

AGENDA

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

March 16, 2009
Aldermen O'Neil, Garrity,
Osborne, Pinard, Murphy

5:00 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Recommendation from Matthew Normand, Acting City Clerk, regarding a policy for street closures and license events.
Ladies and Gentlemen, what is your pleasure?
4. Communication from Jennie Angell, Director of Information Systems, submitting a cell phone policy for the Information Systems Department.
Ladies and Gentlemen, what is your pleasure?
5. Communication from the Board of Assessors updating the Committee on the changes in the Disability Exemption Law.
Ladies and Gentlemen, what is your pleasure?
6. Communication from Alderman Lopez requesting reorganization of the Assessors Office.
(Note: Referred by the Board of Mayor and Aldermen on 11/12/08. Response from the Board of Assessors attached.)
Ladies and Gentlemen, what is your pleasure?
7. Communication from Gerard Fleury, Manchester Employees' Contributory Retirement System, requesting support for an amendment to HB 149 for language correction.
(Note: Referred by the Board of Mayor and Aldermen on 1/20/09.)
Ladies and Gentlemen, what is your pleasure?

8. Communication from Thomas Clark, City Solicitor regarding a Naming Rights Policy.

(Note: Referred by the Board of Mayor and Aldermen on 2/3/09.)

Ladies and Gentlemen, what is your pleasure?

9. Discussion relative to the approved taxi rate increase.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

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

10. Communication from Barbara Potvin, New England Sampler, requesting the City hold a public forum to discuss the process of closing off city streets and the impact that these closings have on local small businesses as well as the benefits drawn by the City of Manchester and its local citizens.

(Note: Referred by the Board of Mayor and Aldermen on 10/21/08. Tabled 11/24/08 recommendation to be submitted by staff)

11. Communication from Bryan Christiansen from Comcast with notification of certain price increases for cable services and equipment starting in December 2008.

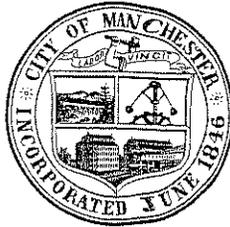
(Note: Referred by the Board of Mayor and Aldermen on 11/12/08. Tabled 11/24/08 Representative from Comcast to attend the next meeting.)

12. Discussion relating to the potential merger of the Planning and Community Development Department and the Building Department.

(Note: Referred by the Board of Mayor and Aldermen on 11/12/08. Proposal and updated information previously forwarded to the Mayor and all Aldermen under separate cover. Tabled 12/15/08 review of grades and responsibilities of positions to come from Human Resources. HR approved 1/22/09)

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

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



*Matthew Normand
Acting City Clerk*

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Committee on Administration/Information Systems
Aldermen O'Neil, Garrity, Osborne, Pinard, Murphy

FROM: Matthew Normand
Acting City Clerk

DATE: February 6, 2009

RE: Proposed Policy on Street Closures

On November 24, 2008, the Committee requested that the City Clerk's Office review the current procedures for street closure for special entertainment events and propose some suggestions to improve the process. After some prior discussions with the Parking Division, Police, and Mayor's Office as well as members of the Committee, we have attached some recommendations for the Committee's consideration.

Our intent is to continue permitting street closures for entertainment related events under current procedures and ordinances but to add some additional oversight by including the Parking Division approval, notification to abutting businesses, and Committee on Administration involvement under certain conditions.

Please call me should you have any questions or concerns. Thank you.

pc: Sgt. J. Flanagan, Police Department
T. Clark, Solicitor's Office
B. Stanley, Parking Division
S. Thomas, Mayor's Office

Proposed procedures for street closures for entertainment purposes

Policy

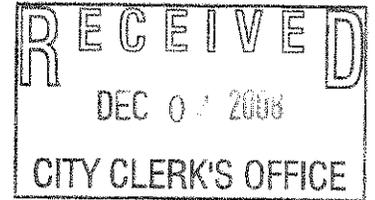
Temporary street closures for Entertainment Place of Assembly Permits may be granted by the City of Manchester based on the following standards:

1. Application for street closure must be submitted at least 30 days prior to event.
2. Any application received after deadline shall be denied by the Office of the City Clerk and submitted to Committee on Administration/Information Systems for approval.
3. The activity may not impair normal Fire and Police operations.
4. The City shall not incur additional costs related to street closure.
5. Businesses directly abutting the proposed street closure will be notified by Office of the City Clerk.
6. Multiple requests for street closures on same block in a close proximity of time may be referred to the Administration/Information Systems for consideration.

Procedure

1. Application must be filed with the Office of the City Clerk with appropriate approvals from Police, Fire, Highway and the Parking Division.
2. Applicant must provide detailed plans for street closure with application. Details shall include times and date of closure, description of event and purpose for request.
3. Office of City Clerk will notify in writing all abutters affected by closure.
4. All clean-up is responsibility of applicant.
5. Any additional costs for City services shall remain the responsibility of applicant.
6. All decisions of the Committee on Administration/Information Systems are final.

Jennie Angell
Director, Information Services



CITY OF MANCHESTER
Information Systems Department

December 4, 2008

Daniel O'Neil, Chairman
Committee on Administration and Information Systems
Board of Mayor and Alderman
City of Manchester
Manchester, NH 03101

Subject: Cell Phone Policy

Honorable Dan O'Neil,

The Information Systems Department provides technical support to all City Departments which includes the 24 hour a day emergency service systems used by the Police and Fire Departments. These systems include voice communications, Computer Aided Dispatch, mobile computers in police and fire vehicles, GIS, email and records management. The Information Systems Department is also an active participant in the city's emergency preparedness. The systems in use are complex and varied and require continuous monitoring to insure all systems are working properly. To assist us with this monitoring, these systems are set up to send alerts and alarms via email that will notify staff of pending problems or failures. Frequently these alerts go out before city personnel are affected, so corrections can be made without impacting employees who rely on these systems to do their jobs safely and effectively. There are 10 to 15 of these types of emails on a typical day.

To be able to respond to these alerts 7 days a week, the employees who respond to these alerts need to have "data service" on their cell phones. Several of the employees at Information Systems have added this service to their personal cell phones for the sole purpose of responding to these equipment notifications. Adding this service to a personal cell phone costs about \$30 per month. Information Systems currently has no city issued cell phones so the employees are paying for this themselves.

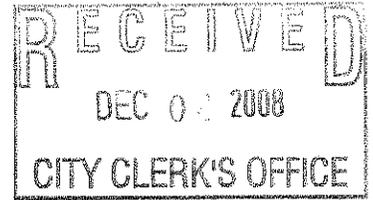
In order for Information Systems to provide the high level of response required for emergency services, key personnel need to be within email access as much as possible. Therefore, I have put together the attached cell phone policy for the Information Systems Department. This approach of either adding the data service to the employees' personal phone or charging the employee for personal use on a city provided phone is the most cost effective solution to providing this service and is acceptable to the employees.

Please advise if you have any questions or concerns.

Sincerely,

Jennie Angell
Director of Information Services

Jennie Angell
Director, Information Services



CITY OF MANCHESTER

Information Systems Department

Cell Phone Policy Draft

Background

The Information Systems department provides technical support to many critical life-safety systems within the city that require 7/24 support. These systems employ varying types of technology so the employee who is the most qualified to respond will depend on the type of critical incident. These systems also send out critical alert emails to notify support personnel of impending failures. These notifications allow the staff to fix problems immediately reducing the impact and potential losses to the city. In order for these email notifications to be effective, they need to be forwarded to staff cell phones so the staff get these notifications on a 7/24 basis. To be able to receive these emails, the cell phone service must include "data services" at a cost of approximately \$30 per month which is added on to the monthly service costs. Recognizing this need, several of the staff at Information Systems are paying for this additional service themselves just so they can provide the city with the 7/24 service that the department is currently required to provide. If they did not have their current positions within the city, they would not be paying for this service.

It is inappropriate for employees to have to pay for this "data service" themselves, so the following cell phone policy is being put in place. This policy will be reviewed annually in January and adjusted for changes in technology, pricing structures and needs.

Information Systems recognizes that employees have varying circumstances so two scenarios are being defined. In both scenarios the following items are assumed so the cost to the city and the employee are the same.

1. Basic cell phone only service can be purchased for \$10 per month. This is the minimum cost for a pay as you go service that is provided by Tracfone and the add-on to a family plan provided by Verizon Wireless.
2. The cost to add data service to a plan is approximately \$30 per month.

Scenario 1

This scenario is for the employee who has a single phone plan. The minimum cost for cell service with a data plan on an individual basis is \$79.99. Purchasing the service on the GSA contract is \$30 per month cheaper.

The city will execute the cell service contract with the data service. The current GSA contract price is approximately \$50 per month. The employee getting the phone will pay the city \$120

for the year in an annual payment at the beginning of the budget year. This will allow the employee to use the phone for personal use. The city will only pay for the minimum amount of minutes per month and any extra charges incurred because of personal use will be the responsibility of the employee. If the service is cancelled for any reason during the year, the employee will be reimbursed for the unused portion of the service less any extra charges from personal use that might have occurred. The phone will also need to be returned to the city unless the employee purchases his own phone.

Scenario 2

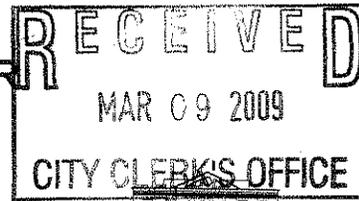
The employee stays on his own personal plan and the city reimburses the employee for up to \$30 per month for data service. The employee must present proof of service and its costs in the form of a copy of the monthly invoice for the service.

This policy is primarily for exempt employees who are needed for critical services. If the department determines that there is a benefit for certain non-exempt employees to have "data services" on their cell phone, this will be determined on a case by case basis. Employees, who are participating in this policy, are expected to keep their cell phones with them in operating condition as much as is practical.



CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Tel: (603) 624-6520 – Fax: (603) 628-6288
Email: assessors@ci.manchester.nh.us
Web: www.ManchesterNH.Gov



David M. Cornell, Chairman
Michael W. Hurley

Christine Hanagan
Assistant to Assessors

To: Committee on Administration
From: Board of Assessors
Date: March 6, 2009
Re: RSA 72:37-b Changes in the Disability Exemption Law

Dear Chairman O'Neil and Honorable Committee Members:

As you know, the City of Manchester adopted the Disability Exemption in 2001. Currently the Disability Exemption reduces the assessed value of a property by \$171,000. To qualify for this exemption a person must be eligible under Social Security's Title II or Title XVI programs. Additionally, a person's annual salary must be under \$100,000, and must not have assets exceeding \$200,000. Currently, we have approximately 500 people receiving the disability exemption in Manchester. Last year the following legislation passed, but requires local adoption before taking affect:

I-b. Upon the adoption of this paragraph by a city or town as provided in RSA 72:27-a, any person who at any time previously was eligible under Title II or Title XVI of the federal Social Security Act for benefits to the disabled, but who is no longer eligible for such federal benefits due to reasons other than the status of that person's disability, shall be eligible for the exemption under paragraph I or I-a, or both as may be applicable, provided that the person submits an affidavit from a physician licensed in New Hampshire that attests to the fact that the person continues to meet the criteria for disability that are used under Title II or Title XVI of the federal Social Security Act.

In short, this new law allows individuals to receive the disability exemption that would otherwise be eligible for Social Security Title II or Title XVI, but are no longer eligible due to reasons other than their health. Although unknown, the number of people that would fall into this category appears to be very small. A rough estimate is that this legislation would enable perhaps an additional six to twelve people to qualify for the disability exemption. We remain available to answer any questions that you might have regarding this matter.

Sincerely,


David M. Cornell


Michael W. Hurley

Enclosure: RSA 72:37-b

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:37-b

72:37-b Exemption for the Disabled. –

I. Upon its adoption by a city or town as provided in RSA 72:27-a, any person who is eligible under Title II or Title XVI of the federal Social Security Act for benefits to the disabled shall receive a yearly exemption in an amount to be chosen by the town or city.

I-a. Upon the adoption of this paragraph by a city or town as provided in RSA 72:27-a, a person who is eligible under Title II or Title XVI of the federal Social Security Act on his or her sixty-fifth birthday shall remain eligible for a yearly exemption either in the amount of the exemption applicable under paragraph I or the amount of the elderly exemption granted to the person under RSA 72:39-b, whichever is greater.

I-b. Upon the adoption of this paragraph by a city or town as provided in RSA 72:27-a, any person who at any time previously was eligible under Title II or Title XVI of the federal Social Security Act for benefits to the disabled, but who is no longer eligible for such federal benefits due to reasons other than the status of that person's disability, shall be eligible for the exemption under paragraph I or I-a, or both as may be applicable, provided that the person submits an affidavit from a physician licensed in New Hampshire that attests to the fact that the person continues to meet the criteria for disability that are used under Title II or Title XVI of the federal Social Security Act.

II. The exemptions in paragraph I and I-a may be applied only to property which is occupied as the principal place of abode by the disabled person. The exemption may be applied to any land or buildings appurtenant to the residence or to manufactured housing if that is the principal place of abode. Nothing in this section shall preclude a qualified applicant from earning an income.

III. No exemption shall be allowed under paragraph I or I-a unless the person applying for an exemption:

(a) Had, in the calendar year preceding said April 1, a net income from all sources, or if married, a combined net income from all sources, of not more than the respective amount determined by the city or town for purposes of paragraph I or I-a. Under no circumstances shall the amount determined by the city or town be less than \$13,400 for a single person or \$20,400 for married persons. The net income shall be determined by deducting from all moneys received, from any source including social security or pension payments, the amount of any of the following or the sum thereof:

- (1) Life insurance paid on the death of an insured.
- (2) Expenses and costs incurred in the course of conducting a business enterprise.
- (3) Proceeds from the sale of assets.

(b) Owns net assets not in excess of the amount determined by the city or town for purposes of paragraph I, excluding the value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The amount determined by the city or town shall not be less than \$35,000 or, if married, combined net assets in such greater amount as may be determined by the town or city. "Net assets" means the value of all assets, tangible and intangible, minus the value of any good faith encumbrances.

""Residence" means the housing unit, and related structures such as an unattached garage or woodshed, which is the person's principal home, and which the person in good faith regards as home to the exclusion of any other places where the person may temporarily live. ""Residence" shall exclude attached dwelling units and unattached structures used or intended for commercial or other nonresidential purposes.

(c) Has been a New Hampshire resident for at least 5 years.

IV. Additional requirements for an exemption under paragraph I or I-a shall be that the property is:

(a) Owned by the resident;

(b) Owned by a resident jointly or in common with the resident's spouse, either of whom meets the requirements for the exemption claimed;

(c) Owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable requirements for the exemption claimed; or

(d) Owned by a resident, or the resident's spouse, either of whom meets the requirements for the exemption claimed, and when they have been married to each other for at least 5 consecutive years.

Source. 1993, 212:1, eff. April 1, 1993. 1997, 87:1, eff. Aug. 2, 1997. 2003, 299:11, eff. April 1, 2003. 2004, 238:2, eff. June 15, 2004. 2008, 307:1, eff. Apr. 1, 2008.

Carol A. Johnson
City Clerk



Matthew Normand
Deputy City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Matthew Normand
Deputy City Clerk

DATE: October 16, 2008

RE: Reorganization of the Assessor's Office

Please be advised that the attached memorandum was submitted to the Clerk's Office after the Board agenda had been prepared. Chairman Lopez has asked indicated that he intends to bring the matter up during the meeting under *New Business*.

pc: David Cornell, Assessor
Thomas Clark, City Solicitor
Bill Sanders, Finance Director

In board of Mayor and Aldermen
Date: 11/12/2008 On Motion of Ald. Lopez
Second by Ald. Smith
Voted Refer to the Committee on Administration


City Clerk



CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Aldermen 
Chairman of the Board

DATE: October 16, 2008

RE: Reorganization of the Assessor's Office

After a thorough screening of qualified applicants, the Selection Committee for the position of Commercial Assessor has selected a very good candidate. Once the Human Resources Director completes her portion of the process, we intend to bring the applicant forward for approval at the next Board meeting.

As we near the completion of the selection process for the Commercial Assessor position, however, we have received notice of yet another retirement from Assessor Tom Nichols who leaves us at the end of this month. Before we move forward and begin a new selection process, I feel strongly that the Board considers the reorganization of the Assessor's Office. I have had a lengthy discussion with the department head about a potential reorganization of the Board of Assessors and remain firm in my belief that a reorganization of this department is in order.

I understand that some of us may want to retain three full time Assessors, yet I have my ideas on how this department should be structured moving ahead. I think it would be prudent to also receive the input of the department head, David Cornell, as to his thoughts on how he may improve the efficiency of the department. At the present time, three full time assessors cost the City over \$350,000 in salary each year. Additionally, we remain the only city in New Hampshire to retain three officers. I believe the time has come to look at having one officer and a part time Board of Assessors. The City could realize a savings of \$70,000 to \$80,000 in salary heading into the 2010 Budget.

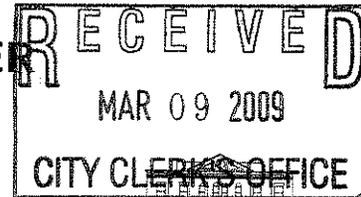
My recommendation is that the Committee on Administration/Information Systems has a special meeting with Mr. Cornell so that he can present his opinion on reorganization of the Assessor's Office before the next Board meeting in November. The Committee could then forward a recommendation to the Board of Mayor and Aldermen before we start advertising for replacement of another Assessor or appointing another Selection Committee.



CITY OF MANCHESTER

Board of Assessors

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Tel: (603) 624-6520 – Fax: (603) 628-6288
Email: assessors@ci.manchester.nh.us
Web: www.ManchesterNH.Gov



David M. Cornell, Chairman
Michael W. Hurley

Christine Hanagan
Assistant to Assessors

To: Committee on Administration
From: Board of Assessors
Date: March 9, 2009
Re: Response to Alderman Lopez's Letter

Dear Chairman O'Neil and Honorable Committee Members:

This communication is in response to Alderman Lopez's letter requesting that we consider changing the structure of the Board of Assessors. We understand the current budget situation that the City is facing and fully appreciate the necessity in exploring ways to find efficiencies. In exploring such, it is imperative that our duties are performed in a manner that is fair, consistent, and complies with the complexity of all State laws.

The following is a brief overview of the duties and responsibilities of the Board of Assessors:

- The Board is responsible for overseeing the tax base of approximately \$10 Billion.
- In 2008, Manchester generated roughly \$160 million through property taxes.
- At approximately 33,500 parcels, Manchester is the largest assessing district in New Hampshire.
- The Board of Assessors is responsible for approving or denying all abatements. This is an incredible responsibility that requires a tremendous amount of time, experience, and expertise.
- The Board administers all exemptions and credits.
- The State law was changed in 1999 requiring that all municipalities complete revaluations every five years. Before the law was changed, Manchester's last two revaluations were in 1991 and 1970. While the new law has greatly improved assessment equity across the State, it has created considerably more work.

We commend Alderman Lopez's willingness to explore the possibility of finding efficiency and we share in his desire in such. However, after weighing all of the pros and cons, we believe that the current full-time three member structure provides the most efficient and cost effective structure for the City. The fiduciary responsibility in overseeing a \$10 billion tax base, as well as the voluminous amount of work that needs to be performed, and the experience that is necessary to perform our duties is best served by having three full-time professional Board members.

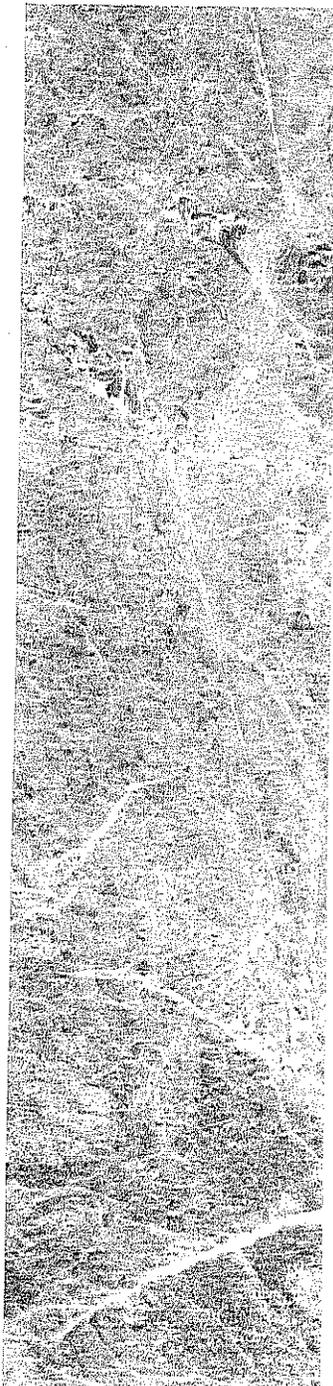
Respectfully submitted,

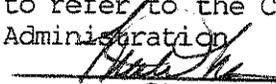

David M. Cornell


Michael W. Hurley

**CITY OF
MANCHESTER
EMPLOYEES'
CONTRIBUTORY
RETIREMENT
SYSTEM**

1045 ELM ST. • SUITE 403
MANCHESTER, NH 03101-1824
PHONE (603) 624-6506
FAX (603) 624-6342



In board of Mayor and Aldermen
Date: 1/20/09 On Motion of Ald. Gatsas
Second by Ald. Osborne
Voted to refer to the Committee on
Administration

City Clerk

RECEIVED
JAN 06 2009
CITY CLERK'S OFFICE

Honorable Board of Mayor & Aldermen
C/O Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

January 6, 2009

Honorable Members:

I am writing to inform you that the Manchester Employees' Contributory Retirement System has obtained sponsorship in the New Hampshire House for a single piece of legislation in the 2009 session of the legislature and to request your support for this initiative. This year's bill is sponsored by Representative Ben Baroody and has been entered into the legislative bill tracking system as 2009 H-0124-R and assigned HB-149. The bill is a minor corrective measure designed to make an existing provision in the law clearer. The bill will not affect present practices, change the benefit structure or affect the cost of operating the plan but merely seeks to remove an element of confusion from present language which has been a source of misinterpretation. For these reasons, this corrective measure will not require a referendum vote on a City ballot. In order to pass the New Hampshire Legislature however, we are seeking the concurrence of the Board of Mayor and Aldermen on this bill before it appears before any legislative committees so that the legislature will know that local authority has not been circumvented.

As mentioned above, we are seeking an amendment because the present language applicable to members who are terminating from the plan and seeking a refund of their accumulated contributions has lead some to believe that refunds are their only course of action. For plan participants who have attained normal retirement age but with scant service, obtaining a refund may still be their most attractive financial alternative but for others, a monthly benefit may be in their best interests. The amendment being sought has been reviewed by legal counsel for the Retirement System and is thought to provide a clearer description of a member's entitlements under the law. The Retirement System will couple the improved language with the use of improved administrative procedures to assure that members misinterpret legislative intent.

You have been provided with a draft of this legislation and I will be happy to answer any questions regarding this bill.



Gerard E. Fleury - Executive Director
Manchester Employees' Contributory Retirement System

cc: MECRS Board of Trustees

HB 149 - AS INTRODUCED

2009 SESSION

09-0124

10/05

HOUSE BILL 149

AN ACT relative to benefit eligibility of certain members of the city of Manchester employees' contributory retirement system.

SPONSORS: Rep. Baroody, Hills 13; Rep. Pepino, Hills 11; Rep. Goley, Hills 8

COMMITTEE: Executive Departments and Administration

ANALYSIS

This bill clarifies benefit eligibility for members of the city of Manchester employees' contributory retirement system who terminate employment after age 60 regardless of their accrued service credit.

Explanation: Matter added to current law appears in *bold italics*.

Matter removed from current law appears [~~in brackets and struck through.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

09-0124

10/05

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Nine

AN ACT relative to benefit eligibility of certain members of the city of Manchester employees' contributory retirement system.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 Manchester Employees' Contributory Retirement System; Benefits Upon Termination of Employment Prior to Normal Retirement Date. Amend 1973 218:11 as amended by 2002, 194:1 to read as follows:

7-2

218:11 Benefits Upon Termination of Employment Prior to Normal Retirement Date.

I. Any member *who has not attained the normal retirement date and* whose employment is terminated prior to the completion of 5 years of service and who is not entitled to a disability retirement pension shall receive a refund of his or her contributions together with regular interest thereon to the date of payment. Such refund shall be in lieu of all other rights and benefits payable to the member under this act. *Any member who has attained the normal retirement date, but who wishes to receive a lump sum distribution of accumulated contributions plus interest in lieu of a monthly retirement benefit pursuant to section 12 of this act, may do so upon completion of a waiver of benefits provided by the retirement system.*

II. Any member whose employment is terminated prior to normal retirement date and after the completion of at least 5 years of service and who is not entitled to an early retirement pension or a disability retirement pension, and who does not elect to receive a cash refund of the member's contribution together with regular interest, will be entitled to receive, commencing on the normal retirement date, an annual pension computed in accordance with the provisions of section 12 of this act based on the member's total amount of service.

III. A member who is entitled to a deferred vested pension in accordance with the provisions of paragraph II of this section may, in lieu of all other rights and benefits under this plan, elect at any time prior to the member's retirement date to receive a cash refund of the member's contribution together with regular interest thereon to the date of payment *upon completion of a waiver of benefits provided by the retirement system.*

2 Effective Date. This act shall take effect upon its passage.

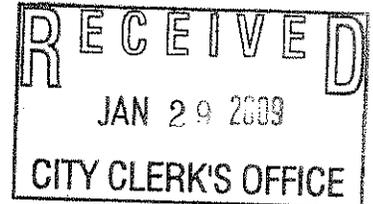
Thomas R. Clark
City Solicitor



Thomas I. Arnold, III
Deputy City Solicitor

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

CITY OF MANCHESTER
Office of the City Solicitor



January 29, 2009

Matthew Normand, Acting City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: **Naming Rights Policy**

Dear Matt:

Enclosed is the draft naming rights policy requested by the Board at its meeting on December 16, 2008.

Very truly yours,

Thomas R. Clark
City Solicitor

TRC/hr
Enclosure

In board of Mayor and Aldermen

Date: 2/3/09 On Motion of Ald. Lopez

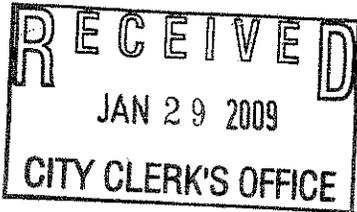
Second by Ald. Sullivan

Voted to refer to Committee on Administration

City Clerk

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6523 • FAX: (603) 624-6528
TTY: 1-800-735-2964

E-Mail: solicitor@manchesternh.gov • Website: www.manchesternh.gov



DRAFT

POLICY ON NAMING
CITY PROPERTY

All requests to name city owned or controlled real property, buildings or structures shall be submitted, in writing, to the Board of Mayor and Aldermen for referral to the department or entity having jurisdiction over the real property, building or structure. The written request shall contain the following information:

- Background information detailing the appropriateness of the intended name.
- Background information on the real property, building or structure in question.
- How any costs associated with the naming shall be funded.

The department or other entity shall review the written request and forward a recommendation to the Board of Mayor and Aldermen for referral to the Committee on Lands and Buildings.

The Committee on Land and Buildings shall take such action as it deems appropriate and report its recommendation to the Board of Mayor and Aldermen.

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the expiration date for the ordinance amendment increasing current taxi rates from \$.25 per one-sixth of a mile to \$.40 per one-sixth of a mile, be extended until March 31, 2009.

(Unanimous vote conducted via phone poll February 9, 2009)

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held February 17, 2009 on a motion of Alderman J. Roy, duly seconded by Alderman O'Neil, the report of the Committee was accepted and its recommendations adopted.



Acting City Clerk

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the expiration date for the ordinance amendment increasing current taxi rates from \$.25 per one-sixth of a mile to \$.40 per one-sixth of a mile, be extended until February 28, 2009.

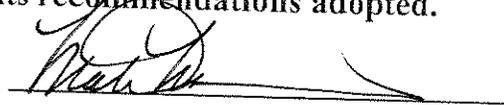
(Unanimous vote conducted via phone poll)

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held January 20, 2009 on a motion of Alderman Osborne, duly seconded by Alderman Garrity, the report of the Committee was accepted and its recommendations adopted.



Acting City Clerk

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Barbara Potvin, New England Sampler, for the City to hold a public forum to discuss the closing off of city streets be referred to the Committee on Administration/Information Systems.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held October 21, 2008, on a motion of Alderman Sullivan duly seconded by Alderman O'Neil the report of the Committee was accepted and the recommendations adopted.

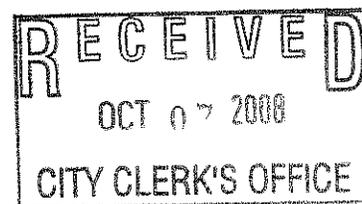

Deputy City Clerk



The
New England
Sampler

Specializing in
New England Products
&
Specialty Foods

42 Hanover St.
Manchester, NH 03101
603.626.4477



September 26, 2008

Dear Mayor Guinta, Aldermen Mark Roy, Mike Lopez, Dan O'Neil, Peter Sullivan & Brandy Stanley,

As you may already know, the Palace Theatre held a fundraising event last Thursday, September 18th. Attached is a petition signed by a number of business owners and managers located on the one-way section of Hanover St., between Chestnut and Elm Street. Peter Ramsey, the Executive Director of the Palace Theatre has been provided a copy of this petition and discussions have been held with Peter. Stephanie Lewry, from Intown was present at a discussion between Peter Ramsey, and myself, Barbara Potvin regarding this petition, the blocking off of the street and the implications of blocking the streets off for any such event.

During this discussion, Peter Ramsey had suggested that the City of Manchester might consider holding a Public Forum to discuss the process of closing off city streets and the impact that these closings have on local small businesses as well as the benefits drawn by the City of Manchester and its local citizens. After great consideration and input from other businesses on Elm St., that have faced this situation and dilemma, I agree with Peter that a public discussion would be helpful and could provide us all, including the City Hall with a policy that addresses and considers the welfare of all business owners/managers, local community members as well as Manchester City Hall.

Feel free to contact me at 603-626-4477 with any questions you might have regarding this request and this petition.

Sincerely,

Barbara J. Potvin

Owner

The New England Sampler

cc: Peter Ramsey, Stephanie Lewry

September 19, 2008

We the signed business managers and owners would like the City of Manchester to know of our discontent and concern regarding the blocking off of Hanover St., between Chestnut and Elm on Thursday, September 18, 2008 for the Palace Theatre's Wine Tasting and Fundraising event. It is our understanding that they did not have permission to block off the parking spaces, but did have permission to block the street after 2PM. However, it should be noted, that most business owners and managers were not included in this decision nor were the majority notified that this would occur prior to this week. Many were never informed and only realized on Thursday when they saw the cones along the parking space.

Further, our concerns include:

- Most businesses were not informed that the streets and parking spaces along this stretch of Hanover St. would be inaccessible throughout most of the day.
- As business owners and managers we are concerned with the significant loss of revenue for each business located on this section of Hanover St. Many businesses had to either reschedule or cancel appointments. Others noted a drop in their sales because of the inaccessibility of the street and on-street parking. Some even ended up closing early due to the loss of revenue and lack of access for customers.
- Our concerns also include loss of revenue for the City of Manchester. Many parking spaces on both sides of the road were blocked off as early as 8AM.
- Finally, there is a concern for public safety and property, whenever such events occur, since ambulances and fire trucks can not safely access Hanover St. between Chestnut and Elm during the aforementioned events.

The following business owners/managers would like register their concerns regarding the lack of opportunity to give input and recommendations, as well as the lack of appropriate notification as to when these types of events will be occurring.

Name:	Business Name:	Address:
Scott Sewale	Suddenly Susan Gourmet Del.	87 Hanover
Christina J. delSole	O'Brien Limousine	81 Hanover St
Bill Miller	OK PARKERS	89 Hanover St
Jim Kappeler	RIBBON PHOTOGRAPHERS	72 HANOVER ST
Thomas A. Lee	EMBASSY	54 Hanover
Andrea Lessard	Shop Estella	52 Hanover St.
Jeanine Sylvester	Runners Alley	36 Hanover St
Susan Martin	SAVON RESTAURANTE	32 HANOVER ST
Sun Chung	Korean Place Restaurant	110 Hanover St.
Kenee Hazel	Cottage Designs Furniture	73 Hanover St.
Barbara Paton	The New England Sampler	42 Hanover St
Janice Paton	Patton Hanover	26 Hanover St.
Linda Paton	Sally Luna jewelry	83 Hanover St

Freeman, Heather

From: Freeman, Heather
Sent: Tuesday, January 13, 2009 10:19 AM
To: 'Bryan_Christiansen@cable.comcast.com'
Subject: Board of Mayor and Aldermen-Request for Representative
Attachments: Comcast Letter.pdf

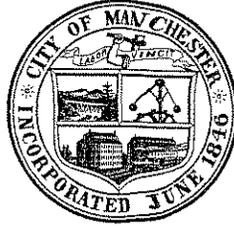
Mr. Christiansen,

As you know the Committee on Administration/Information Systems has requested that a representative from Comcast be present at the next Committee meeting to speak on the current changes to pricing and the relation to revenue impact. Chairman O'Neil has requested we coordinate a date for the next meeting. Would a representative be available to attend the evening of February 2nd, 3rd or 17th?

I have enclosed for your convenience your letter forwarded to the Board of Mayor and Aldermen on November 12, 2008. The statement in question was your first paragraph on the second page that states: *Another change of note is that effective December 1, 2008, Standard Cable service will no longer be available for new subscription.* I would be prepared to explain the changes stated in the letter and the effects to the City.

Please let me know what date works best for you and if you have any questions.
Thank you,

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



*Matthew Normand
Acting City Clerk*

CITY OF MANCHESTER
Office of the City Clerk

December 3, 2008

Bryan Christiansen
Comcast
54 Regional Drive
Concord, NH 03301

RE: Comcast Cable Services and Price Adjustments

Please be advised that at the meeting of the Committee on Administration/Information Systems held on November 24, 2008 it was asked that a representative from Comcast attend the next committee meeting to discuss service as well as your communication dated October 24, 2008 regarding price adjustments.

Sincerely,

Heather Freeman
Administrative Assistant III
Office of the City Clerk

11/24/08 tabled



In board of Mayor and Aldermen

Date: 11/12/08 On Motion of Ald O'Neil

Second by Ald. Gatsas

Voted to refer to Committee on Administration

October 24, 2008


City Clerk

RECEIVED

OCT 27 2008

MAYOR'S OFFICE

Via Certified Mail Return Receipt Requested

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

RECEIVED
NOV 06 2008
CITY CLERK'S OFFICE

Re: Price Adjustments

Dear Mayor and Members of the Board:

Comcast is committed to offering the best value in home entertainment, providing a wide variety of programming and an array of packages to accommodate customers' preferences. In today's challenging economic environment, Comcast like many other companies is experiencing increased business and operational costs. As a result, certain prices for cable services and equipment will change starting in December 2008.

While we have been highly focused on controlling our costs for the benefit of our customers, price adjustments are a necessity in view of the increased cost of doing business, including gas prices, healthcare costs, increases in the cost we pay for programming, and technology and service improvements. Even with these pressures, our average New England customer's total bill will increase by 3.6 percent, which is well under the rate of inflation.

Comcast spends about \$6 billion a year on programming alone to give our customers the best content and the most video choices. While we have been aggressive at controlling these costs, we anticipate continued increases in the cost to acquire programming, particularly for sports.

Comcast is also giving customers more choice with bundled discounts and new, more economical tiers for video, phone and high-speed Internet services. In fact we offer the lowest-priced basic video service among our competitors with our Basic Service, and have introduced Digital Economy cable service recently, giving cost-conscious consumers an additional low-cost option.

We're also continuing to increase the value of our services by making investments to offer the largest video on demand library, the most HD choices, a faster high-speed Internet and the newest technologies for our Comcast Digital Voice service – a low-cost, feature-rich digital phone service.

In addition, we're redoubling our efforts to improve the customer experience. We are investing in hiring and training personnel and in new technology more than at any other time in our 45-year history. We have hired over 15,000 customer service representatives and technicians in the past two years, including nearly 2,000 in New England alone, rolled out smart handheld devices and laptops to field technicians to improve on-time reliability, and developed new customer care technologies to help improve trouble-shooting and repairs.

Enclosed please find a copy of the Notices we are sending to our customers in your community which will provide you with further detailed information regarding the scheduled price adjustments. One particular change that I would like to call to your attention is that beginning with these price adjustment notices, a digital cable box will now be available as part of our Digital Additional Outlet Service Charge. Another change of note is that effective December 1, 2008, Standard Cable service will no longer be available for new subscription. Customers who subscribe to Standard Cable as of December 1st will continue to receive the service until they make a change to their package selection or until they receive further notice.

Comcast continues to be one of the best values for consumers' entertainment dollars. An entire month of Comcast cable television is about the same price as only one night at the movies for a family of four, and a third of the cost for the same family to attend a professional football game, concert or live stage show.

As always, if you should have any questions or concerns regarding this matter, or any matter, please feel free to contact me at 603-224-0957, ext. 202.

Sincerely,



Bryan Christiansen
Senior Manager of Government & Community Relations

IMPORTANT Information

Dear Comcast Customer,

At Comcast, our goal is to give you more value, including the largest video on demand library and the most HD choices, a faster high-speed Internet and the newest technologies for our Comcast Digital Voice service – a low-cost, feature-rich digital phone service. We're also redoubling our efforts to improve your experiences with us, investing more than at any other time in our 45-year history to hire, train and give our employees the tools they need to serve you better.

What this means for you.

While we continue to make these investments, Comcast, like many other companies, is experiencing increased business and operational costs from today's challenging economic environment. As a result, certain prices for cable service and equipment will change starting December 1.

While we have been highly focused on controlling our costs, price adjustments are a necessity in view of the increased cost of doing business, including gas prices, healthcare costs, increases in the cost we pay for programming, technology and service improvements.

Please review the information on the following page(s) that identifies the adjustments and the effective date of the adjustments. If you are currently enjoying a promotion, your price will remain in effect until the scheduled expiration date of your promotion.

If you currently have multiple digital converter boxes in your home, the Digital Additional Outlet Service Charge now includes the price of a digital set top box. In addition, effective December 1, 2008, Standard Cable will no longer be offered as a new cable service option. However, if you currently subscribe to Standard Cable, you will continue to receive the service until further notice, unless you choose to make a change to your service or cable package.

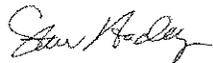
What's happening at Comcast?

Comcast has increased the value of our services and made investments in our products to give you more variety, choice and control. Over the past year, we've more than tripled the number of HD choices we offer, with customers now having access to more than 1,000 HD choices at any given time – day or night – through the launch of several new HD networks and the addition of hundreds of HD On Demand programs. And our On Demand service now offers over 10,000 titles every month. We've also introduced a convenient, new feature called "AnyRoom On Demand," which enables you to start an On Demand program on any television and continue to view it on any other TV in the home that has a digital cable box.

We value your business.

Comcast values your business and is committed to providing you with the best possible experience. If you have any questions regarding these changes, please visit www.comcast-ne.com/information or call us at 1-800-COMCAST.

Thank you for choosing Comcast for your entertainment and communications needs.



Stephen L. Hackley
Senior Vice President

Comcast Northern New England Region

QUESTIONS & Answers

Q: Why are my prices changing?

A: We are highly focused on controlling our costs, but price adjustments are a necessity in view of the increased cost of doing business in this challenging economic environment, including gas prices, healthcare costs, increases in the cost we pay for programming and technology and service improvements. Comcast spends about \$6 billion a year on programming to deliver our customers the best content and the most video choices. While we've aggressively controlled these costs, we expect continued increases in costs we pay for programming, particularly sports.

Q: When will this price increase take effect?

A: The price increase will take affect with your December or February bills as outlined on the following pages.

Q: What other package or service options are available to me?

A: Comcast offers a variety of packages to suit your needs. To explore any of the options available to you, please visit www.comcast-ne.com/information or call us at 1-800-COMCAST.

IMPORTANT Information

Dear Customer:

At Comcast, our goal is to give you more value, including, a faster high-speed internet and the newest technologies. The following price adjustments to our Comcast High Speed Internet products will be effective December 1, 2008. Also, effective December 1, 2008, Comcast High-Speed Internet Performance Lite will be discontinued. If you subscribe to Comcast High-Speed Performance Lite, after December 1st you will receive Comcast High-Speed Internet Performance. Existing Performance customers (6Mbps/1Mbps) who also subscribe to Comcast Digital Voice will be receiving a speed upgrade at no additional cost. On December 1st, 2008, your new speed will be Performance PLUS (8Mbps/2Mbps) and your monthly rate will not change. If you would like to learn more about our various Comcast High-Speed Internet products and packages please contact your local Comcast representative or visit us online at www.comcast.com.

Your Current Product & Speed	Current Price	Your Product & Speed as of Dec. 1, 2008 <i>Please note there may be a change from the product you were subscribed to prior to Dec 1st</i>	Price as of Dec. 1, 2008
Performance Lite (4Mbps/384Kbps)	\$57.95	Performance Lite is Discontinued, you will automatically be moved to Performance Plus (6Mbps/1Mbps)	\$59.95
Performance Lite (4Mbps/384Kbps) for Digital Voice customers	\$42.95	Performance Lite for Digital Voice Customers is Discontinued, you will automatically be moved to Performance Plus (6Mbps/1Mbps) for Digital Voice Customers	\$42.95
Performance (6Mbps/1Mbps)	\$59.95	Performance (6Mbps/1Mbps)	\$59.95
Performance (6Mbps/1Mbps) for Digital Voice customers	\$52.95	Performance Plus (8Mbps/2Mbps) for Digital Voice customers*	\$52.95
Performance Plus (8Mbps/2Mbps)	\$67.95	Performance Plus (8Mbps/2Mbps)	\$69.95
Performance Plus (8Mbps/2Mbps) for Digital Voice customers	\$62.95	Performance Plus (8Mbps/2Mbps) for Digital Voice customers	\$62.95
**Blast! (16Mbps/2Mbps)	\$67.95	**Blast! (16Mbps/2Mbps)	\$69.95
**Blast! (16Mbps/2Mbps) for Digital Voice customers	\$62.95	**Blast! (16Mbps/2Mbps) for Digital Voice customers	\$62.95

If you have any questions regarding these changes, or for information about any Comcast products, please call 1-866-660-6137.

Sincerely,
Comcast

See reverse side for additional information.

Comcast

10/08 X-25708

* Comcast Performance (6Mbps/1Mbps) combined with Digital Voice is still available on December 1st at the new rate of \$42.95 per month.

** Comcast Blast™ not available in all areas. All prices are per month charges and do not include applicable regulatory, FCC user and franchise fees, or federal, state and local taxes. To receive the Comcast High-Speed Performance speed enhancements after December 1st, you may need to reset your modem, Comcast Home Networking Gateway or eMTA. You can reset your modem or Comcast Home Networking Gateway by unplugging it from the electrical outlet for 60 seconds and plugging it back in. If you have an eMTA it can be reset by depressing the "reset" button located on the back of the eMTA using a paperclip or similar object until the lights on the front of the unit go off. After the lights turn off release the reset button and wait for the eMTA to complete its reset. It may take up to five minutes for the eMTA to reset.

IMPORTANT Information

November 2008

Dear Customer:

Comcast is committed to keeping you informed about our products and services. As part of our efforts, we are providing you with advance notice that your Digital Bronze Cable Package price will increase from \$12.95 per month to \$13.95 per month effective with your December bill.

Please note that this package is no longer sold by Comcast. To receive all the features and benefits that Comcast has to offer, you may want to upgrade to one of our current Digital Value packages.

For more information about our current Digital Packages or other services available to you, please call 1-866-660-6137.

Sincerely,

Comcast

11-6

All prices are per month charges and do not include applicable regulatory, FCC user and franchise fees, or federal, state and local taxes.

Comcast