	889,599	705,000	(184,599)	(20.75)
CABLE FRANCHISE FEES	1,224,321	1,419,542	195,221	15.95
TOTAL TAXES, INTEREST AND PENALTIES	2,158,186	2,170,542	12,356	.57
LICENSES AND PERMITS				
AUTO REGISTRATIONS	14,767,538	14,860,000	92,462	.63
LICENSES	489,908	425,966	(63,942)	(13.05)
PERMITS	1,892,783	2,780,000	887,217	46.87
TOTAL LICENSES AND PERMITS	17,150,229	18,065,966	915,737	5.34
INTERGOVERNMENTAL				
FEDERAL REVENUES	242,055	230,000	(12,055)	(4.98)
PAYMENTS IN LIEU OF TAXES	675,699	672,000	(3,699)	(.55)
STATE REVENUES	4,426,623	2,387,387	(2,039,236)	(46.07)
TOTAL INTERGOVERNMENTAL	5,344,377	3,289,387	(2,054,990)	(38.45)
SALES AND SERVICES				
GENERAL REVENUES	81,553	120,995	39,442	48.36
PUBLIC SAFETY	142,601	152,950	10,349	7.26
HIGHWAY	507,653	505,700	(1,953)	(.38)
SANITATION	21,317	25,000	3,683	17.28
HEALTH	15,956	12,000	(3,956)	(24.79)
CEMETERY, PARKS & RECREATION	194,805	206,385	11,580	5.94
ZONING BOARD	40,308	30,000	(10,308)	(25.57)
PARKING VIOLATIONS	16,775	11,000	(5,775)	(34.43)
COURT FINES	41,005	42,000	995	2.43
OTHER FINES	2,340	-	(2,340)	(100.00)
FEES	854,933	890,500	35,567	4.16
WITNESS FEES	158,813	95,000	(63,813)	(40.18)
TOTAL SALES AND SERVICES	2,078,059	2,091,530	13,471	.65
OTHER REVENUE SOURCES				
INTEREST INCOME	885,461	755,000	(130,461)	(14.73)
FUND TRANSFERS	2,160,741	2,430,100	269,359	12.47
REIMBURSEMENTS	960,563	1,188,227	227,664	23.70
RENTALS & LEASES	798,939	804,100	5,161	.65
SCHOOL CHARGEBACKS	7,888,194	8,870,815	982,621	12.46
MISCELLANEOUS	68,323	8,500	(59,823)	(87.56)
TOTAL OTHER REVENUE SOURCES	12,762,221	14,056,742	1,294,520	10.14
TOTAL	\$ 39,493,072	\$ 39,674,167	\$ 181,094	.46
=====				

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type -
 Non-Property Tax Revenues
 For The Three Months Ended September 30, 2009 and 2008
 (UNAUDITED)
 Budget Basis
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	3 MONTHS ACTUAL FY 2009	3 MONTHS ACTUAL FY 2010	DIFFERENCE ACTUAL 09 VS ACTUAL 10	PERCENTAGE DIFFERENCE OF FY09 VS FY10
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	34,992	-	(34,992)	(100.00)
INTEREST AND PENALTIES	140,542	123,863	(16,678)	(11.87)
<hr/>				
TOTAL TAXES, INTEREST AND PENALTIES	175,534	123,863	(51,670)	(29.44)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	4,246,737	3,188,218	(1,058,518)	(24.93)
LICENSES	65,807	51,922	(13,884)	(21.10)
PERMITS	549,599	464,163	(85,435)	(15.55)
<hr/>				
TOTAL LICENSES AND PERMITS	4,862,143	3,704,304	(1,157,838)	(23.81)
INTERGOVERNMENTAL				
FEDERAL REVENUES	-	11,243	11,243	-
PAYMENTS IN LIEU OF TAXES	-	500	500	-
STATE REVENUES	714,010	716,959	2,949	.41
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TOTAL INTERGOVERNMENTAL	714,010	728,703	14,693	2.06
SALES AND SERVICES				
GENERAL REVENUES	32,392	35,370	2,978	9.20
PUBLIC SAFETY	34,803	33,501	(1,301)	(3.74)
HIGHWAY	155,701	154,661	(1,039)	(.67)
SANITATION	8,554	3,155	(5,398)	(63.11)
HEALTH	3,076	4,030	954	31.01
CEMETERY, PARKS & RECREATION	68,188	55,427	(12,760)	(18.71)
ZONING BOARD	13,548	9,435	(4,113)	(30.36)
PARKING VIOLATIONS	5,350	2,450	(2,900)	(54.21)
COURT FINES	12,325	9,978	(2,346)	(19.04)
FEES	133,037	148,681	15,644	11.76
WITNESS FEES	44,628	7,644	(36,983)	(82.87)
<hr/>				
TOTAL SALES AND SERVICES	511,602	464,335	(47,266)	(9.24)
OTHER REVENUE SOURCES				
INTEREST INCOME	333,672	170,173	(163,498)	(49.00)
REIMBURSEMENTS	43,634	50,752	7,118	16.31
RENTALS & LEASES	12,691	12,997	306	2.42
SCHOOL CHARGEBACKS	18,463	259,744	241,281	1,306.84
MISCELLANEOUS	44,062	6,644	(37,357)	(84.90)
<hr/>				
TOTAL OTHER REVENUE SOURCES	452,462	500,312	47,850	10.58
<hr/>				
TOTAL	\$ 6,715,751	\$ 5,521,519	\$ (1,194,231)	(17.78)
=====				

City of Manchester, New Hampshire
 Parking Division
 Budgetary basis
 For the three months ended September 30, 2009

(unaudited)

Object Code Description	2010 Revised Budget *	July 2009 - September 2009 Activity	2010 Balance
Charges for Services Total	1,173,892	346,895	826,997
Licenses & Permits Total	2,266,549	580,476	1,686,073
Interest Total	4,000	411	3,589
Other Revenue Total	1,442,499	227,449	1,215,050
Transfer in	185,000	-	185,000
Grand Total	<u>5,071,940</u>	<u>1,155,231</u>	<u>3,916,709</u>
Salaries & Wages Total	720,083	165,775	554,308
Employee Benefits Total	434,320	90,445	343,875
Purchased Professional Services Total	13,000	2,958	10,042
Purchased Property Services Total	761,650	87,135	674,515
Other Purchased Services Total	85,400	14,346	71,054
Supplies & Materials Total	120,500	50,991	69,509
Miscellaneous Total	589,000	54,513	534,487
Non-Departmental Total	787,987	-	787,987
Miscellaneous-Dividend Total	1,860,000	-	1,860,000
Grand Total	<u>5,371,940</u>	<u>466,165</u>	<u>4,905,775</u>
Excess (deficit) of revenues over expenditures	<u>(300,000)</u>	<u>689,066</u>	<u>(989,066)</u>

* - Revised Budget includes \$485 K of CIP appropriations
 \$185 K funding to come from the one-time Reserve Fund & \$300 K to be bonded.

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that the travel summary report from Jay Minkarah, Economic Development Director, has been approved.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



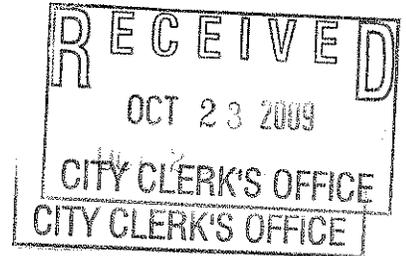
CITY OF MANCHESTER

Economic Development Office



October 22, 2009

Peter Sullivan, Chairman
Committee on Accounts, Enrollment & Revenue Administration
City of Manchester
One City Hall Plaza
Manchester, NH 03101



Re: 2009 NEDA Conference

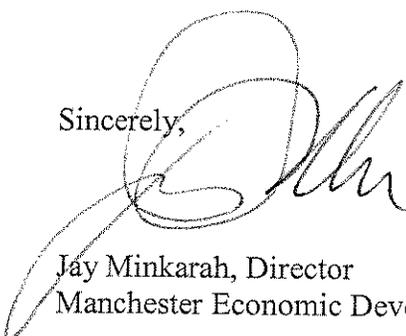
Dear Chairman Sullivan and Members of the Committee:

Between September 20 and 22, I attended the Northeast Economic Developers Association (NEDA) annual conference in Philadelphia. NEDA is a professional association created to promote economic and industrial development in the Northeastern region of the US. The organization conducts educational courses and seminars on economic development related topics. It also monitors important federal legislation and economic trends. The annual meeting is held in a different northeastern state each year and includes a business organizational meeting as well as various workshops and seminars. The theme of this year's conference was *Challenges facing the Northeast*.

Conference workshops and presentations included overviews of the region's changing economies, the impacts of trends in deep-water ports and freight on industry site selection, changing demographics, and tours of key economic development projects in Philadelphia. The conference also provides an opportunity to network with economic development professionals from the entire Northeastern region.

If you have any questions or require additional information, please feel free to contact me at your convenience. Thank you.

Sincerely,


Jay Minkarah, Director
Manchester Economic Development Office

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that the summary on collections submitted by Lisa Sorenson, Financial Analyst, has been approved.

(Unanimous vote)

Respectfully submitted,

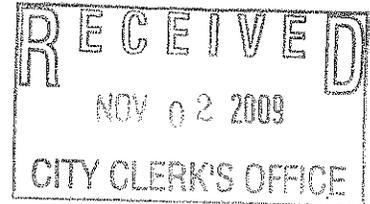
A handwritten signature in cursive script, appearing to read "A. D. Smith", written in black ink.

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department



November 2, 2009

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester NH 03101

Dear Honorable Committee Members,

As requested at the October 6, 2009 meeting, attached is a detailed summary of City collections. This report includes parking ticket accounts as well as non-parking (all other city departments). In March 2009, the City began using Municipal Services Bureau (MSB) for collections. To date the non-parking accounts sent to collections total \$79,968.95 with MSB collecting \$12,204.37. The parking division has sent \$912,621.01 in parking tickets with MSB collecting \$154,259.37.

Please feel free to contact me with any questions or comments

Respectfully submitted,

Lisa M. Sorenson
Financial Analyst

City of Manchester
All Parking and Non - Parking Collections Detail

All City Departments - Non Parking Tickets

	Amount Sent to Collections	# of Accounts in Collections	Average per Account	Amount Collected	# of Accounts Collected	Average per Account	Paid in Full	Commission	Amount Returned *	# of Returned Accounts
Nov-09	\$ -	0	\$ -	\$ -	0	\$ -	0	\$ -	\$ -	0
Oct-09	12,660.53	36	351.68	1,024.00	7	146.29	3	170.67	114.00	1
Sep-09	527.44	5	105.49	146.28	5	29.26	2	24.39	-	0
Aug-09	28,131.41	20	1,406.57	4,754.40	14	339.6	4	689.73	1,032.00	2
Jul-09	3,396.31	29	117.11	168.00	6	28	3	28	1,310.77	13
Jun-09	177.43	1	177.43	-	0	0	0	0	81.31	1
May-09	1,325.13	4	331.28	-	0	0	0	0	366.65	2
Apr-09	11,563.58	92	125.69	3,923.31	85	46.16	40	653.9	429.77	7
Mar-09	22,187.12	96	231.12	2,188.38	19	115.18	9	348.9	650.23	4
	\$ 79,968.95	283	\$ 282.58	\$ 12,204.37	136	\$ 89.74	61	\$ 1,915.59	\$ 3,984.73	30

Parking Tickets

	Amount Sent to Collections	# of Accounts in Collections	Average per Account	Amount Collected	# of Accounts Collected	Average per Account	Paid in Full	Commission	Amount Returned *	# of Returned Accounts
Nov-09	\$ 26,947.00	767	\$ 35.13	\$ -	0	0	0	\$ -	\$ -	0
Oct-09	27,895.00	791	35.27	3,094.00	106	29.19	91	515.65	24.00	1
Sep-09	14,366.80	384	37.41	1,850.00	49	37.76	22	308.29	116.00	3
Aug-09	20,258.00	537	37.72	3,306.00	152	21.75	49	550.89	266.00	4
Jul-09	15,759.20	424	37.17	2,664.00	106	25.13	24	443.85	86.00	3
Jun-09	13,146.00	328	40.08	2,120.00	87	24.37	17	353.18	180.00	2
May-09	42,019.00	1214	34.61	7,158.00	429	16.69	187	1,192.88	558.00	16
Apr-09	27,879.50	431	64.69	5,189.00	166	31.26	53	864.69	852.00	13
Mar-09	724,350.51	17231	42.04	128,878.37	6472	19.91	2788	21,478.44	51,194.80	603
	\$ 912,621.01	22,107	\$ 41.28	\$ 154,259.37	7,567	\$ 20.39	3,126	\$ 25,140.21	\$ 53,162.80	643

* Accounts were returned to the City for bankruptcy, sent in error, etc.

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the request from Rockingham Ambulance, Inc. to increase patient charges be approved as recommended.

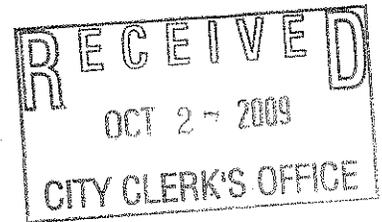
(Unanimous vote with the exception of Alderman M. Roy who voted in opposition)

Respectfully submitted,



Clerk of Committee

James A. Burkush
Chief of Department



City of Manchester
Fire Department

October 27, 2009

Alderman Peter Sullivan
Committee of Accounts, Enrollment & Revenue
Administration
Manchester, New Hampshire 03101

Re: Ambulance Service Agreement

Dear Alderman Sullivan:

Please see attached letter from Christopher Stawasz, Executive Director of Rockingham Regional Ambulance, Inc.

As the Fire Chief and overseer of the ambulance contract between Rockingham Ambulance and the City of Manchester, I bring before the Board of Mayor and Aldermen the request of Rockingham Ambulance, Inc. to increase patient charges.

Sincerely,

James A. Burkush
Chief of Department

ROCKINGHAM

REGIONAL AMBULANCE INC.

P.O. Box 906
Nashua, NH
03061-0906

1-800-754-5300
www.rockingham.org

October 8, 2009

Chief James Burkush
Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101

Re: Ambulance Service Agreement

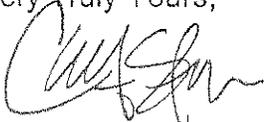
Dear Chief:

As stipulated as an allowable request in our agreement in Section L 9, we are requesting a change to the schedule of patient charges specified in our agreement.

I would appreciate an opportunity to discuss our request with you and move forward with this issue.

Thank you for your consideration of this request.

Very Truly Yours,



Christopher H. Stawasz
Executive Director

RECEIVED

OCT 14 2009

MANCHESTER FIRE DEPT



*Fire Department + Hardware
 Contribute on accounts
 November 9, 2009*

	Fire Dept	Fire Dept	Fire Dept	Fire Dept	Fire Dept	Fire Dept	Fire Dept	Fire Dept	Fire Dept	Fire Dept	Commercial	Commercial	Proposed
	Auburn	Bedford	Hooksett	Goffstown	Merrimack	Londonderry	Portsmouth	Concord	Nashua	Manchester	MANCHESTER	MANCHESTER	Manchesteer
	Third Svc	PROPOSED											
Most Common Scenario Total Gross Bill Example by Community													
Basic Life Support trip 2 miles	\$434.36	\$431.79	\$329.43	\$461.49	\$401.00	\$469.48	\$573.91	\$419.24	\$447.30	\$447.30	\$447.30	\$441.53	1%
Emergency trip 2 miles with IV	\$773.40	\$630.34	\$483.52	\$644.98	\$615.00	\$678.65	\$562.16	\$629.91	\$560.77	\$560.77	\$560.77	\$613.95	-10%
Emergency trip 2 miles with EKG, IV, Oxygen	\$990.10	\$875.08	\$670.43	\$871.24	\$842.00	\$929.75	\$573.91	\$868.91	\$569.36	\$569.36	\$569.36	\$776.01	-36%
Cardiac Arrest trip (full use of services) 2 miles	\$1,380.08	\$1,197.58	\$918.51	\$1,288.59	\$1,117.00	\$1,412.30	\$820.16	\$1,414.30	\$816.38	\$816.38	\$816.38	\$1,118.13	-37%
Car crash trip with immobilization 2 miles	\$434.36	\$431.79	\$329.43	\$461.49	\$401.00	\$520.83	\$573.91	\$488.24	\$447.30	\$447.30	\$447.30	\$453.57	-2%
Treatment at scene without transport	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$138.00	\$0.00	\$0.00	\$0.00	\$53.80	-100%

THIS IS PUBLICLY AVAILABLE DATA FOR INFORMATIONAL PURPOSES ONLY

FF

EXAMPLE - MEDICARE RECIPIENT
1 mile trip with EKG & Intravenous

	Current Rates	Proposed Rates
ALS-1 Emergency Base Rate	\$463.83	\$552.18
Ambulance Loaded Mileage	\$7.21	\$8.59
Total Gross Charges	\$471.04	\$560.77
Medicare Allows	\$455.48	\$455.48
Required Write Off Non-Allowed Amount	(\$15.56)	(\$105.29)
Medicare Pays 80% of allowed amount	\$364.38	\$364.38
Patient or supplemental insurance pays	\$91.10	\$91.10

EXAMPLE - NH MEDICAID RECEIPIENT
1 mile trip with EKG & Intravenous

	Current Rates	Proposed Rates
ALS-1 Emergency Base Rate	\$463.83	\$552.18
Ambulance Loaded Mileage	\$7.21	\$8.59
Total Gross Charges	\$471.04	\$560.77
NH Medicaid Allows	\$177.60	\$177.60
Required Write Off Non-Allowed Amount	(\$293.44)	(\$383.17)
NH Medicaid Pays 100% of allowed amount	\$177.60	\$177.60
Patient or supplemental insurance pays	\$0.00	\$0.00

EXAMPLE - COMMERCIAL INSURANCE RECEIPT
1 mile trip with EKG & Intravenous

	Current Rates	Proposed Rates
ALS-1 Emergency Base Rate	\$463.83	\$552.18
Ambulance Loaded Mileage	\$7.21	\$8.59
Total Gross Charges	\$471.04	\$560.77
Commercial Insurance Contract Allows	\$493.47	\$493.47
Required Write Off Non-Allowed Amount	\$0.00	(\$67.30)
Commercial Insurance Pays 100% of allowed amount	\$471.04	\$493.47
Patient or supplemental insurance pays	\$0.00	\$0.00

* Commercial insurance contracts vary by provider on allowed amounts and are subject to the negotiation process with individual providers. Rates agreed to in those agreements are typically proprietary and confidential.

*True Department Handout
 Committee on Accounts
 November 9, 2009*

St. Joseph Hospital Corporate Services, Inc.
 Rockingham Regional Ambulance, Inc.
 City of Manchester, NH 9-1-1 Program

	7/31/2009	12/31/2008	12/31/2007	12/31/2006
2 quarters (YTD)		4 quarters	4 quarters	4 quarters
Revenues less deductions	\$ 1,841,304	\$ 3,780,432	\$ 3,821,758	\$ 3,314,566
Expenses	1,933,785	3,904,189	4,143,924	3,310,862
Profit (Loss) before taxes	\$ (92,481)	\$ (123,757)	\$ (322,166)	\$ 3,704

ROCKINGHAM REGIONAL AMBULANCE
 MANCHESTER EMERGENCY
 PERIOD ENDING 07/31/08

	CURRENT MONTH		YEAR TO DATE	
	ACTUAL		ACTUAL	
REVENUE				
AMBULANCE EMERGENCY	312,646		2,479,708	
TOTAL BILLED REVENUE	312,646		2,479,708	
DEDUCTIONS FROM REVENUE				
CONTRACTUAL ALLOWANCES	99,785		401,820	
FREE CARE	7,276		13,176	
OTHER	(1,068)		202,429	
TOTAL DEDUCTIONS	97,011		617,426	
NET REVENUE	215,635		1,862,282	
OTHER INCOME	(15,160)		(20,979)	
TOTAL INCOME	200,476		1,841,304	
EXPENSES				
SALARIES	82,907		842,100	
BENEFITS	22,345		162,351	
MEDICAL SUPPLIES	5,828		28,905	
VEHICLE EXPENSES	10,006		135,904	
EQUIPMENT EXPENSES	694		6,179	
BUILDING & OCCUPANCY EXP	6,177		64,568	
CENTRAL BILLING EXPENSE	16,162		114,402	
OFFICE SUPPLY EXPENSE	(681)		1,278	
TELEPHONE	452		3,145	
MARKETING EXPENSES	5		3,936	
PROFESSIONAL/CLERICAL FEES	0		6,664	
CONTRACTED SERVICES	2,997		30,382	
OPERATIONS INSURANCE	3,930		42,801	
NET BAD DEBT	61,095		560,028	
DEPRECIATION	8,024		84,543	
TRAVEL/DUES/SEMINARS	0		1,875	
COLL & MISC FEES	376		9,248	
MISC OTHER EXPENSES	675		7,769	
BET TAX	377		5,366	
TOTAL EXPENSES	227,023		1,833,785	
NET INCOME/(LOSS) BEFORE TAXES	(26,547)		(92,481)	
ESTIMATED MASS. TAX	0		150	
NET INCOME/(LOSS)	(26,547)		(92,631)	

*

ROCKINGHAM REGIONAL AMBULANCE
MANCHESTER EMERGENCY
PERIOD ENDING 12/31/08

	ACTUAL	CURRENT MONTH	YEAR TO DATE	ACTUAL
REVENUE				
AMBULANCE EMERGENCY	624,783			4,013,694
TOTAL BILLED REVENUE	624,783			4,013,684
DEDUCTIONS FROM REVENUE				
CONTRACTUAL ALLOWANCES	161,081			955,934
FREE CARE	0			578
OTHER	45,188			164,177
TOTAL DEDUCTIONS	206,269			1,130,587
NET REVENUE	418,493			3,763,107
OTHER INCOME	(4,161)			(2,074)
TOTAL INCOME	414,332			3,760,432
EXPENSES				
SALARIES	103,481			1,358,727
BENEFITS	23,104			352,034
MEDICAL SUPPLIES	4,283			44,157
VEHICLE EXPENSES	30,054			197,286
EQUIPMENT EXPENSES	528			16,768
BUILDING & OCCUPANCY EXP	8,810			87,761 *
* CENTRAL BILLING EXPENSE	17,907			144,908 *
OFFICE SUPPLY EXPENSE	(20)			4,504
TELEPHONE	72			9,292
MARKETING EXPENSES	433			6,489
PROFESSIONAL/CLERICAL FEES	109			12,486
CONTRACTED SERVICES	3,135			37,068
OPERATIONS INSURANCE	6,007			73,457
NET BAD DEBT	325,508			1,378,868
DEPRECIATION	12,113			132,893
TRAVEL/QUESEMINARS	0			4,750
COLL. & MISC FEES	1,297			20,118
MISC OTHER EXPENSES	1,233			14,425
BET TAX	388			10,160
TOTAL EXPENSES	537,815			3,904,180
NET INCOME (LOSS) BEFORE TAXES	(123,483)			(123,757)
ESTIMATED MASS. TAX	0			75
NET INCOME (LOSS)	(123,483)			(123,832)

MEDICARE - FEE SCHEDULE
EXCESS OVER ↑

10%
ALLOCATED - BASED ON CALLS
EXEC + MECHANIC SALARIES

BILLING OFFICE - BASED ON CALL
VOLUME

EXPLANATION - ACTUAL W/O

ROCKINGHAM REGIONAL AMBULANCE
 MANCHESTER EMERGENCY
 PERIOD ENDING 12/31/07

	CURRENT MONTH		YEAR TO DATE	
	ACTUAL		ACTUAL	
REVENUE				
AMBULANCE EMERGENCY	415,656		5,333,156	
TOTAL BILLED REVENUE	415,656		5,333,156	
DEDUCTIONS FROM REVENUE	120,517		1,494,287	
CONTRACTUAL ALLOWANCES	0		15,428	
FREE CARE	0		97	
OTHER	0			
TOTAL DEDUCTIONS	120,517		1,613,731	
NET REVENUE	295,140		3,619,425	
OTHER INCOME	175		2,333	
TOTAL INCOME	295,315		3,621,758	
EXPENSES				
SALARIES	122,443		1,674,510	
BENEFITS	92,862		404,225	
MEDICAL SUPPLIES	6,078		53,637	
VEHICLE EXPENSES	21,825		158,756	
EQUIPMENT EXPENSES	2,143		18,508	
BUILDING & OCCUPANCY EXP	7,670		84,221	
CENTRAL BILLING EXPENSE	11,945		83,250	
OFFICE SUPPLY EXPENSE	337		8,626	
TELEPHONE	392		5,801	
MARKETING EXPENSES	462		11,476	
PROFESSIONAL/CLERICAL FEES	574		6,600	
CONTRACTED SERVICES	3,388		29,797	
OPERATIONS INSURANCE	5,841		76,217	
NET BAD DEBT	158,282		1,358,452	
DEPRECIATION	11,235		96,535	
TRAVEL/DUES/SEMINARS	0		8,986	
COAL & MISC. FEES	1,843		32,386	
MISC OTHER EXPENSES	1,101		16,081	
BET TAX	845		12,452	
TOTAL EXPENSES	388,876		4,143,924	
NET INCOME/(LOSS) BEFORE TAXES	(93,561)		(322,167)	
ESTIMATED MASS TAX	0		(486)	
NET INCOME/(LOSS)	(93,561)		(321,671)	

J-11

ROCKINGHAM REGIONAL AMBULANCE
 MANCHESTER EMERGENCY
 PERIOD ENDING 12/31/06

	ACTUAL	CURRENT MONTH	YEAR TO DATE
REVENUE			
AMBULANCE EMERGENCY	382,069		4,446,805
TOTAL BILLED REVENUE	382,068		4,446,805
DEDUCTIONS FROM REVENUE			
CONTRACTUAL ALLOWANCES	115,686		1,105,285
FREE CARE	1,185		27,534
OTHER	0		1,153
TOTAL DEDUCTIONS	116,871		1,133,971
NET REVENUE	265,238		3,312,934
OTHER INCOME	0		1,632
TOTAL INCOME	265,238		3,314,566
EXPENSES			
SALARIES	118,083		1,418,506
BENEFITS	33,040		379,194
MEDICAL SUPPLIES	4,364		31,703
VEHICLE EXPENSES	13,783		131,188
EQUIPMENT EXPENSES	1,218		14,978
BUILDING & OCCUPANCY EXP	7,520		59,305
CENTRAL BILLING EXPENSE	7,161		72,364
OFFICE SUPPLY EXPENSE	132		8,268
TELEPHONE	537		4,801
MARKETING EXPENSES	780		12,790
PROFESSIONAL/CLERICAL FEES	1,362		3,573
CONTRACTED SERVICES	2,862		24,732
OPERATIONS INSURANCE	6,611		87,453
NET BAD DEBT	89,081		682,638
DEPRECIATION	5,688		76,167
TRAVEL/QUESEMINARS	3,369		11,353
COLL & MISC FEES	4,476		46,947
MISC OTHER EXPENSES	1,028		14,398
BET TAX	814		10,589
TOTAL EXPENSES	293,054		3,310,662
NET INCOME/(LOSS) BEFORE TAXES	(27,816)		3,704
ESTIMATED MASS TAX	0		1,070
NET INCOME/(LOSS)	(27,816)		2,634

J-12

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 list of arbitration cases have been received and filed.

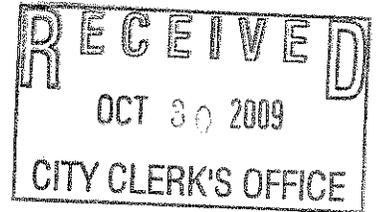
(Unanimous vote)

Respectfully submitted,



Clerk of Committee

Jane Gile
Human Resources Director



CITY OF MANCHESTER
Human Resources Department

November 1, 2009

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

RE: INFORMATIONAL ONLY
Summary of Outstanding Arbitrations and Grievances

Dear Alderman Gatsas:

Attached is a summary of the current status of outstanding union grievances and arbitrations as of the above date.

Sincerely,

Jane E. Gile, SPHR
Human Resources Director

**2009 OUTSTANDING GRIEVANCES
& RECENT ARBITRATION DECISIONS**
November 1, 2009

UNION	#	GRIEVANCE	POTENTIAL IMPACT	STATUS	ARB#/DATE	OUTCOME
IAFF	G-09-02-136	Pay step violation of Article 12	\$158,000 projection (61 members) – Current 53 mmbrs - \$137,000 Increase to base salary ongoing	Arbitration	G-0070 9/23/09	
IAFF	G-07-10-124	HAZ-Mat physicals	Loss of HAZ-Mat team	Pre-Arb – 10/2/08 placed on hold		
IAFF	G-08-11-133	Pay Rate Calculation – rounding issue	Precedent – rounding works both ways some employees see less, some more.	Union letter dated 9/30/09 demanding payment for underpayments	Wage and Hour dispute	Working on resolution
MPPA	1-09	Violation of Article 13.1 Step increase	\$59,000 projection (21 members) Increase to base salary ongoing	Arbitration	G-0103-1 9/28/09 postponed by union – 11/24/09 reschedule date	
USW	5-07	Inventory Specialist	Cost of higher grade – precedent setting	Superior Court/Arbitration	G-0058- PELRB	
USW	2-09	Department Head denied tuition assistance request for EMT course	Precedent	Arbitration	G-0058-7 03/30/10	
USW	5-09	Dept. used annual performance evaluation not to develop better job	Cost of course	Pre-Arb		
				11/16/09		

**2009 OUTSTANDING GRIEVANCES
& RECENT ARBITRATION DECISIONS**
November 1, 2009

		performance, but as a disciplinary tool					
USW	6-09	Employee called in sick but was seen in public and reported to management			Pre-Arb 11/16/09		
USW	7-09	Employee alleges he was denied Weingarten Rights			Pre-Arb 11/16/09		
AFSCME	1-09	Denied Plus Rate - PW decision to give to more qualified employee	Precedent		Arbitration	G-0008-3 3/24/10	
AFSCME	3-09	Anthem RX co-pays - higher than CIGNA for certain RX	Precedent Additional costs based on formulary differences		Pre-Arbitration 10/6/09 Follow-up 11/30/09		
AFSCME	4-09	Grieving termination	Job reinstatement		Pre-Arb 10/19/09 Arbitration filed		
AFSCME	Unfair Labor Practice	Alleges City did not recognize certain members of Facilities as eligible for membership				G-0008-4 Pre-hearing conference @ PELRB 11/16/09 Adjudicatory hearing 12/8/09	

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 request from David Mara, Chief of Police, to change the title of Deputy Chief to Assistant Chief be approved.

The Committee further recommends that the Police Chief work with the Human Resources Director to create an Ordinance for the Assistant Chief position as well as an Ordinance and definition for the newly approved Crime Statistics Analyst position.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

Chief of Police
David J. Mara
Assistant Chief
Gary T. Simmons

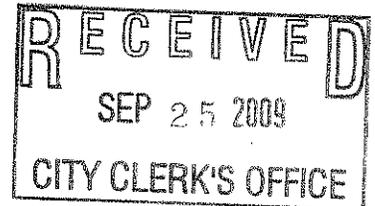


Commission
Thomas J. Hammond
Calvin T. Cramer
Thomas D. Noonan
Richard M. Bunker
Jerome B. Duval

Executive Secretary
Kim R. Demers

CITY OF MANCHESTER
Police Department

September 25, 2009



Alderman Ted Gatsas
Chairman
Committee on Human Resources/Insurance
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Gatsas:

The Manchester Police Department has been reorganized. Prior to the reorganization process the department consisted of three divisions: Administration, Investigative and Patrol, each of which was headed by a deputy-chief. Two deputy chief positions were eliminated, as the reorganization established six divisions: Administration, Community Policing, Investigative, Legal, Special Enforcement, and Patrol, each of which is commanded by a captain who reports to the remaining deputy chief.

I am requesting that the title of Deputy Chief be changed to *Assistant Chief*. This change will have no fiscal impact.

Sincerely,

David J. Mara
Chief of Police

kd

c: Mayor Quinta
City Clerk
Human Resources

L-2

Ralph Miller Public Safety Center
351 Chestnut Street • Manchester, New Hampshire 03101 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



Jane Gile
Human Resources Director



CITY OF MANCHESTER
Human Resources Department

November 17, 2009

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

RE: Class Specification – Assistant Police Chief

Dear Alderman Gatsas:

Please find attached a class specification for Assistant Police Chief. The HRIC on November 10, 2009 approved the final phase of the Police Department Reorganization plan which creates an Assistant Police Chief position to which each division Captain (6) directly reports.

The attached job specification reflects revisions to the Deputy Chief position and better defines the duties and responsibilities of the Assistant Chief. Per the recommendation of the HRIC, the job specification is referred directly to the Board of Mayor and Aldermen for final approval of the corresponding ordinance amendment.

Sincerely,

Jane E. Gile, SPHR
Human Resources Director



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	Assistant Chief of Police
Class Code Number	9330 9331-27

General Statement of Duties

~~Manages a Division~~ Directs the Administrative operation of the Police 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 ~~an assigned Division within~~ the Police Department. The work is performed under the supervision and direction of the Police Chief but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within ~~an assigned Division~~ the Police 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 Board of Mayor and Alderman, business and community groups, other law enforcement organizations, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed both in a general office environment and an outdoor work environment involving all types of weather and one in which the employee is subject to potential personal danger.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Police Captains and other command officers in implementing the expressed goals, policies and directives of an assigned Division within the Police Department
- Develops policies and procedures designed to increase the efficiency and effectiveness of Divisional operations and address public safety needs within the City of Manchester;
- Directs the investigation of breaches of policy or law on the part of Police personnel;
- Oversees and develops plans for Divisional training;

- Participates with the Police Chief in assessing and evaluating the Police Division needs and problems within the City of Manchester;
- Holds supervisor's meetings to discuss within the chain of command recent incidents, trends, personnel issues, resource needs, and/or specific cases to promote a clear understanding of the issues within all ranks of the Police Department;
- Provides command officers with information to discuss in daily roll calls;
- Participates in the development of the Departmental budget;
- Plans, reviews and makes policy determinations to affect Police Officers actions in the interest of efficiency and effectiveness;
- Participates in the hiring, training, scheduling, motivation, counseling, evaluation, promotion, disciplining and termination of Police personnel;
- Provides administrative oversight to Police operations with the expressed goal of limiting civil liabilities through training Police personnel, writing and enforcing directives, reviewing specific incidents or cases and making ultimate Division decisions;
- Coordinates law enforcement operations with surrounding jurisdictions and law enforcement entities nationwide as necessary, including State and Federal agencies;
- Advises Police officers of changes concerning law enforcement operations and/or new pertinent legislation;
- Serves as a spokesperson for the Police Department;
- Encourages Police Officers to conduct official Police business with a demeanor and professionalism which promotes a feeling of cooperation between the Police Department and the public;
- Assumes Incident command at major crime scenes as warranted and makes determinations as to whether or not the Police Chief needs to be called to the scene;
- Performs special projects for the Police Chief as requested;
- Serves as the Police Chief during an absence;
- Performs all other duties of Police Officers as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Comprehensive knowledge of local, State and Federal laws as applicable to community law enforcement;
- Comprehensive knowledge of current law enforcement practices and methods;
- Comprehensive knowledge of court procedures and practices;

- Comprehensive knowledge of all police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, medical kits, road flares, hand control remote traffic signals, chemical agents, riot gear, stop-sticks and other related equipment;
- Comprehensive knowledge of all State and Federal reporting requirements for law enforcement agencies;
- Thorough knowledge of the procedures and practices involved in Police Administration;
- 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 Criminal Justice; and
- Considerable experience Public Safety Police operations with a management role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid 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 observe community activities in the course of Police duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate Police equipment and detain criminals;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned .

Approved by: _____

Date: _____

L-6

City of Manchester
New Hampshire

In the year Two Thousand and Nine

AN ORDINANCE

“Amending Section 33.026 (Assistant Chief of Police) of the Code of Ordinance of the
City of Manchester.”

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

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Assistant Chief of Police, Class Code 9331
(see attached)

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

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 revisions for guidelines of the Bright Ideas Evaluation Committee awards be approved.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



Bright Ideas! Program Policy Employee Suggestion and Recognition

PURPOSE:

The purpose of this program is to reduce the cost of city government, reward active employees who assist in this reduction, and to recognize active employees for extraordinary services or performance in the interest of the city.

A formal evaluation process shall be established, with an evaluation committee to conduct and oversee the process and to make appropriate awards in recognition of outstanding contributions to city government. The program shall recognize suggestions that enhance the economy, efficiency or safety of city operations, or the performance of extraordinary services to the city.

EVALUATION COMMITTEE:

The Evaluation Committee shall consist of five members:

- The Human Resources Director;
- One non-affiliated employee appointed by the Mayor
- One affiliated employee appointed by the Mayor
- The Chairperson of the Quality Council or his/her designee
- One person who is not an employee or an elected official who shall be chosen by the other members of the Evaluation Committee

SUGGESTION AWARD:

A suggestion award may be granted when one or more employees submit in writing a proposal that directly contributes to improved economy, efficiency, effectiveness or safety of city operations. Suggestions that are under investigation by management or those previously suggested shall also not be eligible. If one or more suggestions for the same or similar proposal are submitted on the same day, the suggestions shall be combined and if accepted, the award shall be shared equally.

EXTRAORDINARY SERVICE AWARD:

An extraordinary service award may be granted to an employee for a onetime special act or when his or her work performance far exceeds the normal expectations of the position. Any proposals regarding a onetime special act shall be submitted to the evaluation committee for consideration of an award.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101



Bright Ideas! Program Policy page 2

PERFORMANCE BONUS

An employee may be given a performance bonus or a certificate of extraordinary performance. A performance bonus may be used to reward an employee's special efforts and high performance on projects or special assignments. A Department Head may recommend a cash bonus or certificate to recognize high performance which results in significant and documented cost reductions, savings or income to the City. It may be used to recognize unexpected, self-starting, extraordinary individual accomplishments in support of organizational performance effectiveness occurring out the boundaries of the expected performance of the employee's normal duties. The Department Head shall follow the same procedures that are outlined for granting all other awards by submitting his/her recommendation in writing to the Evaluation Committee.

DEPARTMENT REVIEW PANEL

To facilitate the conduct of the program, and to provide for the most knowledgeable consideration and review process, each department head may establish a Department Review Panel, consisting of not less than three (3) employees of the department. Such panels shall consist of at least one non-management employee. Department heads shall establish term limits and appointment and replacement procedures. The function of the panel shall be to assist the department head in the review of employee suggestions, when they are forwarded with the supervisor's recommendation.

In the absence of such a committee, it shall be the responsibility of the department head to review the suggestion and forward his or her recommendation to the Evaluation Committee. In either case, the department head shall forward his or her recommendation to the Evaluation Committee within 30 days of receipt of the suggestion. If more time is needed to review the suggestion, the department head shall provide written notice to the employee, with a copy to Human Resources and the Mayor. Included in the letter shall be a date that the Department Head intends to submit his/her letter.



AWARD CRITERIA

The nature of the award shall be dependent upon the potential value of the suggestion to the city; the nature of the condition or problem which the suggestion purports to relieve or correct; and the originality and innovation demonstrated by the author of the suggestion.

Suggestions shall be evaluated under the following criteria. The amount of the award shall increase according to the number of categories the suggestion affects:

1. improved economy;
2. improved efficiency;
3. improved effectiveness and productivity; or
4. improved safety of operations.

In addition to the above, the evaluation committee shall consider the magnitude of the suggestion and shall determine the amount of the award according to whether the suggestion has a minimal, moderate or wide effect. A suggestion shall be considered minimal if it only affects a work unit within the department. A suggestion shall be considered moderate if it affects one or more departments. A suggestion shall be considered wide if it has a citywide effect on all departments. The scale of awards shall be according to the following chart, in which the maximum cumulative award shall be \$6,000:

	SCOPE OF SUGGESTION	MAGNITUDE OF SUGGESTION	SCALE	OF	AWARDS	AWARD AMOUNT
1.	Improved Economy	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
2.	Improved Efficiency	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
3.	Improved Effectiveness & Productivity	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
4.	Improved Safety of Operations	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500



City of Manchester
 Quality Council
 Human Resources Department
 One City Hall Plaza
 Manchester, NH 03101



Bright Ideas! Program Policy page 4

EXTRAORDINARY SERVICE

Criteria for awards of extraordinary services in the interest of the City shall be limited to those actions clearly beyond the normal duties and responsibilities of the City employee.

Extraordinary service may be related to the employee's primary duties, but the service shall far exceed that which could be expected of the employee involving (1) a sense of prevailing urgency or emergency, (2) personal risk to the employee's own safety and health, and (3) extraordinary competence or proficiency involving abilities demonstrated above and beyond those normally expected. The scale of awards for extraordinary service shall be according to the following chart in which the maximum cumulative award shall be \$1,000.

	EXTRAORDINARY SERVICE FACTORS	SCALE	OF 67%	AWARD 100%	AMOUNT OF AWARD
1.	SENSE OF URGENCY OR EMERGENCY PREVAILING	\$500			\$500
2.	PERSONAL RISKS INVOLVED	\$500	\$500		\$1,000
3.	ABILITIES DEMONSTRATED ABOVE AND BEYOND THOSE NORMALLY EXPECTED	\$500	\$500	\$500	\$1,500

FUNDING FOR AWARDS

When the Evaluation Committee determines that an award is warranted, the Committee shall forward their recommendation to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen shall vote to either approve the award or deny the award. Upon approval of the Board, the employee shall receive his/her award at a regularly scheduled meeting of the Board of Mayor and Aldermen. Funding for all awards shall be taken from contingency funds unless the employee(s) making the suggestion or receiving the award works for a department that is funded by Enterprise Funds. In that instance, the award shall be paid by the applicable Enterprise Funded department.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101

BRIGHT IDEAS PROGRAM

PROCEDURES, TERMS AND CONDITIONS

Purpose:

The purpose of this program is to reduce the cost of city government, reward employees who assist in this reduction and to recognize employees for extraordinary services in the interest of the city.

Instructions:

1. Please type or print legibly the following information:
 - a. The way it is now: Identify and explain the present method, process and/or condition.
 - b. I (we) suggest that: Describe your idea for improvement and how it could be implemented. Attach additional information, sketches, charts or pictures to help explain and support your idea.
 - c. Advantages/benefits: Describe how your idea will save money or improve the quality of city services.

2. A. If your suggestion relates to your department:
 - (1) Submit your form and back-up information to your Department Head.
 - (2) Your Department Head will sign that he/she received your proposal and he/she will give you back three signed copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.

B. If your suggestion is for another department:

 - (1) Submit your form and back-up information directly to that Department Head.
 - (2) The Department Head will sign that he/she has received your proposal and he/she will give you back three copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.

3. Department Head Review:
 - A. The Department Head will review your suggestion and determine whether or not your idea is an original suggestion, not something that the department has

already been working on or had plans to work on, whether or not it is possible to implement and validate the proposal within thirty (30) days.

- B. If the Department Head needs more time, he/she shall notify you, Human Resources Director and the Mayor. He/she will tell you when he/she will have his/her evaluation completed.
- C. If you have concerns about the length of time it is taking or how your proposal is being handled, please contact the Human Resources Director at 624-6543.

Evaluation Procedure:

- A. The Evaluation Committee shall review all suggestions.
- B. If the Department Head adopts your suggestion, the Evaluation Committee shall evaluate your suggestions impact to determine if you are eligible for an award. The Evaluation Committee is solely responsible for determining the value of any award.
- C. If the Department Head does not adopt your suggestion, the Evaluation Committee shall review that decision. If the Evaluation Committee disagrees with the Department Head, your suggestion will be returned to that Department Head with recommendations to implement.
- D. The Evaluation Committee shall notify the employee in writing of it's decision with copies to the Human Resource Director and the Mayor.

Protection of Suggestions:

- A. Suggestions that are evaluated and not adopted are protected against identical submissions for a period of one year following the date of receipt of the suggestion by the Human Resources Director.
- B. At the conclusion of one year, the suggestion is no longer eligible for award consideration.
- C. You may resubmit your suggestion if you still feel it has value after the one year period if you believe it should be re-evaluated for implementation.

Note: When submitted to the City of Manchester, suggestions become the property of the City. Use by the City shall not form a basis for a claim against the City.

Bright Ideas! Program



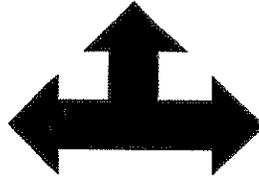
1. Employee submits Form to Department Head



If suggestion is for another dept. employee submits directly to that dept: gets signed copies from dept staff

2. Department Head signs and makes 3 copies:

Human Resources/Mayor



Employee

Within Ten (10) Days

3. Department head reviews and forwards his/her recommendation to Evaluation Committee



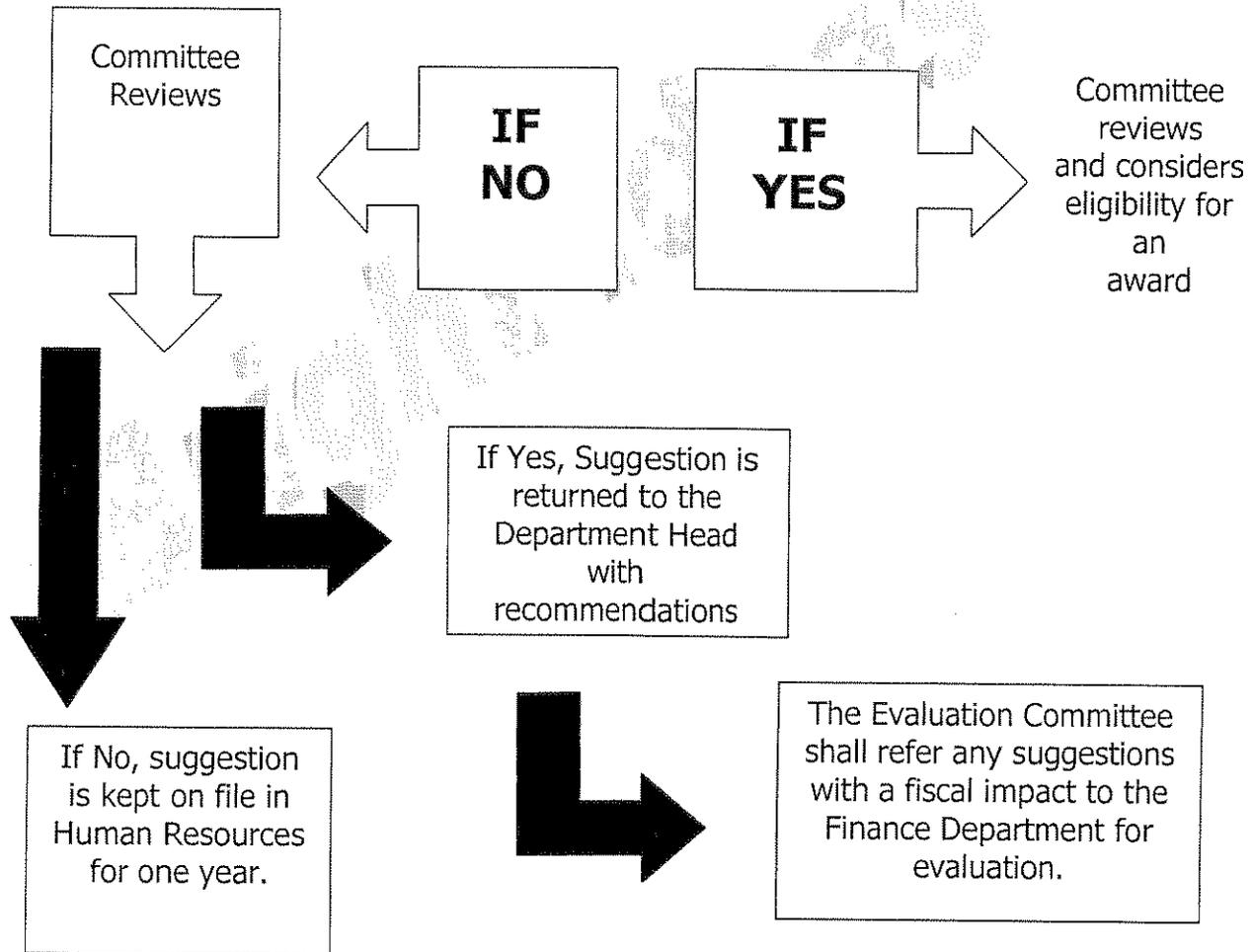
Within Thirty (30) Days

Bright Ideas! Program

page 2



4. Evaluation Committee reviews Department Head Recommendation



5. Evaluation Committee notifies employee in writing of final recommendation.

Freeman, Heather

From: Gile, Jane
Sent: Thursday, February 26, 2009 12:20 PM
To: Freeman, Heather
Cc: Mackie, Gene
Subject: RE: Committee on Human Resources/Insurance

By way of this email, I am contacting Gene Mackie, Chair of the Quality Council and a member of the Bright Ideas Committee. The Bright Ideas Committee, through the Quality Council, is still in the process of review. A few changes have already been made and approved by the HR committee. Process and procedure still are in the evaluative stage.

Gene – do you agree that the guidelines still require more time to develop? Perhaps we can set a target date for completion.

Jane

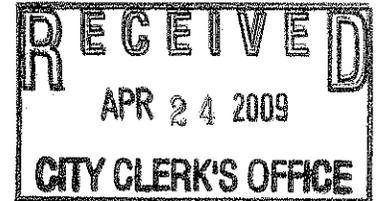
From: Freeman, Heather
Sent: Thursday, February 26, 2009 11:52 AM
To: Gile, Jane
Subject: Committee on Human Resources/Insurance

Jane,

Discussion relative to the guidelines for the Bright Ideas Evaluation Committee awards is on the table in the Committee on Human Resources/Insurance. The Committee has requested members of the Quality Council to appear before the Committee. Have you contacted the members or do you have contact information so that we may invite them? The next meeting, as you may know, is scheduled for Tuesday, March 3, 2009 at 4:00 PM.

Heather Freeman
Administrative Assistant III
Office of the City Clerk
T: (603) 624-6455 F: (603) 624 6481

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

April 23, 2009

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

RE: Bright Ideas Program

Dear Alderman Gatsas:

As requested, the Quality Council has reviewed the Bright Ideas! Program of the City of Manchester and submits the attached revisions.

The Quality Council has successfully streamlined the Bright Ideas! Program by focusing exclusively on employee suggestions that improve the quality of city services. The financial awards associated with the program have been amended to better reflect program goals.

The program previously served also as a recognition and reward program for either extraordinary service (one time special act) or for high performance in the workplace (cash bonus). These categories have been eliminated from the Bright Ideas Program as incongruent with its purpose. A separate city-wide recognition program will be developed later by the Quality Council to acknowledge outstanding employee performance/achievement.

Attached are the following revised documents:

- Bright Ideas! Program Policy
- Bright Ideas! Procedures, Terms and Conditions
- Bright Ideas! Application
- Bright Ideas! Flow Chart

Representatives from the Quality Council are available to answer any questions.

Respectfully submitted,


Jane E. Gile, SPHR
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065
E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

M-12



Bright Ideas! Program Policy Employee Suggestion and Recognition

PURPOSE:

The purpose of this program is to improve the quality of city services by recognizing active employees who propose suggestions that directly improve the efficiency and effectiveness of city operations and/or propose suggestions that significantly reduce safety risks in the workplace.

An award may be granted when one or more employees submit(s) in writing a proposal that directly contributes to improved economy, efficiency, effectiveness or safety of city operations. Suggestions that have been considered by management, or are under investigation by management, or those previously submitted to the Bright Ideas Program may not be eligible. If multiple suggestions for the same or similar proposal are submitted on the same day, the suggestions shall be combined and if accepted, the award shall be shared equally. Conversely, if two or more employees collectively submit a suggestion, the award is shared equally among the submitters. All monetary awards will be paid to the employee(s) through the City's payroll system.

EVALUATION COMMITTEE:

The evaluation committee reviews and evaluates Bright Ideas suggestions, oversees the program and makes recommendations for awards to the Board of Mayor and Aldermen.

The Evaluation Committee shall consist of five members:

- The Human Resources Director;
- One non-affiliated employee appointed by the Mayor
- One affiliated employee appointed by the Mayor
- The Chairperson of the Quality Council or his/her designee
- One person who is not an employee, former employee or an elected official who shall be chosen by the other members of the Evaluation Committee



AWARD CRITERIA

The nature of the award shall be dependent upon the potential value of the suggestion to the city; the nature of the condition or problem which the suggestion purports to relieve or correct; and the originality and innovation demonstrated by the author of the suggestion.

Suggestions shall be evaluated under the following criteria. The amount of the award shall increase according to the number of categories the suggestion affects:

1. Improved efficiency and effectiveness;
2. Improved safety of operations.

In addition to the above, the evaluation committee shall consider the magnitude of the suggestion and shall determine the amount of the award according to whether the suggestion has impact on a division/work unit, 1 or more city departments, or impacts all city departments. A suggestion shall be considered minimal if it only affects a division/work unit within a department. A suggestion shall be considered moderate if it affects 1 or more departments. A suggestion shall be considered wide if it has a citywide effect on all departments. The scale of awards shall be according to the following chart, in which the maximum cumulative award shall be \$3,000 (before taxes):

	SCOPE OF SUGGESTION	MAGNITUDE OF SUGGESTION	AWARD AMOUNT
1.	Improved Efficiency and Effectiveness		
	Division/Work unit	Minimal	\$500
	1 or more departments	Moderate	\$1,000
	City-wide	Wide	\$1,500
2.	Improved Safety of Operations		
	Division/Work unit	Minimal	\$500
	1 or more departments	Moderate	\$1,000
	City-wide	Wide	\$1,500

FUNDING FOR AWARDS

When the Evaluation Committee determines that an award is warranted, the Committee shall forward its recommendation to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen shall vote to either approve the award or deny the award. Upon approval of the Board, the employee shall receive his/her award at a regularly scheduled meeting of the Board of Mayor and Aldermen. Funding for all awards shall be taken from contingency funds unless the employee(s) making the suggestion or receiving the award works for a department that is funded by Enterprise Funds. In that instance, the award shall be paid by the applicable Enterprise Funded department.

BRIGHT IDEAS PROGRAM

PROCEDURES, TERMS AND CONDITIONS

Purpose:

The purpose of this program is to improve the quality of city services by recognizing active employees who propose suggestions that directly improve the efficiency and effectiveness of city operations and/or contribute suggestions that reduce safety risks in the workplace.

Instructions:

1. Please type or print legibly the following information:
 - a. The way it is now: Identify and explain the present method, process and/or condition.
 - b. I (we) suggest that: Describe your idea for improvement and how it could be implemented. Attach additional information, sketches, charts or pictures to help explain and support your idea.
 - c. Advantages/benefits: Describe how your idea will improve efficiency and effectiveness and/or improve safety of operations.
2. Process for submitting a suggestion:
 - (1) Complete the Bright Ideas suggestion form found on the City's G-Drive in the HRD folder.
 - (2) Submit your suggestion form and back-up information to the Human Resources Department.
 - (3) The Human Resources Director will sign and date that he/she received your proposal, make copies and he/she will give you one signed and dated copy.
 - (4) HR will forward individual copies (without the signature page) to applicable Department Head(s), to the Mayor and will retain one copy.
3. Department Head Review:
 - A. The Human Resources Director will submit anonymously your suggestion to the Department Head(s) who will review your suggestion and determine whether or not your idea is an original suggestion, is something that the department has already been working on or had plans to work on, and whether or not it is possible to evaluate the proposal within thirty (30) days.
 - B. If the Department Head(s) needs more time to evaluate the proposal, he/she shall notify the Human Resources Director and the Mayor. He/she will tell you when he/she will have his/her evaluation completed.

Evaluation Procedure:

- A. The Evaluation Committee shall review all suggestions and convene a meeting within 30 days of receipt of the Department Head(s) response.
- B. The Evaluation Committee shall evaluate your suggestion's impact to determine if you are eligible for an award. The Evaluation Committee is solely responsible for recommending the value of any award.
- C. The Evaluation Committee shall notify the employee in writing of its decision with copies to the Human Resource Director and the Mayor.

Protection of Suggestions:

- A. Suggestions that are evaluated and denied an award are protected against identical submissions for a period of three years following the date of denial.
- B. At the conclusion of three years, the suggestion is no longer eligible for award consideration.

Resubmission of Suggestions:

- A. You may resubmit your suggestion after one year if you still feel it has value and should be re-evaluated for implementation.
- B. If the suggestion was denied originally for specific reasons, prior to re-submitting the idea, the reasons for denial need to be addressed and clarified.

Note: When submitted to the City of Manchester, suggestions become the property of the City. Use by the City shall not form a basis for a claim against the City.

Bright Ideas! Program Flowchart



1. Employee submits Bright Ideas Suggestion form and applicable supporting documentation to the Human Resources Director.



2. Within Ten (10) Days - the proposal is forwarded by the Human Resources Director to:



The Mayor & applicable Department Head(s)

3. Department Head(s) review(s) and forward(s) recommendation(s) to Human Resources Director within 30 days. Department Head(s) may request a time extension to fully evaluate the suggestion.

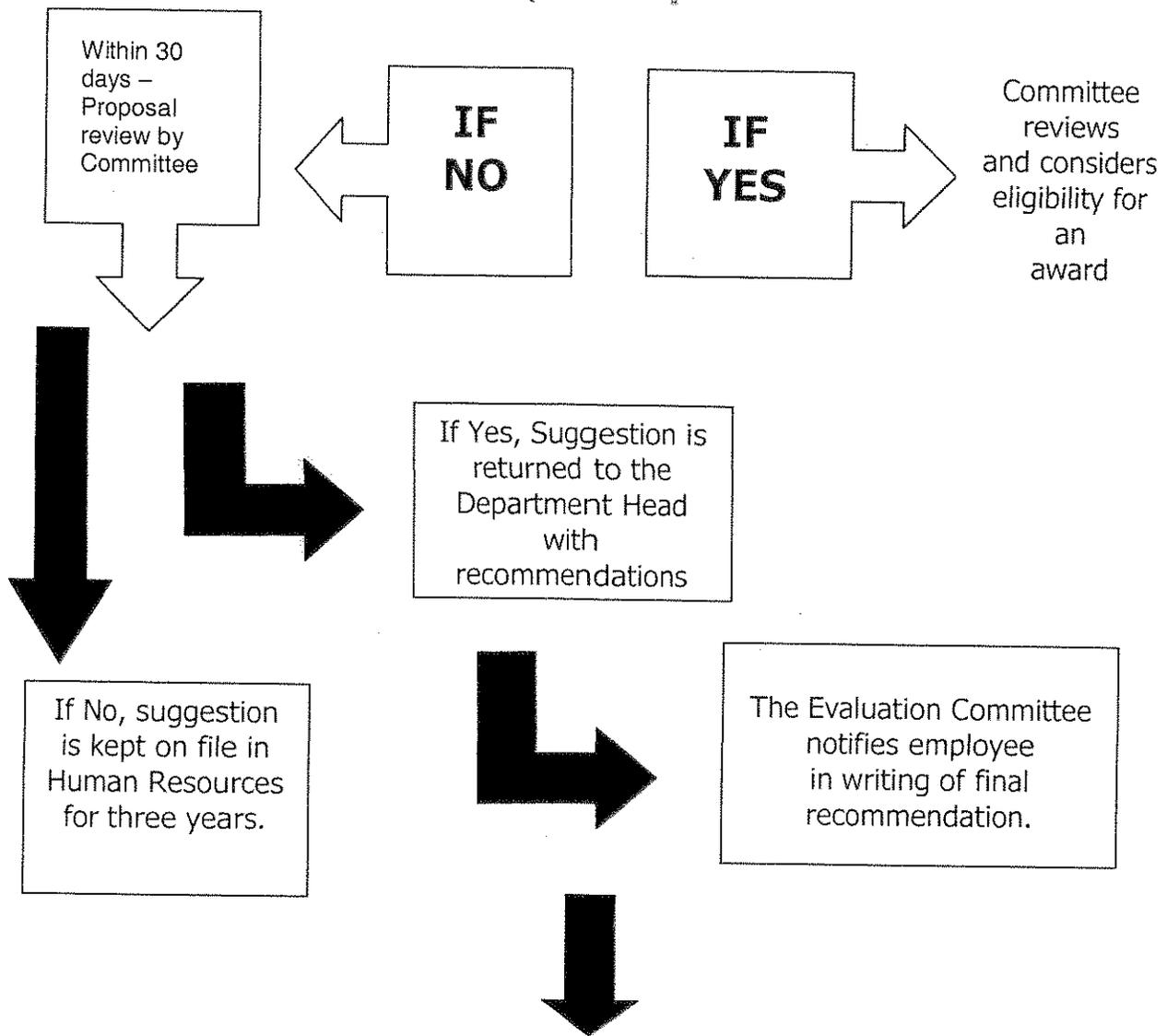


4. Human Resources Director forwards suggestion with applicable Department Head(s) recommendations to the Bright Ideas Evaluation Committee and schedules Committee meeting.



Bright Ideas! Program Flowchart
Page 2

5. Evaluation Committee reviews Proposal and Department(s) recommendation(s)



6. Recommendation for financial award is submitted to the Board of Mayor of Aldermen for final approval.

Bright Ideas! Application



The way it is now:



I (we) suggest that: (attach additional sheets if necessary)

Advantages/benefits:

I (we) believe my (our) idea will:

- improve efficiency and effectiveness
- improve safety

Department Head Review:

Name: _____ Date: _____

Signature: _____

Determination: Adopt Not Adopt Comments attached: Yes No

M-19

Bright Ideas! Application



Name: _____		Date: _____
Dept.: _____		Phone: _____
Signature: _____		
Your signature indicates agreement with the terms and conditions of the Bright Ideas Program. Attach additional names if necessary.		
Evaluation Committee:		
Review and Recommendation: (only when departments do not adopt)		
<input type="checkbox"/> Adopt <input type="checkbox"/> Not Adopt		
Committee Representative:	Award Amount:	Date Awarded:

M-20

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

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that the communication from Chuck DePrima, Acting Director of Parks, Recreation & Cemetery Department, regarding an analysis of the proposed Riverfront dog park site has been received and filed.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

Chuck DePrima
Acting Director



CITY OF MANCHESTER
Parks Recreation and Cemetery Department

September 17, 2009

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

RE: Riverfront Dog Park Site Analysis

Date: October 6, 2009

On motion of Ald. Smith

Duly seconded by Ald. Shea

Voted to refer to the Committee on Lands and Buildings



City Clerk

Dear Members of the Board:

At the last Board of Mayor and Alderman meeting held on September 1st, 2009 a recommendation was made of our department to further investigate the viability of a parcel of land located along the Merrimack River to be transferred to the City by River's Edge Management, LLC as part of the agreement to develop the former Jac Pac site.

The subject parcel is approximately 5 acres of land to be dedicated as open space located on a parcel of land on the west side of the railroad tracks that is currently occupied by the freezer building portion of the former Jac Pac facility. This site was incidentally offered as an option during discussion with Dick Anagnost and the Committee on Lands and Buildings regarding an unrelated topic.

Upon further investigation it has been determined this site has little to no viability as a potential dog park because there is no access to the parcel. In order to gain access to the 5 acre parcel several obstacles will need to be overcome. Please see attached sketch for additional information.

1. The City will need an access easement from Haverford-Hathaway L.L.C. to cross lot 435-9.
2. The City will need to reacquire crossing rights over the railroad tracks. This crossing was closed to the public in July of 1978, Order No. 13,247, PUC file DT 77-182.
3. Byron Street leading to the tracks will need an action by the board to reclassify the street from a class VI to a class IV to insure its maintenance.
4. An easement granted to the Boston & Maine Railroad is located on the property that allows access across the subject parcel to land owned by railroad to the north. Such an easement will constrain our ability to construct a structure/ fence of any type that would restrict access as described in the deed.

It should be noted that none of these obstacles are impossible to overcome but they all negatively impact the ability to implement a short term development strategy for this parcel of land. If you should have any further questions regarding either the accuracy of the information or its implications and impact on the site's viability as a potential dog park please do not hesitate to contact myself or Tom Arnold.

Best regards,



Chuck DePrima, Acting Director

Cc: Honorable Mayor Frank Guinta
Tom Arnold, Deputy City Solicitor
Phil Greazzo, Chairman Manchester Dog Park Association

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the request from David Winslow, Engineering Division, for the acceptance of the drainage easement for Alpine Street be approved.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

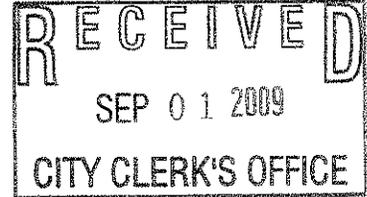
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



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

CITY OF MANCHESTER
Highway Department



September 1, 2009

Lands and Buildings Committee of the
Honorable Board of Mayor and Aldermen
C/O Mr. Matthew Normand
CITY CLERKS OFFICE
One City Hall Plaza
Manchester, NH 03103

Re: Drainage Easement, Alpine Street

Gentlemen:

As part of the Highway Department's Chronic Drain Program, we have designed drainage improvements at the end of Alpine Street to address concerns raised by area residents. To facilitate this, a drainage easement was secured upon land owned by the Roman Catholic Bishop of Manchester.

We request that the easement be formally accepted by the Board of Mayor and Alderman. Upon your acceptance we will forward the original document to the Solicitor's Office for execution and recording at the Hillsborough County Registry of Deeds.

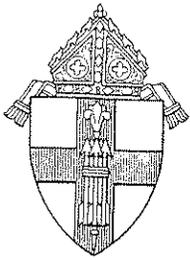
If you have any questions or comments, please do not hesitate to call.

Very truly yours,

David L. Winslow
Engineering Division

c/Bruce A. Thomas

0-2



Diocese of Manchester
Secretariat for Real Estate

153 Ash Street P. O. Box 310
Manchester, NH 03105-0310
Tel. (603) 669-3100
Fax (603) 669-0377

August 28, 2009

Mr. David L. Winslow, PE
Subdivision Engineer
City of Manchester
Department of Highways
227 Maple Street
Manchester, NH 03103

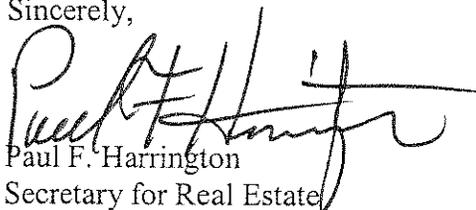
Re: Easement Deed – Alpine Street, Manchester, NH

Dear Mr. Winslow,

Enclosed please find the Easement Deed from the Roman Catholic Bishop of Manchester, a corporation sole to the City of Manchester, a body corporate and politic in reference to the property located at Alpine Street in Manchester, NH.

The deed was signed and thereby executed by Diane Murphy Quinlan, Chancellor, on August 28, 2009. Please have an authorized representative for the City of Manchester sign in acceptance of the terms therein, and subsequently return a copy to the diocese for our records.

Sincerely,


Paul F. Harrington
Secretary for Real Estate

PFH/kjl

Enclosure

EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS, that the **Roman Catholic Bishop of Manchester**, a corporation sole, having a address of 153 Ash Street, P.O. Box 310, Manchester, NH 03105-0310 (hereinafter "Grantor") for consideration paid, grants to the **City of Manchester**, a body corporate and politic, of One City Hall Plaza, Manchester, New Hampshire 03101 (hereinafter "Grantee") with WARRANTY COVENANTS, the perpetual right to pass and repass by foot, machine, or motor vehicle and to install, operate, maintain, repair, rebuild, replace, or enlarge, in whole or in part, any drainage pipes, safety drains, storm drains, or any fixtures or appurtenances incident thereto at any time within, through, over, and/or under the land of the Grantor situated in the City of Manchester, County of Hillsborough, State of New Hampshire and as shown on plan titled Alpine Street Drainage Improvement Easement Plan on file at the City of Manchester Department of Highways. The area is more particularly described as follows:

Beginning at a point in the Alpine Street right of way, said point being S 06°49'46" E a distance 327.53 feet from a CBED at intersection of the south right of way line of Dickey Street and the east right of way line of Alpine Street; thence;

N 81°01'14" E for a distance of 9.36 feet along the centerline of discontinued Ingalls Street, to a point; thence

S 18°15'46" E for a distance of 75.27 feet to a point; thence

S 71°44'14" W for a distance of 20.00 feet to a point; thence

N 18°15'46" W for a distance of 51.42 feet to a point; thence

N 31°32'29" E along an easement as recorded in Hillsborough County Registry of Deeds Book 5775, page 1118 for a distance of 8.90 feet to a point; thence

N 06°49'46" W for a distance of 20.01 feet along the Alpine Street right of way back to point of beginning.

Said area to contain 1,337 square feet, being the same, more or less.

Meaning and intending to describe a portion of the premises shown as Tax Map 762, Lot 31 on the City of Manchester Assessor's Maps.

The Grantor further conveys to the Grantee for the duration of said easement the right to temporarily place or store equipment and/or excavated earth and other material on the Grantor's property within ten feet (10') of the above-described easement; provided

however that the Grantee shall restore said land to the condition to which it was immediately prior to such use.

The Grantor hereby covenants for themselves, their heirs, executors, administrators, successors and assigns, that they will not erect any structure or obstruction on the easement premises nor will they permit others to do so during the term of their ownership nor will they interfere in any way with the exercise by the Grantee of right granted herein.

In witness my hand this 28 day of August, 2009.

GRANTOR:

Roman Catholic Bishop of Manchester

Cheryl L. Carter
Witness

By: Diane M. Quinlan

Name: Diane M. Quinlan

Title: Chancellor

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

This instrument was acknowledged before me on this 28 day of August, 2009
by Diane M. Quinlan
of Roman Catholic Bishop of Manchester on behalf of the Corporation

Pascilla C. Beaulieu
Notary Public/ Justice of the Peace

(Seal, if any)

My Commission Expires NOVEMBER 29, 2011
PASCILLA C. BEAULIEU, Notary Public
My Commission Expires November 29, 2011

GRANTEE:

CITY OF MANCHESTER

Witness

By: _____
Name:
Title:

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this _____ day of _____, 2009 by Frank C. Guinta, the Mayor of the City of Manchester, a New Hampshire Municipal corporation.

Notary Public / Justice of the Peace

(Seal, if any)

My Commission Expires: _____

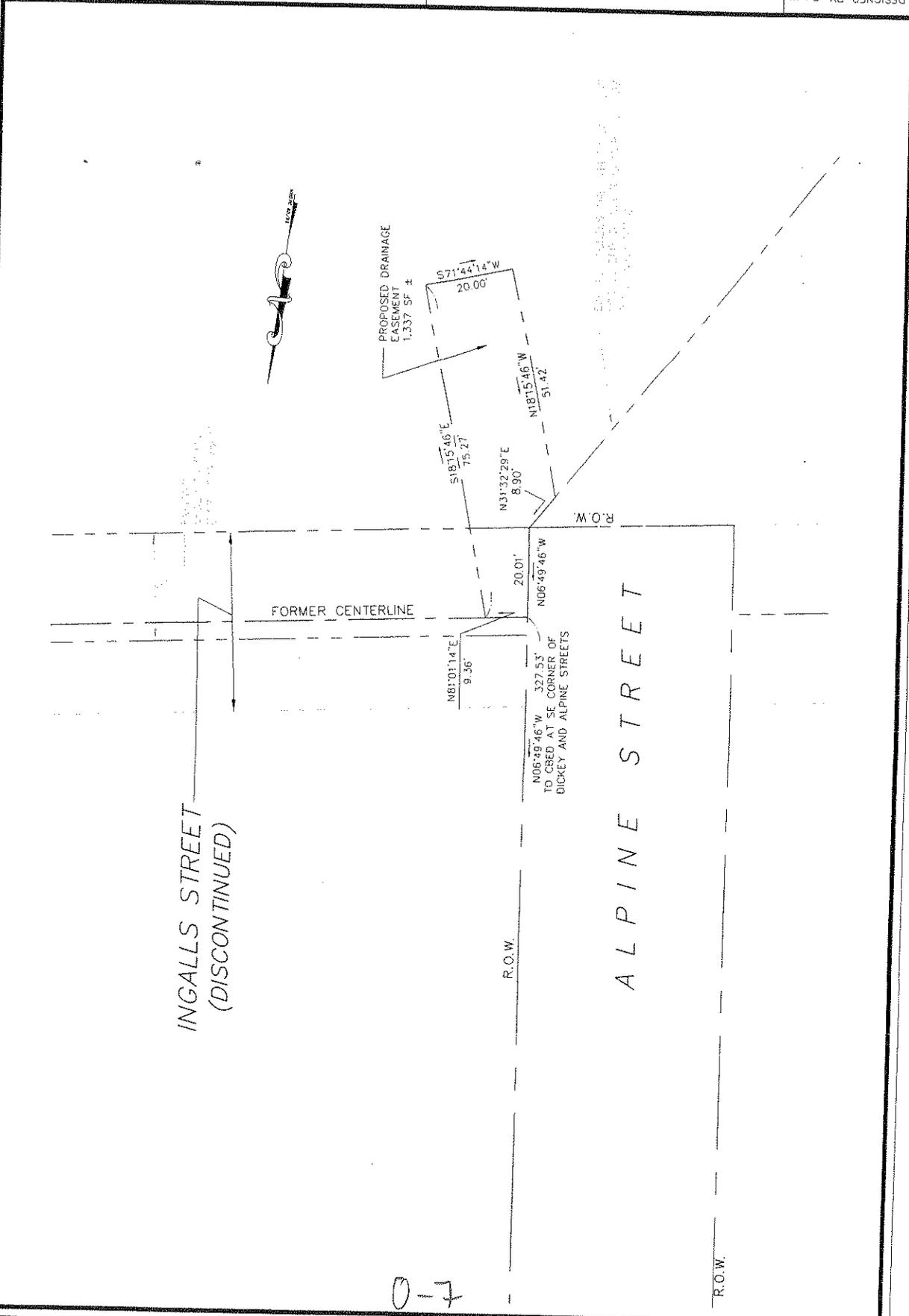
DESIGNED BY: D.L.W.
DRAWN BY: D.L.W.
CHECKED BY: M.J.M.
SUBMITTED BY: D.L.W.



CITY OF MANCHESTER
DEPARTMENT OF HIGHWAYS
ENGINEERING DIVISION
227 MAPLE STREET
MANCHESTER, NEW HAMPSHIRE 03103

ALPINE STREET
DRAINAGE IMPROVEMENT
EASEMENT PLAN

SCALE
1"=20'



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

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that the MST scope change for \$23,000 on the dining facility has been approved as outlined.

The Committee further advises that the building commissioning for recent projects at Highland Goffs Falls for \$43,350 and MST for \$72,410 have been approved as outlined.

(Unanimous vote conducted via phone poll on November 9, 2009, with the exception of Aldermen M. Roy and Sullivan who could not be reached.)

Respectfully submitted,



Clerk of Committee

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

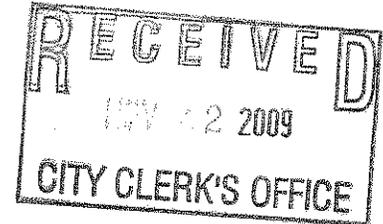
Timothy J. Clougherty
Deputy Public Works Director

Kevin J. O'Maley, P.E.
Chief Facilities Manager



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

CITY OF MANCHESTER
Highway Department
Facilities Division



To: Joint Schools Building Committee
From: Kevin O'Maley
Date: November 2, 2009
Subject: Schools Construction Updates

1. **MST Scope Change:** We recommend spending \$23,000 on the dining facility. This will include some ceiling work, lighting, painting, doors and other minor cosmetic work. This scope change is consistent with other upgrades we have made in other programs at MST during this project. The work will not be performed through the general contractor and will be subcontracted out through the Facilities Division.
2. **Building Commissioning:** We are recommending engaging Hallam-ICS to commission our most recent construction projects. It is the intention of the Facilities Division to begin commissioning all future projects as a best practice. The cost for this is \$48,350 for Highland Goffs Falls and \$72,410 for MST. Commissioning will give all project stakeholders comfort the building and systems are functioning as designed. In the budget we are also carrying an amount for contingency to this effort. It also enables the City to uncover warranty issues while the warranty is in effect. A brief article on commissioning is attached for your information.
3. **Central High School Gym update.**
4. **Design Build Update**

MANCHESTER SCHOOL OF TECHNOLOGY - RENOVATIONS AND EXPANSION PROJECT

JOINT SCHOOL BUILDING COMMITTEE
HIGHWAY DEPARTMENT / PROJECT FINANCIAL REPORT

2-Nov-09

FUNDING SOURCE:		
FY02 Bond	Proj.# 310402	\$110,120
FY08 State	Proj.# 310308	\$7,425,000
FY08 Bond	Proj.#310308	\$2,475,000
TOTAL PROJECT BUDGET		\$10,010,120

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	ACTUALS	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
CMK Architects (\$550,600 Planned)					
Schematic Design Phase(FY02 Bond)	\$110,120.00	\$0.00	100%	\$110,120.00	
Original Contract (Design-Completion)	\$440,480.00	\$88,096.00	80%	\$352,384.00	
Additional Design Nurses Station	\$4,483.80	\$0.00	100%	\$4,483.80	
Additional Design Makeup Air Unit/Culinary Arts	\$2,810.00	\$0.00	100%	\$2,810.00	
Additional Explore Alternative Energy Sources	\$5,225.00	\$0.00	100%	\$5,225.00	
Additional Design Storage Sheds	\$4,014.00	\$0.00	100%	\$4,014.00	
Additional Design - Pending	\$3,467.20	\$3,467.20	0%		
Architect Sub-Total	\$570,600.00	\$91,563.20	84%	\$479,036.80	
Construction (\$7,300,000 Planned)					
Eckman Construction Contract					
Base Contract + Alternates 1,3,4,6,7,8,9,&11	\$6,973,110.00	\$0.00	100%	\$6,973,110.00	\$150,000.00
CO#1 Credit, Roofing Insulation Reuse	(\$102,089.00)	\$0.00	100%	(\$102,089.00)	
CO#2 Unsuitable Building Foundation Soil, Repair V	\$3,993.00	\$0.00	100%	\$3,993.00	
CO#3 Replace Unsuitable Materials @ So. Drive	\$4,000.00	\$0.00	100%	\$4,000.00	
CO#4 Complete Work @ Revised CB	\$3,247.00	\$0.00	100%	\$3,247.00	
CO#5 Remove ACBM Pipe @ Automotive & Rim	\$2,736.00	\$0.00	100%	\$2,736.00	
CO#6 Replace Unsuitables East Parking Lot	\$22,690.00	\$0.00	100%	\$22,690.00	
CO#7 Abate ACBM Vinyl Tile in Rm 113	\$3,466.00	\$0.00	100%	\$3,466.00	
CO#8 Relocate Heaters & Add Flag Pole Light	\$4,190.00	\$0.00	100%	\$4,190.00	
CO#9 Paint Rms, Ballvalves & Data Pass	\$3,464.00	\$0.00	100%	\$3,464.00	
CO#10 Rm B104 Two Telepoles w/Outlets	\$4,726.00	\$0.00	100%	\$4,726.00	
CO #11 Reset Granite, Yeaton Controls	\$4,751.00	\$0.00	100%	\$4,751.00	
CO#12 Fire Alarm Additions, Yeaton Controls	\$3,874.00	\$0.00	100%	\$3,874.00	
CO#13 Communications, Trees & ACT in RmA113	\$4,661.00	\$0.00	100%	\$4,661.00	
CO#14 Revised Breaker at MDP, Paint Frames	\$4,806.00	\$0.00	100%	\$4,806.00	
CO#15 Additional work in Rm A121	\$3,927.00	\$0.00	100%	\$3,927.00	
CO#16 Additional work in Rm A107	\$4,941.00	\$0.00	100%	\$4,941.00	
CO#17 Roof at Parapet, Relocate Telephone Panel	\$3,941.00	\$0.00	100%	\$3,941.00	
CO#18 Trap Primers, Add Phone Lines, Vest Clg.	\$4,367.00	\$0.00	100%	\$4,367.00	
CO#19 Accent Walls, Flashing, Sills, Trap Covers.	\$4,997.00	\$0.00	100%	\$4,997.00	
CO#20 Cor, G135, Light Shelf, Grab Bars, G107	\$4,505.00	\$0.00	100%	\$4,505.00	
CO#21 Roof at Parapet, Relocate Telephone Panel	\$4,902.00	\$0.00	100%	\$4,902.00	
CO#22 Revisions to Room A106	\$4,367.00	\$0.00	100%	\$4,367.00	
CO#23 Add for Drywall @ EnginesBar Joists	\$19,066.00	\$0.00	100%	\$19,066.00	
CO#24 Various credits and additions	\$4,451.00	\$0.00	100%	\$4,451.00	
CO#25 Add Wiremold,Paint Grid,Vinyl Base	\$4,891.00	\$0.00	100%	\$4,891.00	
CO#26 Add New Lights Rm E113	\$8,597.00	\$0.00	100%	\$8,597.00	
CO#27 Add Sink, Hose Bibs, Elec Pwr	\$4,217.00	\$0.00	100%	\$4,217.00	
CO#28 Infills, Collision, credit, add wall & life E100	\$4,805.00	\$0.00	100%	\$4,805.00	
CO#29 Add wiremold and repair of duct	\$4,623.00	\$0.00	100%	\$4,623.00	
CO#30 Add VCT E107, Clgs E121,E122,	\$4,881.00	\$0.00	100%	\$4,881.00	
CO#31 Add DHW, Waste piping, Paint Control Rm.	\$4,671.00	\$0.00	100%	\$4,671.00	
CO#32 Add Jetting drainage system E Wing	\$4,345.00	\$0.00	100%	\$4,345.00	
CO#33 Add Valves Mech Rm, Mkr Boards, Outlet	\$2,279.00	\$0.00	100%	\$2,279.00	
CO#34 Credit, Cosmo Demo and Auto Items	\$2,253.00	\$0.00	100%	\$2,253.00	
CO#35 Cosmo Upgrades, Elec, Mech and Fitup	\$49,072.00	\$0.00	100%	\$49,072.00	
CO#36 Raise Fence,Instal VSG Port,B105 Valves	\$4,966.00	\$0.00	100%	\$4,966.00	
CO#37 Welding Electrical Wiring	\$4,929.00	\$0.00	100%	\$4,929.00	
CO#38 Revise Hot Water Recirc Lines	\$4,580.00	\$0.00	100%	\$4,580.00	
CO#39 Demo, Move T'stat,Install ATC's at HC-5	\$4,904.00	\$0.00	100%	\$4,904.00	
CO#40 Install Compressor Drops, Panels, Painting	\$4,719.00	\$0.00	100%	\$4,719.00	
CO#41 Collision Outlets and Power	\$4,917.00	\$0.00	100%	\$4,917.00	
CO#42 AHU10 Smoke, Outdoor Sensor, Painting	\$4,686.00	\$0.00	100%	\$4,686.00	
CO#43 Rewire E Wing, Replace Motor,Lighting	\$4,760.00	\$0.00	100%	\$4,760.00	
CO#44 Window, Door Closers, Power to Grinder	\$4,252.00	\$0.00	100%	\$4,252.00	
CO#45 Misc Demo and Install Ceiling Speakers	\$4,795.00	\$0.00	100%	\$4,795.00	
CO#46 Install EF-8 and Demo	\$4,419.00	\$0.00	100%	\$4,419.00	
CO#47 CE176 Add Retractable Cords & Demo	\$4,865.00	\$0.00	100%	\$4,865.00	
CO#48 Fire Alarm, Nurse Suite, IT/AC, Toilet Reno	\$90,806.00	\$0.00	100%	\$90,806.00	
CO#49 ACBM Abate CE 126 A105, A106	\$11,589.00	\$0.00	100%	\$11,589.00	
CO#50 RTU-6 Wire Feeders	\$4,714.00	\$0.00	100%	\$4,714.00	

MANCHESTER SCHOOL OF TECHNOLOGY - RENOVATIONS AND EXPANSION PROJECT

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	ACTUALS	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
<i>(Construction Contract - continued)</i>					
CO#51 RTU-7 Wire Feeders, OVHD interlocks	\$4,695.00	\$0.00	100%	\$4,695.00	
CO#52 CE189,170 Dr Hrdware, R&R Mix Valve	\$4,608.00	\$0.00	100%	\$4,608.00	
CO#53 CE180,173a Corr Handrails, Cosmo Sink	\$4,809.00	\$0.00	100%	\$4,809.00	
CO#54 CE185,173 Add'l Paint Corridor, Trans Grills	\$4,997.00	\$0.00	100%	\$4,997.00	
CO#55 Add Fence and Gate at Auto Yard	\$4,999.00	\$0.00	100%	\$4,999.00	
CO#56 CE190, 179 Add HoseBib, Air Comp Relocata	\$4,200.00	\$0.00	100%	\$4,200.00	
CO#57 CE183 Regaskat Boiler	\$4,478.00	\$0.00	100%	\$4,478.00	
CO#58 CE196,184, Data & Equip E112, Dr Hrdware	\$3,071.00	\$0.00	100%	\$3,071.00	
CO#59 CE186 Culinary	\$4,508.00	\$0.00	100%	\$4,508.00	
CO#60 ACBM CE194, B123,B124, B125	\$8,423.00	\$0.00	100%	\$8,423.00	
CO#61 HW Recirc Lines CE 195	\$3,736.00	\$0.00	100%	\$3,736.00	
CO#62 Lint Incpnr,Gyp Wall to Health, CE197,198	\$4,995.00	\$0.00	100%	\$4,995.00	
CO#63 Hrdw@Toilets, Clik-Sprkr, CE172B,218	\$4,897.00	\$0.00	100%	\$4,897.00	
CO#64 Masonry,Cove, Trench, CE172C,192,199	\$4,400.00	\$0.00	100%	\$4,400.00	
CO#65 Arch Change at Marketing, CE167	\$19,038.00	\$0.00	100%	\$19,038.00	
CO#66 Kitchen MUA & EX Fans, CE188A	\$68,842.00	\$0.00	100%	\$68,842.00	
CO#67 Entry Mat, Data Changes, CE191,132	\$4,804.00	\$0.00	100%	\$4,804.00	
CO#68 Insulat, Demo, Data, CE193,202,204,207B	\$4,506.00	\$0.00	100%	\$4,506.00	
CO#69 Plumbing Program Changes, CE205	\$16,874.00	\$0.00	100%	\$16,874.00	
CO#70 Tool Crib, Changes CE206	\$15,210.00	\$0.00	100%	\$15,210.00	
CO#71 DesCom Changes, CE207A	\$10,218.00	\$0.00	100%	\$10,218.00	
CO#72 Public Safety CE208	\$4,554.00	\$0.00	100%	\$4,554.00	
CO#73 Descom Window, CE209	\$11,298.00	\$0.00	100%	\$11,298.00	
CO#74 DesCom Clg, Fascia,CE207D,210,212,215	\$3,684.00	\$0.00	100%	\$3,684.00	
CO#75 ACBM Abatement, CE203	\$3,804.00	\$0.00	100%	\$3,804.00	
CO#76 Misc Elec T&M CE216	\$2,582.00	\$0.00	100%	\$2,582.00	
CO#77 Vinyl Base, CE217	\$4,063.00	\$0.00	100%	\$4,063.00	
CO#78 Carpet F101-F101A, CE220	\$4,627.00	\$0.00	100%	\$4,627.00	
CO#79 Carpet F118-F119, CE221	\$2,314.00	\$0.00	100%	\$2,314.00	
CO#80 Misc Eckman T&M CE223	\$3,306.00	\$0.00	100%	\$3,306.00	
CO#81 CE 168 & CE 213	\$4,587.00	\$4,587.00	0%		
CO#82 CE175, & CE222 & CE224	\$4,153.00	\$4,153.00	0%		
CO#83 CE225 & CE 227	\$4,777.00	\$4,777.00	0%		
CO#84 CE229 & CE 232	\$4,585.00	\$4,585.00	0%		
CO#85 CE 230 & CE 234B	\$4,227.00	\$4,227.00	0%		
CO#86 CE233 & CE234A & CE235	\$4,897.00	\$4,897.00	0%		
CO#87 CE134,226B,228A,228B,228C,231A,231B,2	\$2,305.00	\$2,305.00	0%		
CO#88 CE238 Sidewalk at F Wing	\$4,133.00	\$4,133.00	0%		
Eckman - CE188B Kit MUA Fitup - PENDING	\$2,902.00	\$2,902.00			
Eckman - CE201 R&R 7 Valves T/M -PENDING	\$0.00	\$0.00	0%		
Eckman - CE208 Public Safety- PENDING	\$3,446.00	\$3,446.00	0%		
Eckman - CE231FD159A ECC Elec T&M- PENDING	\$1,500.00	\$1,500.00	0%		
Extra Cove Base in D119 - PENDING	\$200.00	\$200.00	0%		
Extra Cove Base in F106 - PENDING	\$500.00	\$500.00	0%		
	\$0.00	\$0.00	0%		
Construction Subtotal	\$7,548,478.00	\$42,212.00		\$7,506,266.00	\$150,000.00
<i>Change Order Subtotal</i>	<i>\$560,382.00</i>				
Equipment (\$750,000 Planned)					
Access AV, LLC -Audio Visual Equipment	\$159,959.00	\$5,000.00	97%	\$154,959.00	
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	\$0.00	100%	\$3,034.00	
Union Leader- RFP Manufacturing Equipment	\$197.63	\$0.00	100%	\$197.63	
CB Sullivan - Hair Interceptor	\$39.00	\$0.00	100%	\$39.00	
Union Leader - Mfg.Equip. Ad Withdrawal	\$19.00	\$0.00	100%	\$19.00	
Union Leader - Cosmostology Equipment	\$171.28	\$0.00	100%	\$171.28	
Union Leader - Auto Supply Equipment	\$171.28	\$0.00	100%	\$171.28	
School Furnishings - 3 cork boards/Graphics A133	\$675.00	\$0.00	100%	\$675.00	
Access AV, LLC -Audio Visual Equipment	\$3,987.28	\$0.00	100%	\$3,987.28	
Telephone Network Technology - Auto 2 Add'l phone	\$283.50	\$0.00	100%	\$283.50	
Multi Media Specialist - AV Equipment Install	\$1,959.00	\$0.00	100%	\$1,959.00	
Lappens Auto Supply - Alignment, Tire, Vibration	\$69,650.00	\$0.00	100%	\$69,650.00	

MANCHESTER SCHOOL OF TECHNOLOGY - RENOVATIONS AND EXPANSION PROJECT

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	ACTUALS	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
(Equipment Continued)					
CB Sullivan - Cosmo Furniture and Equipment	\$157,975.00	\$30.00	100%	\$157,945.00	
Multi Media Specialist - AV Consulting & Install	\$24,950.00	\$4,990.00	80%	\$19,960.00	
Union Leader - Descom Newsad	\$171.28	\$0.00	100%	\$171.28	
Great Eastern Technology - Tablet Monitor	\$23,388.00	\$0.00	100%	\$23,388.00	
OCE North America - Large format scanner	\$12,165.00	\$0.00	100%	\$12,165.00	
Home Depot - Washer/Dryer	\$1,731.21	\$0.00	100%	\$1,731.21	
Belltronics, Inc - Repeater, Duplex & 5 Radios	\$4,802.00	\$0.00	100%	\$4,802.00	
Capitol Metal Fabrication - Locker brackets	\$910.00	\$0.00	100%	\$910.00	
Engraving Systems LLC - CO2 Laser Cutter	\$27,705.00	\$27,705.00	0%		
Tech. Ed. Concepts - Z Corp Laser 3D Scanner	\$39,920.00	\$0.00	100%	\$39,920.00	
Telephone Network Technology - Cosmo Phones	\$435.00	\$0.00	100%	\$435.00	
SimplexGrinnell - Kitchen Supression Repairs	\$1,825.00	\$1,825.00	0%		
Technical Education Products - Elec Learning Sys	\$131,304.27	\$131,304.27	0%		
Lowes - 9 Equipment Storage Steel Racks	\$929.46	\$0.00	100%	\$929.46	
Century Mechanical - New Freezer Condensor	\$9,316.00	\$0.00	100%	\$9,316.00	
Capitol Metal Fabrication - DesCom Frames	\$6,450.04	\$0.00	100%	\$6,450.04	
Computer Hut - Audio Visual Equipment	\$43,958.90	\$0.00	100%	\$43,958.90	
Great Eastern Technology - LCD Display	\$7,796.00	\$0.00	100%	\$7,796.00	
Surplus Office Equipment- Stack Chairs	\$553.00	\$0.00	100%	\$553.00	
Capitol Metal Fabrication - Black Steel Frames	\$5,573.13	\$0.00	100%	\$5,573.13	
Carpentry, Auto Health, Mktg. Equipment, PENDING	\$0.00	\$0.00			
Aubin Woodworking - DesCom Furniture	\$23,759.00	\$0.00	100%	\$23,759.00	
George Wiley CG- AV Consulting & Design	\$24,222.00	\$4,844.40	80%	\$19,377.60	
Aubin Woodworking - Furniture- Cabinetry	\$2,605.00	\$0.00	100%	\$2,605.00	
Apple Computer - Four Imac's w/Protection Plan	\$13,360.00	\$0.00	100%	\$13,360.00	
Pitman - Equipment for DESCOM	\$3,833.73	\$669.97	82%	\$2,963.76	
Virco - Furniture, State Contract	\$89,206.53	\$1,912.48	98%	\$87,294.05	
Gov Connection - Computer Equipment	\$39,165.84	\$900.00	98%	\$38,265.84	
Computer Hul - Computer Equipment	\$33,769.29	\$2,849.95	92%	\$30,919.34	
Hewlett-Packard - Servers & Workstations	\$55,422.04	\$14,662.04	74%	\$40,760.00	
Gov Connection - HP Commercial PC's	\$40,950.00	\$0.00	100%	\$40,950.00	
Glencoe McGraw - Street Law Text Books	\$1,296.00	\$1,296.00	0%		
Pearson Education - Automotive Text Books	\$9,536.73	\$9,536.73	0%		
Cengage Learning - Cosmo & Health Text Books	\$12,886.97	\$0.00	100%	\$12,886.97	
Goodheart Willcox - Working w/Young Children Text	\$1,042.05	\$0.00	100%	\$1,042.05	
Goodheart Willcox - Video Communication Pro Text	\$1,328.88	\$0.00	100%	\$1,328.88	
Goodheart Willcox - Applied Mathematics Text Book	\$1,454.07	\$0.00	100%	\$1,454.07	
Barnes & Noble - Baking Fundamenals Text Books	\$9,017.50	\$9,017.50	0%		
Elsevier Inc - Nursing Assistant Text Books	\$2,256.15	\$0.00	100%	\$2,256.15	
Gov Connection - Keyboard Consoles	\$1,486.46	\$0.00	100%	\$1,486.46	
Gov Connection - HP PC w/mouse	\$1,149.00	\$1,149.00	0%		
Gov Connection - Cat5 Ethernet Cables	\$187.00	\$187.00	0%		
Gov Connection - Shared Minigig Switches	\$2,280.00	\$2,280.00	0%		
Telephone Network Technology - Added Data Racks	\$646.00	\$646.00	0%		
NH Restaurant Equip - Counter Electric Hot Plates	\$6,678.00	\$6,678.00	0%		
Hobart - Uncrate & Setup Hobart Mixer	\$500.00	\$500.00	0%		
Aubin Woodworking - Add'l Casework B120, D123, A	\$4,885.00	\$4,885.00	0%		
Century Mechanical - D124 & D125 Install Kitchen E	\$2,822.00	\$2,822.00	0%		
Century Mechanical - D107 Install Kitchen Equipme	\$2,770.00	\$2,770.00	0%		
Century Mechanical - F112 Install LP Airline	\$2,178.00	\$2,178.00	0%		
Gate City Electric - D107 Add'l Kitchen Elec Moving	\$1,216.00	\$1,216.00	0%		
Gate City Electric - Install Electric for Hot Plates	\$4,969.00	\$4,969.00	0%		
Gate City Electric - A116 Add'l Electric Connections	\$379.80	\$379.80	0%		
TNT - A101, C120, B125, B131 Add'l Data Lines	\$1,474.70	\$1,474.70	0%		
TNT - A116 Add'l Data Cable Installation	\$500.00	\$500.00	0%		
All State Fire - Kitchen MUA Hood Alterations	\$329.00	\$329.00	0%		
Assorted AV Equipment, Bose PENDING	\$3,000.00	\$3,000.00	0%		
Gate City Electric - AV Pwr/Sw PENDING	\$11,000.00	\$11,000.00	0%		
Gate City Electric - DesCom Fit up T&M PENDING	\$12,039.00	\$12,039.00	0%		
WB Mason - White Board for Admin Conf Room PND	\$637.46	\$637.46	0%		
Aubin Woodworking- Dining Equip, PENDING	\$6,806.00	\$6,806.00	0%		
C101 Health - Fitup PENDING	\$15,000.00	\$15,000.00	0%		
Grainger - Electrical Cabinets PENDING	\$3,000.00	\$3,000.00	0%		
Gate City Electric - Buffet Future Elec PENDING	\$3,000.00	\$3,000.00	0%		
Century Mechanical- Eyewash Install PENDING	\$1,100.00	\$1,100.00	0%		
		\$0.00			
Equipment Sub-Total	\$1,226,696.45	\$305,109.30		\$921,587.15	

Engineering & Construction School of Technology - RENOVATIONS AND EXPANSION PROJECT				
Miller Engineering - Testing & Inspection Services	\$30,700.00	\$1,150.42	96%	\$29,549.58
Scott Lawson - Materials Testing	\$1,337.50	\$400.00	70%	\$937.50
Testing & Misc. Sub-Total	\$32,037.50	\$1,550.42		\$30,487.08
Construction Admin - City (\$110,000 Planned)				
FY08 City Administration	\$48,086.38	\$0.00	100%	\$48,086.38
FY09 City Administration	\$99,400.90	\$0.00	100%	\$99,400.90
FY10 City Administration - PENDING	\$50,000.00	\$50,000.00	0%	
Construction Administration Sub-Total	\$197,487.28	\$50,000.00		\$147,487.28
Contingency - (\$1,224,520 Planned)				
Architect Changes over Planned	\$20,000.00	(see list above)		(see list above)
Eckman Change Orders over Planned	\$248,478.00	(see Eckman above)		(see Eckman above)
Equipment Changes over Planned	\$476,696.45	(see list above)		(see list above)
Engineering Changes over Planned	(\$42,952.50)	(see list above)		(see list above)
Construction Admin over Planned	\$87,487.28	(see list above)		(see list above)
Sub-Total A - Expensed in line items above	\$789,699.23			

MANCHESTER SCHOOL OF TECHNOLOGY - RENOVATIONS AND EXPANSION PROJECT

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	ACTUALS	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
(Contingency - Continued)					
Union Leader-Newsad Prequalification Contractors	\$154.15	\$0.00	0%	\$154.15	
Bob's Locksmith - Rekey 3 Doors for Computer Rms	\$187.00	\$0.00	0%	\$187.00	
Bob's Locksmith - Replace 3 cylinders in Cosmology	\$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	\$2,052.00	\$0.00	100%	\$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 Dec. Vacation	\$1,675.00	\$0.00	100%	\$1,675.00	
G.A. Lafamme - Wire Temp Power for Automotive	\$780.36	\$0.00	100%	\$780.36	
G.A. Lafamme - 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	
Leblancs Hardware - Keys for Project	\$15.60	\$0.00	100%	\$15.60	
G.A. Lafamme - Wire RTU and Controls	\$425.36	\$0.00	100%	\$425.36	
G.A. Lafamme - Bypass Dimmers in Video Production	\$167.50	\$0.00	100%	\$167.50	
Safety Klean - 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	\$2,065.00	\$0.00	100%	\$2,065.00	
Alpha Asbestos - Dispose 2 ACBM Storage Cabinets	\$1,425.00	\$0.00	100%	\$1,425.00	
Fast Signs - 15 & 17 Temp Traffic signs	\$896.00	\$0.00	100%	\$896.00	
Home Depot - Tie Wraps for Sign Mounting	\$11.97	\$0.00	100%	\$11.97	
TNT - Graphics A133 Install Adtl data lines	\$4,205.00	\$0.00	100%	\$4,205.00	
TNT - Supply, Install & Move Phonelines	\$2,844.00	\$0.00	100%	\$2,844.00	
Pelmac - Install 7 motion detectors Admin Wing	\$1,122.00	\$0.00	100%	\$1,122.00	
Home Depot - Poly and tape	\$243.64	\$0.00	100%	\$243.64	
Fast Signs - Temp Traffic Signs	\$108.50	\$0.00	100%	\$108.50	
Pelmac - Keyfobs (5)	\$320.00	\$0.00	100%	\$320.00	
Highway Dept, Striping Parking Lot	\$595.43	\$0.00	100%	\$595.43	
College Bound Movers - Move Rooms Feb. Vacation	\$784.25	\$0.00	100%	\$784.25	
Amazon - Digital Camera for project documents	\$218.14	\$0.00	100%	\$218.14	
Viking Controls - Greenhouse Controls	\$2,200.00	\$0.00	100%	\$2,200.00	
Pelmac - Rear door controls for Admin	\$1,283.00	\$0.00	100%	\$1,283.00	
Highway/Traffic Parking Lot Painting	\$1,274.69	\$0.00	100%	\$1,274.69	
Pelmac - Additional Security Motion Detectors	\$3,122.00	\$0.00	100%	\$3,122.00	
College Bound Movers - 6/19, 6/30 & Ph.II & 8/31	\$2,689.00	\$1,114.00	59%	\$1,575.00	
TNT - Replace Bell in Auto Lab E109	\$185.00	\$0.00	100%	\$185.00	
Bob's Locksmith Shop - Keys	\$12.00	\$0.00	100%	\$12.00	
Pelmac- Add 2 security camera's schools store	\$1,474.00	\$0.00	100%	\$1,474.00	
RPF Associates - ACBM Testing	\$97.50	\$0.00	100%	\$97.50	
JA Marino - Testo Flue Gas Analyzer	\$1,091.47	\$0.00	100%	\$1,091.47	
Granite Group - Faucets for D102	\$648.66	\$0.00	100%	\$648.66	
Aubin Woodworking - D102 Corian Counter	\$3,267.00	\$0.00	100%	\$3,267.00	
G.A. Lafamme - Rewire RT Condenser to Freezer	\$836.29	\$0.00	100%	\$836.29	
Northeast Food Service - Kitchen Equipment	\$21,419.00	\$21,419.00	0%		
Alternative Sales - Kitchen Equipment	\$20,039.25	\$0.00	100%	\$20,039.25	
TriMark United - Kitchen Equipment	\$22,505.00	\$22,505.00	0%		
Gill Marketing - Kitchen Equipment	\$25,153.19	\$0.00	100%	\$25,153.19	
PW Webb - Sink for D123	\$398.00	\$0.00	100%	\$398.00	
Granite Group - Sink Strainer for D102 Top	\$228.03	\$0.00	100%	\$228.03	
TNT - Relocate 10 Phones Add 6 New Phones	\$1,719.00	\$0.00	100%	\$1,719.00	
Century Mechanical - Replace Manual Flush Valves	\$7,373.39	\$0.00	100%	\$7,373.39	
Century Mechanical - Repair Gate Valve Rm C101	\$857.29	\$0.00	100%	\$857.29	
Century Mechanical - RTU#1, Cooler & Freezer	\$2,055.79	\$0.00	100%	\$2,055.79	
Aubin Woodworking - Modify Existing Cabinets	\$465.00	\$0.00	100%	\$465.00	
DRG Construction - Carpentry & install boards	\$3,000.00	\$1,000.00	67%	\$2,000.00	
Pelmac - Relocate Aiphone Master Between Office	\$156.00	\$156.00	0%		
Aramark - Moving Services Sept. 30th	\$213.48	\$213.48	0%		
Commissioning, Hallam-ICS PENDING	\$72,410.00	\$72,410.00	0%		
Commissioning Contingency Reserve PENDING	\$27,590.00	\$27,590.00	0%		
Triumph Leasing, Container Rental, Sept PENDING	\$805.00	\$579.00	28%	\$226.00	
Aramark - Wax New VCT in 4 Additional Room	\$94.88	\$94.88	0%		
Gate City Electric - Add 2 new Outlets, D104	\$866.80	\$866.80	0%		
Gate City Electric - R&R Elect Feed, Gar Disp, Pend	\$496.00	\$496.00	0%		
Purchase Lights from PSNH, PENDING	\$8,100	\$8,100.00	0%		
Prof Touch - Paint "Orange" Window Sills, PENDING	\$3,000	\$3,000.00	0%		
Granite Glass - Replace 8 Windows PENDING	\$8,000	\$8,000.00	0%		
Gate City Electric - Rewire Pkg Lights, PENDING	\$15,000	\$15,000.00	0%		
DRG Construction - Kitchen Carpentry	\$550	\$550.00	0%		
Merrimack Bld Sup- Schlage Door Hardware PENDING	\$37,000	\$37,000.00	0%		
Door Signs	\$600	\$600.00	0%		
Fence Gate Exit Device	\$1,000	\$1,000.00	0%		
MultiWeld RTU Platform Mods	\$700	\$700.00	0%		

MANCHESTER SCHOOL OF TECHNOLOGY - RENOVATIONS AND EXPANSION PROJECT				
Portable Classroom	\$9,999.00	\$0.00	100%	\$9,999.00
Merrimack Building Supply - 6 Doors/Frames/Hdwa	\$6,280.00	\$0.00	100%	\$6,280.00
DRG Construction - Bathroom Floor Repairs	\$800.00	\$800.00	0%	
DRG Construction - Deck & Misc Repairs	\$320.37	\$0.00	100%	\$320.37
FW Webb - Toilet & Lav Supplies Move for Floors	\$69.54	\$0.00	100%	\$69.54
FW Webb - PVC Fittings	\$4,750.00	\$0.00	100%	\$4,750.00
Professional Touch Painting - Portables Painting	\$21,838.00	\$4,725.00	\$0.78	\$17,113.00
Viking Roofing - New Roof Port.B/Repairs PortA&C	\$500.00	\$500.00		
Jutras - Door Signs for Portable, PENDING				1711.3
Contingency Sub-Total B	\$375,760.70	\$228,419.16		\$147,341.54
Total Contingency Expenses A + B	\$1,165,459.93			

TOTAL UNCOMMITTED	\$59,060.07			
ENCUMBERED/EXPENDED TOTAL	\$9,951,059.93	\$718,854.08	\$9,232,205.85	\$150,000.00
TOTAL	\$10,010,120.00			

White Paper:
Commissioning for Great Buildings



February, 2005

Great Buildings: How Hard Can It Be?

As a building owner or manager, do you ever wonder why it is so hard for your design and construction teams to produce exactly the building you want, so that once they finish, all you need to do is open the door and turn on the lights?

If only buildings were so simple. In reality, today's buildings are incredibly complex. So complex, in fact, we cannot design or operate them without the help of computers. Every architect and design engineer uses computer automated design (CAD) software and most non-residential buildings under construction today will be operated by several computers. They manage every aspect of building operations, from thermostats and lights to security systems and fire alarms.

The use of so much sophisticated technology may give the impression that today's buildings are smarter than their operators. And if buildings worked perfectly, all the time, it would be tempting to believe it. But they don't. Today's buildings are having many operational issues from day one. A 1994 study of 60 commercial buildings found that more than half suffered temperature control problems, 40% had problems with HVAC equipment and one-third had sensors that were not operating properly. And amazingly, 15% of the buildings were actually missing specified equipment.¹

As one engineer explains, "There is a pervasive absence of quality in the finished product. Owners who think they have already paid for and are getting quality are engaging in denial. In far too many projects, cutting out quality has been the business norm, not the exception."²

The consequences? Owners are exasperated and occupants are dissatisfied, budgets are constantly overrun and schedules are frequently severely compressed. For owners, O&M costs are high and, combined with high energy costs, represent a constant cash drain on the bottom line. What can we do to make buildings work better? Unfortunately, there is no one-size-fits-all solution. What's needed is a quality assurance process custom-made for each building and its unique problems. *Commissioning* does just that.

Improve the satisfaction of owners and occupants.

As every manufacturer knows, customer satisfaction is one of the most important measures of a product's success. The same is true for building owners and occupants. When occupants are uncomfortable the results are increased complaints, increased expenses and headaches for the owner. In new buildings, commissioning helps prevent the problems that lead to uncomfortable conditions. Like the auto makers of the past, who used consumers to test and evaluate the performance of new car models, many newly constructed buildings use occupants to detect problems with building systems and even diagnose its malfunctions.

¹ Mary Ann Piette and Bruce Nordman, "Costs and Benefits of Utility Funded Commissioning of Energy-Efficiency Measures in 16 Buildings," in *ASHRAE Transactions*, Atlanta, GA, Vol. 102, Pt 1, Feb. 1996, LBNL-37823.

² Paul C. Tseng, "Building Commissioning: Benefits and Costs," *HPAC* (April, 1998), p. 52.

Unfortunately, commissioning was not performed in one recent project, with the expected result, "The numerous comfort complaints immediately following occupancy were the product of both sub-performing and incomplete systems. Had the majority of the issues driving these complaints been addressed... the occupant complaints... would be greatly reduced."³

In existing buildings, responding to temperature, lighting and moisture intrusion complaints eats away at valuable staff time and often depletes the maintenance budget. In a recent study of a federal building in Atlanta, commissioning reduced tenant comfort complaints by 35%, proving there's always room for improvement.⁴ In addition, chronic comfort problems cause tenant turnover – a costly proposition. One study estimated the cost of losing a tenant in a class-A office space as equivalent to one-year's rent.⁵ Word of mouth is a powerful communication tool, and a building can easily develop a reputation for uncomfortable and unproductive conditions.

Unhealthy buildings are an even greater risk. A recent study reported that 20-30% of commercial buildings suffer from indoor air quality problems.⁶ "Sick building syndrome" and the court cases associated with it continue to make headlines across the country. Litigation and damages often run in the millions of dollars, not to mention the intangible costs of a damaged reputation, for both building and owner. Many factors cause poor indoor air quality, including low ventilation rates, improperly maintained HVAC systems and moisture and mold. For schools and hotels, such systematic failures in building performance can be catastrophic to their intended missions of education and hospitality. Tremendous sums and personpower has been expended nationwide in these two building categories alone to redress IAQ problems and remediations.

To protect against the problems and expense of an uncomfortable, or even unsafe, building, many building owners and facility managers are using commissioning as a tool to enhance indoor air quality and produce comfortable temperatures and lighting and control moisture.

In Maryland, Montgomery County Public School District has embarked on an ambitious project to commissioning their new schools. The district is currently undergoing a \$1.2 billion, six-year school construction program. In many new and non-commissioned schools, comfort and IAQ problems persist, often years after occupancy. The district facilities staff is keenly aware of the adverse effects on the students' learning environment. In fact, it was the persistent complaints about IAQ problems and a poor learning environment, from students, parents and teachers that convinced the district

³ Michael P. Della Barba, "The Evolving Commissioning Process: Servicing the Repeat Client," in *Proceedings of 12th National Conference on Building Commissioning*, Portland Energy Conservation, Inc. (PECI), 2004.

⁴ John Adams, P.E., "Retro-commissioning GSA's Atlanta Federal Center," in *Proceedings of 12th National Conference on Building Commissioning*, Portland Energy Conservation, Inc. (PECI), 2004.

⁵ *Building Commissioning Guidelines: A source book on building systems performance*. Energy Design Resources (a joint project of Pacific Gas & Electric, San Diego Gas & Electric, and Southern California Edison), p. 7. Based on a 3,500 square foot space at \$50/square foot and a five-year lease value of \$875,000. Includes rent loss due to vacancy (\$43,750), new tenant improvements (\$87,500) and leasing commission (\$43,750), for a total of \$175,000.

⁶ *Ibid.*, p. 5.

administrators to initiate commissioning. In the commissioned school projects, a much higher accountability of contractor quality was readily apparent, deficiencies detected much earlier (before occupancy) and equipment operability greatly enhanced. Steve Reeves, a project manager in charge of the commissioning initiative, has now orchestrated the implementation of commissioning at a dozen new school projects currently underway.

Improve communication among team members and prevent unnecessary problems.

Commissioning promotes greater cooperation among the many professionals involved in a project and provides a platform for cross-checking the performance of a building's equipment and combined systems. Commissioning enhances a project team's understanding of the project goals and helps identify problems early, before they become expensive and time-consuming to fix. The result? Fewer change orders, fewer call-backs, a reduced likelihood of litigation and an all-around better project.⁷

One of commissioning's biggest contributions to a new building project comes in the area of building controls, one of the most difficult systems to integrate in any project. As buildings have grown more complex and project budgets have been squeezed, "controls design has been one of the casualties," a recent report noted.⁸ Control systems in modern buildings are highly complex and careful design integration is a must. Designers, attempting to cut costs and reduce their scope, relegate controls design to the controls contractor, who in turn delegates responsibility to the controls field technicians. The result? The controls and the systems don't work as intended and no one understands the details, let alone the logic, of the control sequences.

Commissioning solves this industry-wide problem by requiring a controls integration meeting, ideally held during both the late design and early construction phases, bringing together "all those with a vested interest" in the building's controls. These meetings improve communication between parties, generate new ideas to enhance design and often catch problems that might otherwise have gone unnoticed. Because of the controls integration meeting, the designer understands clearly what the owner needs, the owner understands the reasons behind the controls design, and the commissioning provider is able to facilitate the development of the sequences and intended operation – reducing problems down the road and improving building documentation for the operators.⁹

Finish your projects on time and on budget.

Common wisdom tells us the three elements in the construction project triad (quality, cost and schedule) are so closely related that changes to one result in changes to the others. But do you need to pay more and take longer to produce a higher quality building? Common wisdom may say yes, but wisdom is seldom common. *Commissioning* can improve building quality while reducing costs and helping you meeting aggressive deadlines.

⁷ *Building Commissioning Guidelines: A source book on building systems performance*, p. 5.

⁸ Karl Stum, "The Controls Integration Meeting," in *Proceedings of 12th National Conference on Building Commissioning*, Portland Energy Conservation, Inc. (PECI), 2004.

⁹ *Ibid.*

Almost every construction project manager and most owners too, have experienced the “nightmare” project. Where construction documents were incomplete and required massive change orders. Where the costs of the change orders and other unanticipated problems far exceeded the original budget. Where there were so many delays that the scheduled completion date was not met and the occupants did not move in on time. Where a long “punch list” lingered for months after occupancy and it seemed the project would never be finished. Another common situation, especially in fast-tracked projects, finds the building completed on schedule but with severely compromised quality and coordination. The resulting building offers the new occupants a spanking new façade but a list of internal deficiencies and flaws that may never get corrected.

Change orders and Requests for Information (RFIs) are the greatest thieves of both budget and schedule. A new study documented the construction process at a large high school and found that even a simple RFI could require four staff hours of time to resolve. This project had a total of 92 RFIs, consuming almost 10 weeks of staff time. The figures for change orders are even more dramatic. In this non-commissioned project, there were approximately 90 change orders totaling almost \$95,000, equal to 1% of the construction costs.¹⁰

Reduce non-productive O&M costs and improve your bottom line.

Most buildings are designed, built and occupied *before* there is a plan in place for their operation and maintenance. Poor operation and maintenance leads to premature equipment failure and higher energy costs. Commissioning verifies that equipment is installed and operating properly, resulting in a longer lifespan, increased operating reliability and fewer repairs. A thorough commissioning process also ensures that building documentation is accurate and complete.

Commissioned buildings are more likely to have properly functioning systems with reliable, well-maintained equipment. Commissioned equipment also uses less energy, requires fewer replacement parts and demands less “crisis maintenance” from onsite staff and expensive outside contractors paid on an emergency/overtime basis. As a result, operating costs for commissioned buildings are reported at 8-20% lower than those of a comparable non-commissioned building.¹¹

Without proper documentation and training, operators may be able to keep the building running, but at what cost? Commissioning helps minimize life cycle costs by establishing sound practices, thorough training and solid documentation of building systems. In a recent survey of several hundred building owners and managers who commissioned their buildings, 88% noted its positive effects on reducing operational deficiencies and 81% said it improved the knowledge of the O&M staff.¹² Documentation is even more important when owners rely on contractors for O&M work, and there is no operating staff to serve as a repository of building knowledge.

¹⁰ Kristin Heinemeier, et al. “Commissioning of New Schools: A State Funded Study of the Costs and Benefits,” in *Proceedings of the 2004 ACEEE Summer Study on Energy Efficiency in Buildings*, p. 3-92-93.

¹¹ “Building Commissioning,” (Washington, D.C.: U.S. General Services Administration), p. 6. Available at www.betterbricks.org.

¹² Charles Bicknell and Lisa A. Skumatz, “Non-Energy Benefits (NEBs) in the Commercial Sector: Results from Hundreds of Buildings,” in *Proceedings of the 2004 ACEEE Summer Study on Energy Efficiency in Buildings*, p. 4-18.

Reduce energy costs by optimizing system operation.

Energy costs can represent as much as one-third of a building's operating expenses, but they don't need to. There is energy savings potential in almost every building.¹³

Decreasing energy costs by increasing energy efficiency is not only good for the environment, it's good for the building owner. Reduced energy costs increase net operating income (NOI) and have a direct effect on the building's appraised value.¹⁴

As a recent study found, commissioning significantly reduces energy costs.^{*}

Commissioning, the authors conclude, "is one of the most cost-effective and far-reaching means of improving the energy efficiency of buildings."¹⁵ Energy savings vary depending on the building's size, energy intensity and the scope of commissioning activities. In existing buildings, commissioning was found to produce a median savings of 15%.¹⁶

Another large study found energy savings ranging from \$52,000 to \$168,000 per year in office buildings, and savings in the range of \$220,000 in laboratories.¹⁷

Energy savings from commissioning continue to save money for years after completion, that's the conclusion of another recent study. The study found that an average of 80% of savings persist for at least three years after the commissioning process is complete.¹⁸

What's even better, many energy-saving fixes are inexpensive to implement. Funding assistance is also available from utilities, governments and other agencies. Together, incentives for energy and water efficiency total more than \$1 billion each year.¹⁹

¹³ Evan Mills, et. al. "The Cost-Effectiveness of Commercial-Buildings Commissioning," LBNL – 56637 (December, 2004). Ninety-four percent of the 224 buildings studied did obtain some energy savings from commissioning or retrocommissioning.

¹⁴ Mark Jewell, "Energy Efficiency Boosts Property Values: Seeing the hidden value of energy efficient properties," *Energy User News* (April, 2002), and *Building Commissioning Guidelines: A source book on building systems performance*, p. 8. Exact benefits depend on whether a building is owner-occupied or leased, and the leasing structure.

¹⁵ Mills, et. al. (2004), p. 58.

¹⁶ *Ibid.*, p. 31.

¹⁷ Portland Energy Conservation, Inc. (PECI), "What can commissioning do for your building?" Portland, OR, 1998. This study examined 175 commissioning case studies, including 44 office buildings and nine labs.

¹⁸ N.J. Bourassa, "Evaluation of Retrocommissioning Persistence in Large Commercial Buildings," in *Proceedings of 12th National Conference on Building Commissioning*, Portland Energy Conservation, Inc. (PECI), 2004.

¹⁹ Mark Jewell, "Understanding the Value of Commissioning in Income-Producing Office Buildings," in *Proceedings of 12th National Conference on Building Commissioning*, Portland Energy Conservation, Inc. (PECI), 2004.

Commissioning for Great Buildings

Commissioning is a *systematic* process.

It integrates and enhances the traditionally separate functions of design peer review, equipment operational documentation and facility staff training, as well as functional testing and performance verification.

Commissioning is a *quality assurance* process.

It spans from pre-design to construction and start-up and increases the likelihood that a new building will meet the owner's expectations. Commissioning enables a building to begin its life cycle at optimal productivity and assists in maintaining this high level of performance. Commissioning brings back the missing ingredient necessary for all great buildings: not a fancy façade and curb appeal, but an infusion of quality.

City of Manchester



Office of the Mayor
Hon. Frank C. Guinta

11/10/09 nominated
4,5,6
11/10/09 Balance Confirms

November 10, 2009

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

Re: Nominations

Dear Members of the Board:

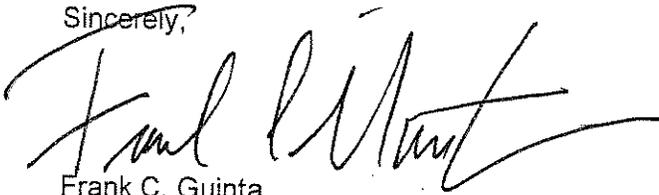
Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1) William Beaton to succeed himself as a member of the Water Commission, term to expire January 1, 2013;
- (2) Dylan Cruess to succeed himself as a member of the Water Commission, term to expire January 1, 2013;
- (3) Stephen Hebert to succeed himself as an alternate member of the Conservation Commission, term to expire August 1, 2012;
- (4) Woullard Lett to succeed Thomas Noonan as a member of the Police Commission, term to expire September 15, 2012;
- (5) James M. Gallagher to succeed Michael Simoneau (resignation) as a member of the Revolving Loan Fund Board, term to expire June 1, 2012;
- (6) Heather Whitfield to succeed Lawrence Allard (resignation) as a member of the Revolving Loan Fund Board, term to expire June 1, 2012;
- (7) Peter M. Sullivan to fill a vacancy as an alternate member of the Heritage Commission, term to expire January 1, 2011;
- (8) Derek Dufresne to succeed himself as a member of the Heritage Commission, term to expire January 1, 2013;
- (9) June Trisciani to succeed herself as a alternate member of the Heritage Commission, term to expire January 1, 2013;

- (10) Jessica Gustafson to succeed herself as a alternate member of the Heritage Commission, term to expire January 1, 2013;
- (11) Alderman William Shea to succeed himself as a member of the Board of Recount, term to expire October 1, 2011;
- (12) Arthur Beaudry to succeed himself as a member of the Board of Recount, term to expire October 1, 2011;
- (13) Richard Danais to succeed himself as a member of the Board of Recount, term to expire October 1, 2011.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Frank C. Guinta". The signature is stylized with a large initial "F" and a long horizontal stroke at the end.

Frank C. Guinta
Mayor

Woullard Lett
354 E. High St.
Manchester, NH 03104
woullard.lett@gmail.com

Short biography

Woullard Lett has been employed at Southern New Hampshire University (SNHU) School of Community Economic Development for over 15 years. He has worked in various positions during that time. Currently he is employed as the Administrator and adjunct faculty member,

Mr. Lett has an A.A. in Liberal Arts from Olive-Harvey Junior College, B.A. in Community Law/Inner City Studies from Northeastern Illinois University, and a MS in Community Economic Development from Southern New Hampshire University.

He has over twenty years experience as a community economic development practitioner focusing on developing relationships and resources through participatory and capacity building activities.

His community and professional activities have included community organizing and micro-business formation in Chicago, Illinois, community mobilization among residents of African descent in Manchester, New Hampshire and organizational development activities and human/civil rights advocacy and activism nationally.

Professional Associations

Ujima Collective – Board member, 2000 – Present

Unitarians for a Just Economic Community (UUJEC) – Board member, 2007- Present

Manchester NAACP #2069 – Executive Committee Member, 2008- Present

Haymarket Peoples Fund – Board member, 2009 - Present

James M. Gallagher III

Home Address: 1292 Goffstown Rd, Manchester NH 03102

Work Address: 875 Elm St., Manchester NH, 03101

Work/Home: (603)-634-7330/ (603)-232-0825

Email: James.M.Gallagher@Citizensbank.com

Primary Objective

To provide an overview of my employment history and credentials to help support those making a decision with respect to my potential role serving as a committee member for the City of Manchester's Revolving Loan Fund Committee.

Educational Background

- **BACHELOR OF SCIENCE: BUSINESS MANAGEMENT – May 2002**
MINOR: ECONOMICS – May 2002
Plymouth State University (f.k.a. Plymouth State College), Plymouth NH
- Working towards **MASTERS OF SCIENCE: ACCOUNTING/FINANCE – Expected completion date is in 2012**
Southern New Hampshire University, Manchester NH (provided by Citizens Bank)
- **RMA courses completed:**
 - **LOAN OFFICERS RESIDENT SEMINAR** 2005
 - **Analyzing Construction Contractors** 2004
 - **UCA (Uniform Credit Analysis) Cash Flow Analysis** 2004
 - **Intermediate Real Estate Lending** 2003
 - **Analyzing Business Tax Returns** 2003
 - **Cash Flow Analysis** 2003
 - **Analyzing Industry, Business & Management Risks** 2003
 - **Real Estate Fundamentals in Commercial Lending** 2002

Skills

Communication: Demonstrative ability to work well with others. Communicates well with clients (borrower's and depositors of the Bank) and colleagues.

Underwriting: Commercial real estate; industrial, office, multi-family, residential, condominium – stabilized and construction. Asset based lending; receivables/inventory financing, equipment loans, seasonal lines of credit, etc.

Financial Analysis: Proven ability to formalize a comprehensible written loan offering from analysis and interpretation of appraisal information, local and national data sources as well as financial statements for real estate and general operating businesses.

Employment History

Portfolio Manager Merrimack County Savings Bank, Concord, NH May 2002 – May, 2007

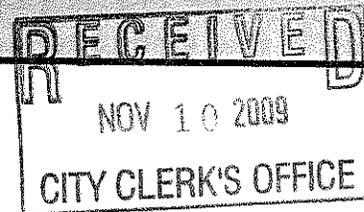
- Managed and underwrote new and existing commercial loans encompassing a wide range of small (\$200M+/-) to medium sized (\$3MM+/-) credits including some real estate development and investment real estate loans, asset based lines of credit secured by A/R and inventory as well as equipment loans.

Portfolio Manager RBS Citizens N.A. Manchester, NH May, 2007 – Present

- Continuous monitoring of credit quality and ongoing asset performance of bank loan assets secured by income producing commercial real estate properties including multi-family, office, and industrial.
- Manage land development and commercial construction loans for residential projects including multi family and residential for sale as well as other types of commercial property.
- Responsible for working directly with clients to renew and underwrite 1) existing loans with approaching maturity dates and 2) new loan requests. Process requires visiting with clients and inspecting collateral, obtaining current financial reporting information, coordinating appropriate due diligence requirements (appraisal/environmental/title work), and coordinating closing documents with borrowers' and banks' legal counsel.
- Demonstrative ability to make practical credit decisions and work within regulatory (FIRREA, FDIC) and Bank policy guidelines.

Activities

- Greater Manchester Chamber of Commerce, Government Affairs Committee (actively participating)
- Concord NH Chamber of Commerce, 2005 – 2007
- Concord Young Professionals Network, Steering Committee, August 2006 – May 2007
- Manchester Young Professionals Network, Business Committee, 2005 – 2007
- Thanksgiving Food Drive for United Way in Concord - December 2005, 2006



November 9, 2009

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

Dear Mayor and Aldermen:

I was not aware before doing work that there was a possibility that the City of Manchester would pay one-half of the cost and the owner would pay the other half of the cost in making repairs to city sidewalks if approved by the Board. I am forwarding proof that this work has been done with the hope that a check in the amount of \$520.00 would be paid to Philip F. Curtin, Owner, by the City of Manchester.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Curtin". The signature is fluid and cursive.

Philip F. Curtin

PFC/new
Enclosures

BENOIT'S CONCRETE FLOORS

71 River Bank Road
 Manchester, NH 03103
 Office: (603) 623-3166

No. 2443

To: Phil Curtin
40 Bay St
Manchester, NH
03104

Date: July 09
 Amount Remitted: _____

DETACH AND MAIL WITH YOUR REMITTANCE. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Date	Description	Charges	Credits	Balance
	40 Bay St	Previous Balance		
	Concrete Sidewalk in Street Area removed & replaced as a Cast in place Labor & Material 4000 PSI Steel Reinforced Concrete Saw cut control joints			\$1040.00
	Phil Curtin			
	Cal Concrete Lake			\$1040.00

Thank You!
STATEMENT



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

I/we, Philip F. Crotin, the
Name(s)

owner(s) of the real estate abutting upon 40 BAY STREET
Street Address

Manchester, NH 03104

Description (including footage): _____

Sidewalk in front of Property. Was leaning
& was in poor repair. Dangerous to Walker
Benoit, see attached Bill for \$4150 of work. I request
a separate bill for the walkway only. See Attached

desire that:

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

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

Signed: Philip F. Crotin
Owner

Owner

40 BAY STREET MANCHESTER NH 03104
Mailing Address

Phone #: 603-669-7700

Date: 11-9-09
8/25/09

50/50 Residential Sidewalk/Curb Program

About the Program:

The 50/50 Residential Sidewalk/Curb Program was established to help defray the cost of improvements made to residential sidewalks and curbing. This program is conditional upon funding from the Board of Mayor and Alderman.

What is the Cost to the Homeowner?

The Highway Department puts out a bid for the work annually, therefore the unit prices will invariably change from year to year. The cost of each project is based on the unit prices received by the lowest responsible bidder and is split 50/50 between the City and the Homeowner.

How Does One Request Work?

The process begins at the office of the City Clerk, where a Sidewalk Improvement Petition for a sidewalk or curb (or both) must be filled out. The applicant must provide all pertinent information, such as the name, address and phone number of the Homeowner, the scope of work being requested, and any other required information. The City Clerk's office will process the application and forward a copy to the Board of Mayor and Aldermen and the Highway Department.

Who Determines the Cost of My Project?

A representative of the Highway Department will visit the site, take measurements and produce a construction estimate based on the current unit prices. This is done at no cost or obligation to the Homeowner. Once the cost of the proposed construction has been determined, and funding for the matching funds have been approved by the Mayor and Aldermen, the estimate is forwarded to the homeowner outlining their portion of the cost.

If, after reviewing the cost of the requested work, the homeowner still wishes to have the construction done, he/she must send or deliver a check or money order to the Highway Department (made out to the City of Manchester) and formally notify the Department to proceed with the work. Once the homeowner's portion of the cost has been received, the matching funds for that project are then encumbered. Once all matching funds are encumbered, the program is closed to any additional projects.

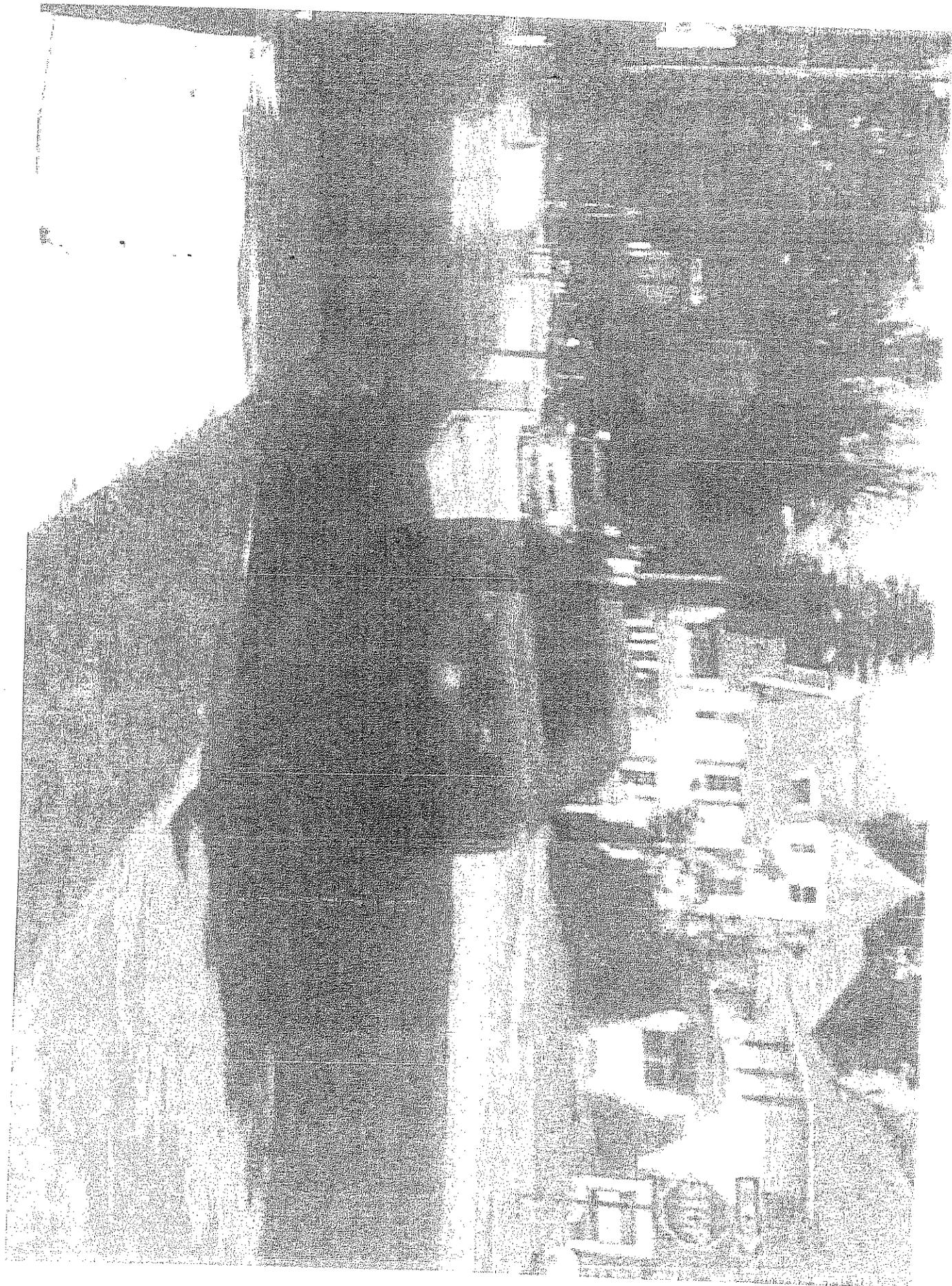
When Will the Work Get Done?

Since the City matching funds are not available until the beginning of the fiscal year (July 1st), it is likely that construction will not begin on any projects until after that time. This means that although petitions are received throughout the year, construction will not begin until after July 1st. Because of the popularity of this program, there are very many locations of individual projects throughout the city. Since construction can not begin until after the funds are received, and because of the number of locations of individual projects, it is not unusual for construction to begin on a project well after July. Although unlikely, some projects must be carried over into the following spring.

Who Should I Call to Inquire About the Status of the Project?

During the construction phase of the project, any inquiries related to the work may be directed to the Highway Department's Chief Inspector. He is responsible for supervising the activities of the Contractor and will be in contact with him/her during the course of the program construction work.

12-4



City of Manchester
New Hampshire

In the year Two Thousand and Nine

AN ORDINANCE

“Amending Section 33.026 (Assistant Chief of Police) of the Code of Ordinance of the City of Manchester.”

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

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Assistant Chief of Police, Class Code 9331
(see attached)

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

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Fifty Thousand Dollars (\$50,000) for the FY 2010- CIP 412510 Fire Rescue Equipment Acquisition Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept a charitable contribution in the amount of \$50,000 made in the memory of Eva M. and Gerard J. “Monty” Montembeault to be used for the acquisition of fire rescue equipment;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 412510 – Fire Rescue Equipment Acquisition Project - \$50,000 Other

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

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2010 CIP 511410 General Stark Statue Restoration Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$10,000 from the State of NH Conservation Committee;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 511410 General Stark Statue Restoration Project - \$10,000 State

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

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY2010 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Eight Hundred Thirty One Dollars (\$750,831).”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budgets; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant and Home funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to accept CDBG-R “Stimulus funding” in the amount of \$500,831 to be used for infrastructure and housing rehabilitation improvements; and

WHEREAS, the BMA desires to provide funding assistance in the amount of \$250,000 to the Boys and Girls Club Building Better Lives Capital Campaign;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By amending:

- 1) CIP 612010 Neighborhood Revitalization –
 - A) Decreasing by \$250,000 CDBG
 - B) Adding \$250,000 CDBG-R “Stimulus Funds”
- 2) CIP 610410 Housing Initiatives
 - A) Adding \$250,831 CDBG-R “Stimulus Funds”

By adding:

CIP 214410 Building Better Lives Capital Campaign - \$250,000 CDBG

Resolved, that this Resolution shall take effect upon its passage

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of One Million Forty Nine Thousand Four Hundred Dollars (\$1,049,400) for the FY2010 CIP 712910 Energy Efficiency and Block Grant Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2010 CIP as contained in the 2010 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept grant funds in the amount of \$1,049,400 from the Office of Energy Efficiency and Renewable Forrestral Building ;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY2010 CIP712910--Energy Efficiency and Conservation Block Grant Program-\$1,049,400
Federal

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

144

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the attached proposal submitted by the Mayor regarding termination of the 2005 Cooperation Agreement for the administration of Northwest Business Park with MHRA and transference of specific responsibilities to the Economic Development Office be approved effective January 1, 2010.

The Committee also recommends that any further incidental costs associated with Northwest Business Park be reviewed by the Finance Officer, Economic Development Director, and receive prior Board approval prior to payment.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

City of Manchester



Office of the Mayor
Hon. Frank C. Guinta

November 10, 2009

Lands & Building Committee
One City Hall Plaza
Manchester, NH 03101

Re: Northwest Business Park

Dear Members of the Committee:

Now that engineered plans for the Northwest Business Park have been largely completed and the \$785,000 budget allocation under the existing cooperation agreement with the Manchester Housing & Redevelopment Authority (MHRA) to provide services has been exceeded, in order to minimize future expenditures for the management of the project and to more effectively utilize City staff and resources, it is recommended that:

1. The MHRA shall be provided with written notice of the City's intent to terminate the 2005 Cooperation Agreement for the Administration of the Northwest Business Park at Hackett Hill. Title to the property shall remain with the MHRA.
2. All administrative and marketing responsibilities for Hackett Hill are to be transferred to the Economic Development Office (MEDO.)
3. MHRA should be directed to transfer all remaining proceeds from the sale of French Hall and the proceeds from the Manchester Air Park to the City immediately.
4. MHRA's insurance costs and any legal or transactional costs that may result from the future sale of the Business Park, or any lot or portion thereof, would be reimbursed from the existing Hackett Hill antenna lease fund upon submission of an invoice approved by MEDO. The fund would also be used to cover any other incidental costs associated with administering and marketing the property as approved by MEDO and the Finance Officer.

Sincerely,

Frank C. Guinta
Mayor

15-2

9/1/09 tabled



Dick Dunfey
Secretary/Treasurer

M A N C H E S T E R
HOUSING AND REDEVELOPMENT CORPORATION

William B. Cashin
President
Marion G. Russell
Vice-President
George N. Copadis
Trustee
Fern G. Gelinas
Trustee
M. Mary Mongan
Trustee

July 28, 2009

Jay Minkarah
Director, Economic Development Office
City of Manchester
One City Hall Plaza
Manchester, NH 03101

In board of Mayor and Aldermen

Date: 8/18/09 On Motion of Ald. O'Neil

Second by Ald. Pinard

Voted to refer to the Committee on Lands
and Buildings

City Clerk

RE: Northwest Business Park and
French Hall

Dear Jay:

The following is a summary of issues, estimated costs and the status of the above referenced projects:

Regarding Northwest Business Park, as of June 30, 2009 there is \$35,601.79 remaining in the original budget of \$785,000.00. \$25,770.00 is payable to OEST Associates once their remaining design work is complete, leaving a balance of \$9,831.79 to cover MHRC ongoing administrative costs, which we anticipate will carry us to September 2009.

Outstanding project issues, cost estimates and status is as follows:

<u>DESCRIPTION</u>	<u>ESTIMATED COST</u>	<u>STATUS</u>
1. Infrastructure Improvements (Includes construction of new entrance on PSNH and Dalsar property. Price will change if new entrance is removed or existing is reconstructed.)	\$2,931,968.00	Plans and specifications delivered to Highway Department for final review and approval.
2. National Grid natural gas supply and distribution construction cost including Upgrades at Front Street.	\$1,156,316.00	National Grid is willing to discuss spreading payments over time. Requires funding approval.
3. PSNH electric distribution design fee (Required up front for design)	\$6,240.00	Requires funding approval.
4. PSNH electric distribution construction cost	\$744,676.00	PSNH says work and associated costs can be phased. Requires funding approval.
5. Manchester Water Works Inspection Fee during installation of water supply and distribution system.	\$56,750.00	City may want to ask Water Works for consideration.

15-3



<u>DESCRIPTION</u>	<u>ESTIMATED COST</u>	<u>STATUS</u>
6. Permitting: US Army Corps of Engineers Project #NAE-2007-00273, Wetlands Permit #2006-03144, Alteration of Terrain WPS-8231,		Must notify when construction is complete. Expires 6/28/2012 (See notification in approval letter) Must notify when construction starts. Expires 8/21/2013 (See notification form in permit.) Must notify when construction starts. Expires 9/29/2010. (See notification form in permit. Permit can be extended when requested within 90 days of expiration.)
7. DES required Stormwater Management Plan monitoring during construction.	\$15,000.00	Requires RFP and selection of an Environmental Engineering firm.

OEST remaining work includes:

<u>DESCRIPTION</u>	<u>ESTIMATED COST</u>	<u>STATUS</u>
1. Setting of monuments and bounds.	\$35,000.00	To be resolved with OEST Associates.
2. Lot plans and legal descriptions including conservation easements and deed restrictions.		Included in contract balance.
3. Final approval of plans and specifications from Highway Department.		Included in contract balance.
4. OEST must revise sheet (plan) on bid alternate. OEST must revise sheet C-103 and C-103A to indicate existing asphalt on Lot 9 must be removed and the sensitive development area restored per conditions of the wetlands permit.		Included in contract balance.
5. OEST Construction Administration (including approval of submittals, shop drawings, requisitions and construction monitoring).	\$32,000.00	These OEST services to be initiated and payable if and when construction is undertaken. Requires funding approval.
6. Should the City wish to have Manchester Housing and Redevelopment Corporation continue to provide oversight of the project, including administration of the Marketing Contract, evaluation and approval of offers to purchase, preparation and execution of Land Disposition Agreements, legal fees, infrastructure construction, construction contract administration and related services, then additional funding must be approved.	\$75,000.00 per year	Requires funding approval beginning October 1, 2009.

Regarding French Hall, sufficient funds exist to complete the following tasks once it is decided how we wish to handle location of the entry road. We need to revisit the entry road issue and decide how we want to proceed.

	<u>DESCRIPTION</u>	<u>ESTIMATED COST</u>	<u>STATUS</u>
1.	PSNH fee for French Hall and cell tower electric feed relocation	\$50,000.00	Current services require relocation. Can be charged to French Hall budget.
2.	Dalsar & PSNH easement appraisals	\$4,000.00	Can be charged to French Hall budget.
3.	Dalsar easement purchase	\$50,000.00	Can be charged to French Hall Budget. (Will not be necessary if the existing entry road is retained.)
4.	PSNH easement purchase	\$30,000.00	Can be charged to French Hall Budget. (Will not be necessary if the existing entry road is retained.)
5.	OEST to prepare plans and legal descriptions of easements to accommodate entry road.	\$5,000.00	Waiting for discussion on roadway.
6.	The current plans show the entry road to be Constructed across the PSNH property with encroachment on the Dalsar property. If it is decided to alter the location of the entry roadway additional design will be required, the construction plans must be modified accordingly and new and existing easements will need to be modified and created.	\$7,500.00	Waiting for discussion on roadway.

If you have any questions or need additional information please do not hesitate to contact us.

Sincerely,



Kenneth R. Edwards
Assistant Executive Director, MHRA

Dick Dunfey
Secretary/Treasurer

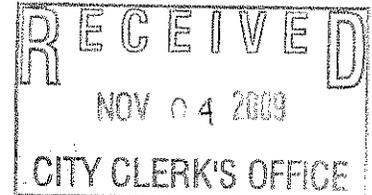


M A N C H E S T E R
HOUSING AND REDEVELOPMENT CORPORATION

William B. Cashin
President
Marion G. Russell
Vice-President
George N. Copadis
Trustee
Fern G. Gelinis
Trustee
M. Mary Mongan
Trustee

November 3, 2009

Jay Minkarah
Director, Economic Development Office
City of Manchester
One City Hall Plaza
Manchester, NH 03101



RE: Northwest Business Park

Dear Jay:

In our correspondence, to you, of July 28, 2009 we anticipated that approved funding required for continuation of administration and associated costs, of the Northwest Business Park would carry us through September 2009. As of the end of September there was \$561.00 remaining and to avoid a lapse in coverage, the annual liability insurance premium, in the amount of \$1,531.00, was paid on October 22, 2009. As directed by the City, we have not undertaken any new initiatives or incurred any new expenses, however, there are ongoing expenses associated with the project.

We estimate MHRA annual costs to be approximately \$75,000 if the City elects to have us proceed with infrastructure construction as originally anticipated in our contract, or approximately \$40,000 per year without construction supervision. In either case, as long as the property is owned by MHRA there will be costs associated with administration, permitting, inquiries, proposal evaluation, disposition contracts, legal and insurance. With City approval, there remains sufficient proceeds from the sale of French Hall to cover these costs.

Please let us know how the City would like to proceed. Thank you.

Sincerely,



Kenneth R. Edwards
Assistant Executive Director, MHRA



FOR SALE :: MANCHESTER, NEW HAMPSHIRE

NW NORTHWEST BUSINESS PARK AT HACKETT HILL

LOT PRICES

Lot #	Area (sq. ft.)	Price	Price per sq. ft.
1	22,90	\$1,066,000	\$101,450
2	8,93	650,000	61,860
3	8,04	260,000	24,744
4	6,33	312,000	29,693
5	10,79	650,000	61,860
6	12,75	780,000	74,232
7	6,34	390,000	37,116
8	7,40	344,000	34,642
9	4,29	390,000	37,116
1-9	87,77	4,862,000	462,713
10	26,28	1,950,000	185,580
11	2,83	260,000	24,744
12	7,21	260,000	24,744

MANCHESTER'S NEWEST BUSINESS PARK
TWELVE LOTS RANGING IN SIZE FROM 2.83 TO 26.28 ACRES
RESEARCH PARK ZONING
CAMPUS SETTING

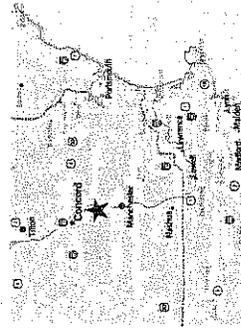
LOCATION

Northwest Business Park is located just off Exit 7 of Interstate 293 and is in close proximity Interstate 93, Route 101 and the F.E. Everett Turnpike/Route 3. The site is less than 10 minutes from the Manchester-Boston Regional Airport. Hotels, conference centers, shopping and dining are all within close driving distance.

DRIVE TIMES

Location	Drive Time (min)
Downtown Manchester	4
Manchester Airport	10
Nashua	23
Burlington, MA	47
Boston, MA	56
Marlboro, MA	73

AREA MAP



FOR MORE INFORMATION PLEASE CONTACT:

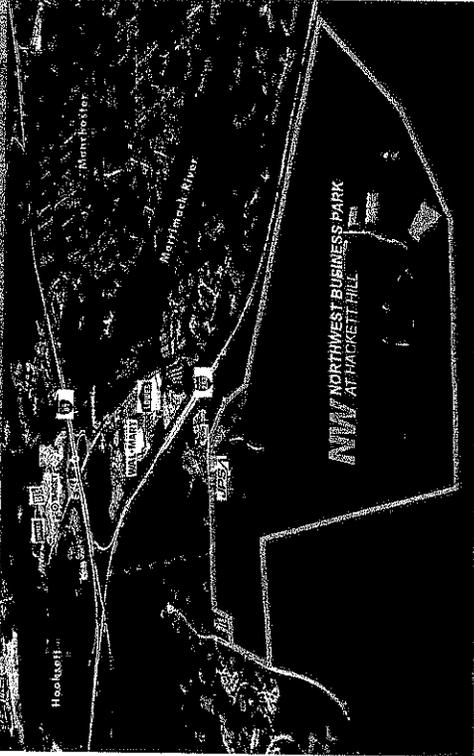
Roger Dieler
 603.540.8315
 rdieler@cbre.com

Mike Tamposi
 603.315.4348
 mtamposi@cbre.com

CB Richard Ellis
 2 Wolf Street
 Manchester, NH 03101
 T 603.626.0056
 F 603.626.0249
 www.cbre.com/press/links

FOR SALE :: MANCHESTER, NEW HAMPSHIRE

NW NORTHWEST BUSINESS PARK AT HACKETT HILL



FOR SALE :: MANCHESTER, NEW HAMPSHIRE

CB Richard Ellis is pleased to present the sale of land at Manchester's newest business park, Northwest Business Park at Hackett Hill.

12 lots are available for purchase, ranging in size from 2.83 to 26.28 acres. Three lots feature frontage on Hackett Hill Road. Current approvals are in place for buildings ranging in size from 20,000 to 150,000 SF. The park features research park zoning and a campus style setting. Lots one through nine may be available for purchase as a parcel of 87.77 acres. Northwest Business Park is only minutes from Exit 10 of Interstate 93.

Call Roger Dieler at 603.540.8315 for more information about joining JPSA Laser, the park's first tenant, at Northwest Business Park at Hackett Hill.

*MEDO Hardware
 Hardware Buildings
 Sept 1, 2009*

CBRE
 CB RICHARD ELLIS

CBRE
 CB RICHARD ELLIS

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SITE PLAN :: AVAILABLE LOTS

