

AGENDA

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

April 14, 2009
Aldermen O'Neil, Garrity,
Osborne, Pinard, Murphy

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

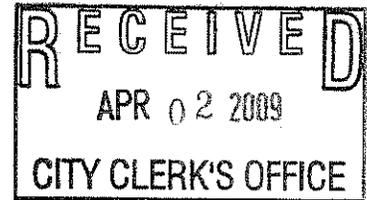
1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Chuck DePrima, Acting Director of Parks, Recreation and Cemetery Department, requesting that the Fair permit fee be waived for the City's Independence Day Celebration.
Ladies and Gentlemen, what is your pleasure?
4. Communication from Mike Vecchiarelli, Program Director of SCA NH Conservation Corps, requesting that the Fair permit fee be waived for the annual Manchester Earth Day Celebration.
Ladies and Gentlemen, what is your pleasure?
5. Communication from Mindy Salamone-Abood, Purchasing Agent, submitting a Stationery Savings Report as requested by the Committee.
Ladies and Gentlemen, what is your pleasure?
6. Communication from the Manchester taxi industry requesting an increase of current taxi rates.
(Note: Referred by the Board of Mayor and Aldermen on April 7, 2009)
Ladies and Gentlemen, what is your pleasure?
7. Communication from Kevin Sheppard, Public Works Director, requesting an amendment to Section 97.34(E) of the Code of Ordinances which addresses portable signage placed within the City's right-of-way.
Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

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

8. Recommendation from Matthew Normand, Acting City Clerk, regarding a policy for street closures and license events.
(Tabled 03/16/09)
9. Communication from Jennie Angell, Director of Information Systems, submitting a cell phone policy for the Information Systems Department.
(Tabled 03/16/09)
10. Communication from the Board of Assessors updating the Committee on the changes in the Disability Exemption Law.
(Tabled 03/16/09)
11. 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. Tabled 03/16/09.)
12. Communication from Thomas Clark, City Solicitor regarding a Naming Rights Policy.
(Note: Referred by the Board of Mayor and Aldermen on 2/3/09. Tabled 03/16/09.)
13. 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 with recommendation to be submitted by staff; proposed policy attached - See item #8.)
14. 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. Approved by the Board of Mayor and Aldermen on 2/03/09.)
On file for viewing with Office of the City Clerk, One City Hall Plaza.
15. If there is no further business, a motion is in order to adjourn.

Chuck DePrima
Acting Director



CITY OF MANCHESTER
Parks Recreation and Cemetery Department

To: Committee on Administration
From: Charles DePrima, Interim Director
Re: Independence Day Celebration
Date: March 31, 2009

CD

The Parks, Recreation and Cemetery Department will be holding a fireworks display with vendors for the City's Independence Day Celebration at Arms Park on Friday, July 3, 2009 with a rain date of Sunday, July 5, 2009.

I respectfully request that the fee be waived for the fair license for this event.



New Hampshire Conservation Corps

159 A Deerfield Road
Allenstown, New Hampshire 03275

Dear Board of Mayor and Alderman,

As you may well be aware, the annual Manchester Earth Day Celebration is occurring in Veteran's Park on April 18th, 2009. Once again, the New Hampshire Conservation Corps of the Student Conservation Association is organizing the events in the park.

This letter is to request that the Fair Permit fee be waived. We have applied for this permit through the Office of the City Clerk, Business License and Enforcement Division.

The NHCC organizes this event in conjunction with ForManchester's Adopt-A-Block program, InTown Manchester, and the City Parks Dept. We volunteer our services and absorb costs. We do not charge the participants nor the vendor/information booths that attend, as we see this as a service to the City of Manchester, its residents and guests.

Your consideration is greatly appreciated.

Sincerely,

Mike Vecchiarelli
Program Director
SCA NH Conservation Corps
159A Deerfield Rd.
Allenstown, NH 03275
603-485-2191 (phone)
603-485-2569 (fax)
www.thesca.org

4





*Matthew Normand
Acting City Clerk*

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

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

From: Heather Freeman
Administrative Assistant III *HAF*

Date: January 13, 2009

Re: Request of the Committee

Enclosed is a Stationary Savings Report requested by the Committee at the November 24, 2008 meeting, submitted by Mindy Salomone-Abood, Public Works.

Enclosure

5-1

Business Cards:

56,125 pieces are produced each year

Departments were paying anywhere from \$29.00/box to \$141.00/box, this includes one color and two color business cards.

Under the current contract:

One Color Business cards: \$30.49/box

Two Color Business cards: \$37.11/box

Savings on business cards will range from **\$3,600.00 to \$4,000.00** annually based on the options the Departments make.

Total Annual Savings on the City Stationery will range from: **\$11,371.00 to \$11,771.00.**

Other Savings:

Copy Paper:

The City purchased 926 cases of 8.5 x 11 copy paper over the course of the budget year. When we entered into the contract paper was selling at \$27 to \$29 per case. During that time the paper industry increased their prices 2-3 times, on average 6%. The city paid \$25.90 per case.

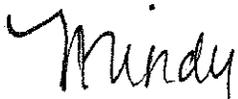
Market: 926 cases @ \$29.00/case = \$26,854.00 Annual cost

City: 926 cases @ \$25.90/case = \$23,983.00 Actual cost

Generating a savings for the City of **\$2,871.00** for the year on 8.5 x 11 copy paper.

The City had several other copy paper choices available to Departments under contracted prices ranging in sizes and brightness.

Respectfully Submitted,



Mindy Salomone-Abood
Public Works Purchasing Agent.

Voted to refer to the Committee on Admin

This letter is a request to permanantly maintain the current rate of \$2.40 per mile. Due to the increase of the cost of living we feel that this is an appropriate rate. Below you will find the names and signatures of Manchester Cab Drivers who also feel that taking away the increase that was given would have a large impact on their lives.

City Clerk
Matt

Printed Name	Phone Number	Signature
Virginia Busch	620 8959	Virginia Busch
George Fairbanks	935-7003	George Fairbanks
HENRY BENWART	(603)261-0548	Henry Benwart
DAN DICKSON	443-7719	Dan Dickson
Phil Kelley	603-264-2490	Phil Kelley
John	603 6890148	John Rette
Anna Maria	603 2647813	Anna Maria
GEORGE	603 2646522	George Mon
Jack Anderson	548-2984	Jack Anderson
ALPhonso BENJAMIN	603-203-3339	Alphonso Benjamin
Alain Smith	603-512-9622	Alain Smith
Fred S. Bell	(603)785-0043	Fred S. Bell
Richard Ross	603 512 9886	Richard Ross
SHERRIN	310-1020	Sherrin Henry
Ron Turbeen	264-5812	Ron Turbeen
Amy Tolman	396-2888	Amy M. Tolman
Shane Streeves	391-9163	Shane Streeves
Carol Begin	361-9444	Carol Begin
JOHN PACHECO	232-7711	John Pacheco

BRUCE HEDDEN JR

603-344-0337



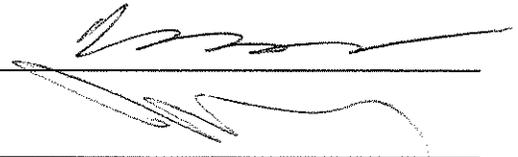
Alfred P. Julio

603 365-4226



Kirk Fouraker

403-622-0008



Josh Penney

603-622-0008

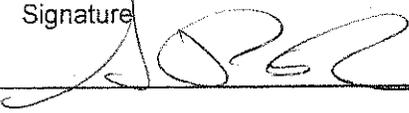
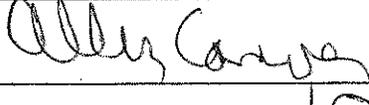
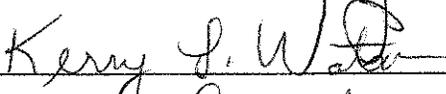
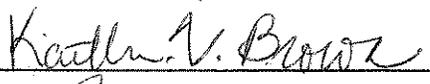
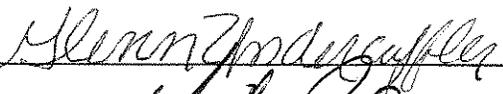
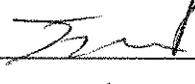
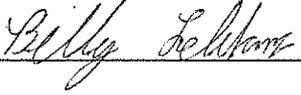
Mr. Matt Normand
City Of Manchester - Clerks Office
Wednesday March 25, 2009

This letter is a request to permanently maintain the current rate of \$2.40 per mile. Due to the increase of the cost of living we feel that this is an appropriate rate. Below you will find the names and signatures of Manchester Cab Drivers who also feel that taking away the increase that was given would have a large impact on their lives.

Printed Name	Phone Number	Signature
Thomas M. WEBSTER	603-668-3434	Thomas M. Webster
Robert Gagnon	682-8823	Robert Gagnon
Gibson Morales		Gibson Morales
Robert England	603 533 7850	Robert England
James geschwindner		James Geschwindner
Dennis LeSage		Dennis LeSage
Arthur Kalantzis	603-935 8939	Arthur Kalantzis
John H. Murray Jr.	Ø	John H. Murray Jr.
Lawrence E. Norcross		Lawrence E. Norcross
Vaughn R. ACKERMANN	647-2392	Vaughn R. Ackermann
Joe Murphy	867 5457	Joe Murphy
Israel GEORGEES	603 264 3083	Israel Georgees
Dorey R. Cushman	264 9082	Dorey R. Cushman
Frank R. [unclear]	540-5412	Frank R. [unclear]

Mr. Matt Normand
City Of Manchester - Clerks Office
Wednesday March 25, 2009

This letter is a request to permanantly maintain the current rate of \$2.40 per mile. Due to the increase of the cost of living we feel that this is an appropriate rate. Below you will find the names and signatures of Manchester Cab Drivers who also feel that taking away the increase that was given would have a large impact on their lives.

Printed Name	Phone Number	Signature
Steven P. Pierce	674-0986-623-2222	
XXXXXXXXXX	XXXXXXXXXX	
Allen Conway	603 315 3451	
Kerry L. Watson	603-682-4874	
Josue Champagne	603 340 0284	
Monica Acosta	603-247-6760	
Brian Dragon	603-391-6348	
Raymond F. Sisler	5986875-5668315	
Terry Thigo	603 203-0218	
Ron Gabent	603 623-2222	
Edward Leeker	603-300-2802	
Kaitlin Brown	603-203-8303	
Federord Desire	603-674-2153	
GLENN UNDERCUFFLER	6039305909	
Louis B. Applebaum	603 657-0023	
Jose L. Aponte	603-275-5511	
Billy LeBlanc	603-234-1039	
Danny Hoag	603-943-0384	
Jennifer Sause	603-480-8155	

MATT MACDONALD (603) 247-0226 *Matt MacDonald*
MELISSA BROWN (603) 858-3573 *Melissa Ann Brown*
JERRID GIDDINGS (603) 264-3756 *Jerrid Giddings*

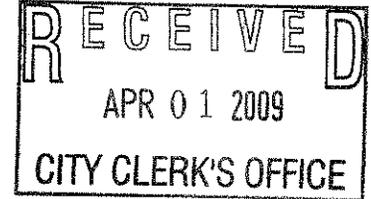
Kevin A. Sheppard, P.E.
Public Works Director

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



March 31, 2009
#09-015

Committee on Administration and Information Systems
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza
Manchester, New Hampshire 03101

C/O: Mr. Matthew Normand, Actg. City Clerk

Re: *Portable Signage Placed in City's R.O.W.*

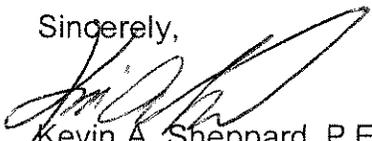
Dear Committee Members:

I am writing to inform you that the revision to City Ordinance 97.34(E), as drafted by Mr. Peter Chiesa of the Solicitor's Office, will now allow City staff to permit portable signage placed within the City's right-of-way. The Board of Mayor and Aldermen had previously amended the City's ordinances with the intent of allowing this, but it was discovered there was a conflict with the Zoning Ordinance.

Permitting will be overseen by the License and Compliance Officer of the Clerk's Office, who is currently responsible for this permitting in the Downtown Area. As you can see both the Building and Highway Departments will review the permits before they are issued.

I am available, should you have any questions pertaining to this matter.

Sincerely,



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

cc: Timothy Clougherty, Deputy Director
Atty. Peter Chiesa
Matt Normand, Actg. City Clerk
Leon LaFreniere, Bldg. Commsnr.

City of Manchester New Hampshire

In the year Two Thousand and Nine

AN ORDINANCE

“Amending Section 97.34 Encumbrances Prohibited of the Code of Ordinances of the City of Manchester by extending the dates of operation for downtown sidewalk encumbrances and allowing the City Clerk to permit portable signage placed within the public right-of-way.”

Page 1 of 2

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

- I. Amend the Code of Ordinances by inserting new language as bolded (**bold**) and deleting existing language as ~~struck through~~. Portions of the following sections that remain unchanged appear in regular type.

§ 97.34 ENCUMBRANCES PROHIBITED.

(A) No person shall encumber the street or sidewalk before his place of business, or elsewhere in the city, with any boxes, shelves, stands, merchandise, or other things, excepting that the Board of Mayor and Aldermen may grant a license to any person or persons to use and occupy a portion of the street or sidewalk for the purpose of conducting thereon street fairs or other community events. Each such license shall contain the following provisions:

- (1) Each license shall be valid for not in excess of three consecutive business days.
- (2) Each license shall allow the encumbering of no more than half of the sidewalk area immediately adjacent to the building so that a minimum of half of the sidewalk is maintained free and clear for pedestrian traffic unless otherwise ordered by the Board of Mayor and Aldermen.
- (3) Each license shall also be subject to such rules and regulations as are deemed appropriate by the Board of Mayor and Aldermen.

(B) The City Clerk, with the review and approval of the Building Commissioner and the Risk Manager may, in accordance with Chapter 110 of this code, license businesses located in the downtown area bounded by Auburn Street to Salmon Street and the easterly side of the Merrimack River to Chestnut Street to encumber no more than half of the sidewalk area immediately adjacent to the building in which the business is located so that a minimum of half of the sidewalk is maintained free and clear for pedestrian traffic. Each such license shall contain the following provisions:

- (1) Each license shall be valid from ~~May 1~~ **April 1** through October 15 and the hours of operation shall be from 9:00 a.m. to 11:00 p.m. **The City Clerk, upon application by a licensee, shall have the discretion to extend the dates of operation.**

City of Manchester New Hampshire

In the year Two Thousand and Nine

AN ORDINANCE

“Amending Section 97.34 Encumbrances Prohibited of the Code of Ordinances of the City of Manchester by extending the dates of operation for downtown sidewalk encumbrances and allowing the City Clerk to permit portable signage placed within the public right-of-way.”

Page 2 of 2

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

- (2) Each license shall be subject to the insurance provisions contained in § 115.60 of this code and shall be subject to the restrictions contained in § 115.44 of this code with the exception of times of operation.
 - (3) Each license shall also be subject to such rules and regulations as are deemed appropriate by the Board of Mayor and Aldermen.
 - (4) Each license shall be issued only to establishments as identified in division (B) of this section.
 - (5) Application fee. Each application for a permit under this section shall be submitted with a fee of \$50.
 - (6) Any establishment licensed pursuant to this subsection and serving alcoholic beverages to its patrons, must be a restaurant as defined in R.S.A. 175:1 and must provide the City Clerk with a copy of a current liquor license issued by the New Hampshire State Liquor Commission.
- (C) Letter or package collection boxes may be erected upon a street or sidewalk, at sites chosen by, and under the direction and supervision of the Public Works Director and the Building Commissioner. Letter or package collection boxes shall be subject to such insurance and indemnification agreements as the Risk Manager may require.
- (D) Newspaper distribution boxes may be erected upon a street or sidewalk under the direction and supervision of the Public Works Director who may impose such reasonable time, place and manner requirements as are necessary to protect the public safety and convenience. Newspaper distribution boxes shall be subject to such reasonable insurance and indemnification agreements as the Risk Manager may require.
- (E) Notwithstanding the requirements in ~~division~~ (B) of this section **and Article 9.07 D of the Zoning Ordinance, under the direction and supervision of the City Clerk portable signage may be erected upon a public right-of-way adjacent to a place of business for the purposes of advertising. The City Clerk may issue permits for such portable signage only after review by the Planning and Community Development Department and the Public Works under the direction and supervision of the Public Works Director, who may impose such reasonable time, place, and manner, and dimensional requirements as are necessary to protect the public safety and convenience. Each application for a permit under this section shall be accompanied with a fee of \$25. Portable signage authorized under this section shall be subject to such insurance and indemnification agreements as the Risk Manager may require.**

II. These ordinances shall take effect upon passage.

7-3



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

8-1

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:

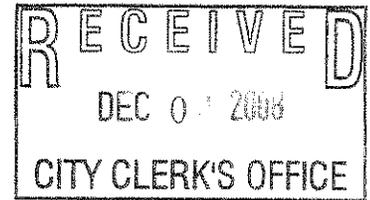
1. Application for street closure must be submitted at least 30 days prior to event.
2. Any application received after deadline shall be denied by the Office of the City Clerk and submitted to Committee on Administration/Information Systems for approval.
3. The activity may not impair normal Fire and 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.

Tabled 3/16/08

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.

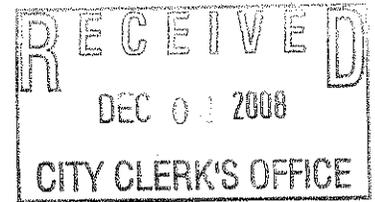
Please advise if you have any questions or concerns.

Sincerely,

Jennie Angell
Director of Information Services

9-1

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.

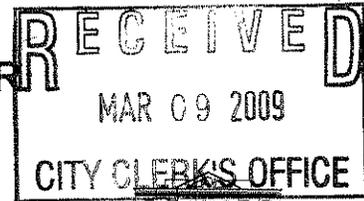
This policy is primarily for exempt employees who are needed for critical services. If the department determines that there is a benefit for certain non-exempt employees to have "data services" on their cell phone, this will be determined on a case by case basis. Employees, who are participating in this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

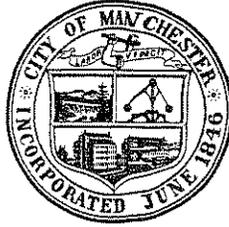
Source. 1993, 212:1, eff. April 1, 1993. 1997, 87:1, eff. Aug. 2, 1997. 2003, 299:11, eff. April 1, 2003. 2004, 238:2, eff. June 15, 2004. 2008, 307:1, eff. Apr. 1, 2008.

10-3

©

tabled 3/16/09

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.

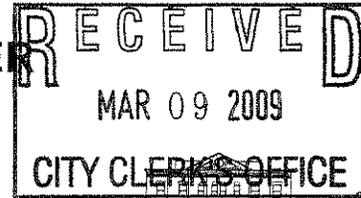
My recommendation is that the Committee on Administration/Information Systems has a special meeting with Mr. Cornell so that he can present his opinion on reorganization of the Assessor's Office before the next Board meeting in November. The Committee could then forward a recommendation to the Board 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:

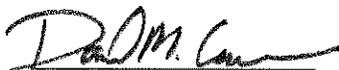
This communication is in response to Alderman Lopez's letter requesting that we consider changing the structure of the Board of Assessors. We understand the current budget situation that the City is facing and fully appreciate the necessity in exploring ways to find efficiencies. In exploring such, it 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,

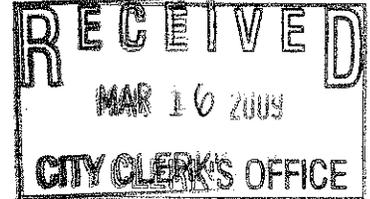
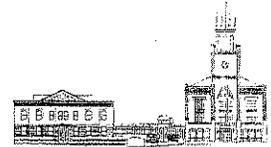

David M. Cornell


Michael W. Hurley



CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

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

FROM: Aldermen Lopez
Chairman of the Board

DATE: March 16, 2009

RE: Response to the Board of Assessors

This communication is in response to the Board of Assessors letter to the Committee dated March 9, 2009. It is my opinion that we must gain more accountability within the department while staffing more appraisers for the public in order to get the job done efficiently.

First, I would like to identify some facts:

- a. When the Assessor's grades were changed from grade 26 to one grade 25 and two grade 24 positions, everyone was grandfathered in at grade 26, until they retired.
- b. As I mention in my letter dated back in October 2008, we are still the only city in New Hampshire that has three (3) full time assessors
- c. The only reason there is a Board of Assessors is for granting or denying abatements or exemptions.
- d. Board of Assessors do not account to anyone when they give an abatement and in my opinion they should. I also want to point out to you that the past department head presented plans to have open meetings with minutes for all abatements but became ill and could not fulfill that change.

11-5

Secondly, I would like to respond to some of the Assessor's remarks within the letter submitted to the Committee dated March 9 2009.

- The same responsibility will still be there as a department with or without three (3) assessors. Manchester's tax base is currently \$9.718 billion. Nashua's tax base is \$9.353 billion. Nashua, however, has a part time board with more worker bees.
- I strongly disagree that doing performing an abatement is an incredible responsibility that requires experience and expertise. As long as you have residential and commercial appraisers in that office after presenting information to a part time board, the facts becomes common sense. At the present time what we have is a built-in conflict of interest because they do appraising and abatement.
- As far as the Board administering all exemptions and credit. They are required to follow the policies of the Board of Alderman as well as State law like any other department.

I agree with the statement that was made long time ago. We have one person to hold accountable for the management and effectiveness of each department. This is not the current structure of the Assessor Office. As you know we have three positions functioning as individual department heads.

In my opinion the Board of Assessors only grants or denies abatements or exemptions. Let me take this one step further. The City Solicitor has ruled that each assessor is equal and that all assessors were officers of the City with one assessor being the department head and evaluating. This presents a conflict with the other two assessors who operate under the belief that they work for the department head (which they do not). To me, this is not being accountable as an officer of the City.

Everywhere in the state of New Hampshire there is no other system like ours. Let's remember that all assessors are supposed to be appraisers and they are not there to just go to Concord and fight cases on behalf of the City. As a matter of fact, all assessors should be able to fight a case in Concord and put data in the computer. I think that having more appraisers working in the office keeping up with everything is more important than having three assessors. Remember appraisers are doing the work that assessors should also do.

Finally, let me say that I believe we have the potential to save \$80,000 to \$100,000 by hiring other appraisers while finding high quality volunteers for a Board of Assessors performing abatements only. **It is my hope that your committee remembers that the service we get today from the assessors would not change whatsoever but would ultimately provide greater accountability in this department. I would request approval with the effective date of July 1, 2009.**

Tabled 3/16/09

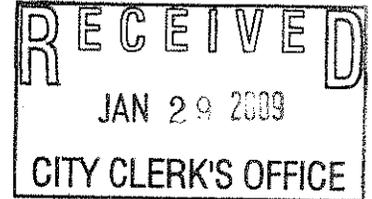
Thomas R. Clark
City Solicitor



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

Thomas I. Arnold, III
Deputy City Solicitor

CITY OF MANCHESTER
Office of the City Solicitor



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

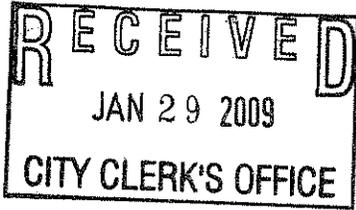
Date: 2/3/09 On Motion of Ald. Lopez

Second by Ald. Sullivan

Voted to refer to Committee on Administration

City Clerk

12-1



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 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.



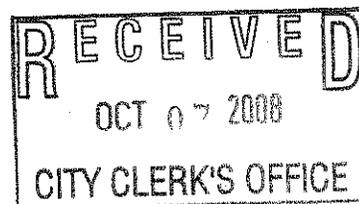
Deputy City Clerk



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 Sweets Gourmet Del.	87 Hanover
Conna J. DelValle	Al Barak Lim Juice	81 Hanover St
Bill Millon	OK FOCKER S.	89 Hanover St
Jim Kagan	Riverfront PHOTOGRAPHERS	72 HANOVER ST
Choir A to Z	EMBASSY	54 Hanover St.
Anthon Lessard	Shop Estella	52 Hanover St.
Jeanine Sylvester	Runners Alley	36 Hanover St
Susan Motta	Stony Brook	32 HANOVER ST
Stan Chung	Korean Place Restaurant	110 Hanover St.
Levee Havel	Cottage Design Furniture	73 Hanover St.
Barbara Paton	The New England Sampler	42 Hanover St
Joan Paton	Jetton Hanover	26 Hanover St.
Joan Paton	Sally Linn Jewelry	83 Hanover St