

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

November 9, 2004

6:30 PM

Aldermen O'Neil, Shea,
Garrity, Smith, Lopez

Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Resolution and budget authorization authorizing the acceptance and expenditure of funds in the amount of Sixty Seven Thousand Four Hundred Sixty Seven Dollars and Fifty Cents (\$67,467.50/State) for the FY2005 CIP 411505 Emergency Management Preparedness Grants Project.
Gentlemen, what is your pleasure?
4. Resolution and budget authorizations authorizing transfer of funds in the amount of Eight Thousand Three Hundred and Twenty Dollars (\$8,320/Cash) for the 2005 CIP 511005 Annual Park Maintenance Program.
Gentlemen, what is your pleasure?
5. Resolution and budget authorizations authorizing transfer of funds in the amount of Six Hundred and Fifty Thousand Dollars (\$650,000/Enterprise) for the 2005 CIP 711705 WWTF Facility Plan Project.
Gentlemen, what is your pleasure?
6. Request for CIP Budget Authorization extensions from June 30, 2004 to December 31, 2004 as follows:
214704 Lead Safe For Kid's Sake – Revision #1
410704 Streetsweeper – Revision #3
Gentlemen, what is your pleasure?

7. Petition for discontinuance of Lumber Lane and Allard Drive submitted by the Highway Department on behalf of the State of NHDOT in conjunction with the State's Exit 5 Improvements project.

Gentlemen, what is your pleasure?

8. Petition for alteration from class VI to a class IV portion of Hillcrest Avenue submitted by Atty. Andrew Sullivan on behalf of Tony Roxo.
(Note: awaiting design plan submittal from petitioner.)

Gentlemen, what is your pleasure?

9. Communication from Alderman Osborne asking the Board to request the Committee on CIP to look at the possibility of earmarking \$300,000 each year over and above the \$550,000 for resurfacing streets and an additional \$200,000 annually for sidewalks where needed.
(Note: referred to staff for recommendations on 08/10/2004).

Gentlemen, what is your pleasure?

10. Discussion with representatives of the Police Department relative to the towing contract for snow emergencies.

11. Communication from the Director of Planning and Community Development updating the Committee relative to the process for planning studies.

Gentlemen, what is your pleasure?

12. Communication from the Director of Planning and Community Development submitting a development approach relative to the Raco Theodore pool.

Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

13. Derryfield Park Rehabilitation Phase II.
(Tabled 1-/14/2003)

 14. Discussion of Parks, Recreation & Cemetery Master Plan.
(Tabled 08/10/2004)

 15. Synthetic turf maintenance at Gill Stadium, West Memorial Field, and the Clem Lemire Sports Complex at Memorial High School and a list of additional capital items needed to properly operate Gill Stadium.
(Tabled 07/20/2004 pending prioritized list of equipment required; research of staff person for West Memorial and Memorial fields; and gathering of further information from Finance and Planning regarding funding.)
(NOTE: communication from the Director of Parks, Recreation and Cemetery submitting a capital expense report of Gill Stadium.)

 16. If there is no further business, a motion is in order to adjourn.
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City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

“Amending the FY 2005 Community Improvement Program, authorizing and appropriating funds in the amount of Sixty Seven Thousand Four Hundred Sixty Seven Dollars and Fifty Cents (\$67,467.50) for FY2005 CIP 411505 Emergency Management Preparedness Grants Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2005 CIP as contained in the 2005 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$67,467.50 from the State Department of Safety for various Emergency Management Projects and the purchase of an Interoperability Communication Vehicle;

NOW, THEREFORE, be it resolved that the 2005 CIP be amended as follows:

By adding:

FY2005 411505 – Emergency Management Preparedness Grants Project - \$67,467.50 State

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

3

CIP BUDGET AUTHORIZATION

CIP #: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Project Initiation	11/10/04
2	Project Completion	06/30/05
3		
4		
5		

Expected Completion Date:

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$55,000.00	\$0.00	\$0.00	\$55,000.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$12,467.50	\$0.00	\$0.00	\$12,467.50
TOTAL	\$67,467.50	\$0.00	\$0.00	\$67,467.50

Revisions

COMMENTS

Funds received from New Hampshire Department of Safety will be used for various Emergency Management Preparedness Grants such as an Emergency Operations Center, Interoperability Project and Decontamination Annex to the City of Manchester Emergency Plan. Required matching funds will be in the form of Inkind Services and cash from the Health Department.

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City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2003, 2004 and 2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Eight Thousand Three Hundred Twenty Dollars (\$8,320) for the 2005 CIP 511005 Annual Park Maintenance Program."

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2003, 2004 and 2005 CIP as contained in the 2003, 2004 and 2005 CIP budget; and

WHEREAS, Table 3 contains all sources of Cash funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to secure funding for the paving of the parking area at Brown Mitchell Park; and

WHEREAS, funds from completed CIP projects in the amount of \$8,320 are available; and

NOW, THEREFORE, be it resolved that the 2003, 2004 and 2005 CIP be amended as follows:

By increasing:

FY2005 CIP 511005 – Annual Park Maintenance Program - \$8,320 Cash
(from \$75,000 Cash to \$83,320 Cash)

By decreasing:

FY2003 CIP 810603 – Install Fire Alarm System - \$5,770 Cash
FY2004 CIP 510904 – Pavilion Installation At Veterans Park – \$2,550 Cash

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

CIP BUDGET AUTHORIZATION

CIP #: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Project Bids (As Needed)	7/1/04 - 6/30/05
2	Construction (As Needed)	7/1/04 - 6/30/05
3		
4		
5		

Expected Completion Date:

Line Item Budget

	CASH			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$83,320.00	\$0.00	\$0.00	\$83,320.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$83,320.00	\$0.00	\$0.00	\$83,320.00

Revisions

Revision #1 - increases budget by \$8,320 - \$5,770 from project 810603 and \$2,550 from project 510904

COMMENTS

Funds received in the amount of \$5,770 from 810603 and \$2,500 from 510904 to be used for paving of the Brown Mitchell parking area.

CIP BUDGET AUTHORIZATION

CIP #:	<input type="text" value="510904"/>	Project Year	<input type="text" value="2004"/>	CIP Resolution:	<input type="text" value="6/9/2003"/>
Title:	<input type="text" value="Pavilion Installation at Veterans Park"/>			Amending Resolution	<input type="text" value="11/16/2004"/>
Administering Department:	<input type="text" value="Intown Manchester"/>			Revision:	<input type="text" value="#1-Closeout"/>

Project Description	<input type="text" value="Installation and take down of tensile structure required for community concerts and other activities."/>
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Federal Grants	Federal Grant:	<input type="text" value="No"/>	Environmental	Review Required:	<input type="text" value="No"/>
	Grant Executed:	<input type="text"/>		Completed:	<input type="text"/>

Critical Events		
1	Tent Removal	<input type="text" value="September 03"/>
2	Tent Installation	<input type="text" value="April 04"/>
3	Completion	<input type="text" value="11/16/04"/>
4		
5		
Expected Completion Date:		<input type="text" value="11/16/2004"/>

Line Item Budget	CASH			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$1,200.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$1,200.00"/>
TOTAL	<input type="text" value="\$1,200.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$1,200.00"/>

Revisions	<input type="text" value="Revision #1 - transfers \$2,550 to project 511005 and closes out this project."/>
	<input type="text"/>
	<input type="text"/>

COMMENTS	<input type="text"/>
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CIP BUDGET AUTHORIZATION

CIP #: Project Year CIP Resolution:
 Title: Amending Resolution
 Administering Department: Revision:

Project Description

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Bidding	<input type="text" value="09/01/02"/>
2	Construction Begins	<input type="text" value="10/01/02"/>
3	Construction Ends	<input type="text" value="12/30/02"/>
4		
5		

Expected Completion Date:

Line Item Budget

	CASH			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$19,230.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$19,230.00"/>
Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
TOTAL	<input type="text" value="\$19,230.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$19,230.00"/>

Revisions

Revision #1 - transfers \$5,770 to 511005 and closes out this project.

COMMENTS

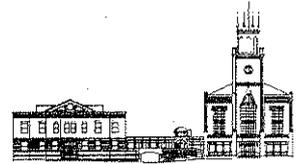


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP
From: Robert S. MacKenzie 
Date: November 3, 2004
Subject: Brown Mitchell Park Funding

Alderman O'Neil had requested Staff to review CIP Projects to determine if sufficient balances existed in completed projects that could fund the estimated \$8,200 required for paving of the parking area at Brown Mitchell Park. We have identified two completed projects with a combined balance of \$8,320.00 and have contacted the administering departments to advise them of the potential transfer of these funds. We have attached the appropriate paperwork necessary for the transfer and we respectfully request your review of same. Should the Committee wish to move forward with this transfer then a recommendation for approval to the full Board is in order.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

4

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

“Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Six Hundred Fifty Thousand Dollars (\$650,000) for the 2005 CIP 711705 WWTF Facility Plan Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2005 CIP as contained in the 2005 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other Sources of funds to be used in the execution of projects; and

WHEREAS, funds originally allocated for repairs to the WWTF Incinerator have been determined to be not required; and

WHEREAS, the Board of Mayor and Aldermen desires to provide funding for the initiation of the WWTF Facility Plan; and

NOW, THEREFORE, be it resolved that the 2005 CIP be amended as follows:

By adding:

FY2005 CIP 711705 – WWTF Facility Plan Project - \$650,000 Enterprise

By decreasing:

FY2005 CIP 711505 – WWTF Incinerator Retrofit - \$650,000 Enterprise
(from \$650,000 Enterprise to \$0)

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

5

CIP BUDGET AUTHORIZATION

CIP #: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Program Initiation	07/21/04
2	Program Completion	11/16/04
3		
4		
5		

Expected Completion Date:

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Revisions

Revision #1 - tranfers \$650,000 to 711705 WWTF Facility Plan and closes out this project.

COMMENTS

CIP BUDGET AUTHORIZATION

CIP #: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Program Initiation	<input type="text" value="11/16/04"/>
2	Program Completion	<input type="text" value="06/30/05"/>
3		
4		
5		

Expected Completion Date:

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$650,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$650,000.00"/>
TOTAL	<input type="text" value="\$650,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$650,000.00"/>

Revisions

COMMENTS

Funds transferred from 711505.

5

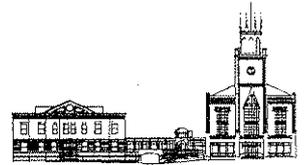


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP
From: Robert S. MacKenzie 
Date: November 3, 2004
Subject: WWTF-Change of Use.

Tom Seigle has contacted this office, (letter attached) seeking to reallocate the funds originally authorized in the 2005 CIP for the WWTF Incinerator Retrofit towards a Facility Plan for the Treatment Plant. As explained in the letter, EPD had initially anticipated the Incinerator would require a major overhaul this year but upon closer inspection it was determined that previous repairs made as a temporary measure have held up quite well. As such, EPD is seeking to utilize these funds to initiate the Facility Plan for the upgrading of the entire Treatment Plant including the Incinerator.

Should the Committee vote to approve this request the attached amending resolution and budget authorizations will need to be recommended for approval to the full Board of Mayor and Alderman.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

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

Memo

To: Sam Maranto
From: Thomas W. Seigle, P.E. *T. Seigle*
Date: 10/29/04
Re: CIP Authorization / Change of Use
CIP 711505

#04-229

EPD received authorization for the referenced CIP for the WWTF Incinerator Retrofit for FY '05. This was requested as we had anticipated having to make major repairs to the unit. However, during the maintenance shutdown in August, 2004, it was noted that the unit had held up well with the temporary repairs done the previous year. Therefore, it is requested that the use of the authorization be changed to allow us to begin the WWTF Facility Plan for the upgrade and expansion of the wastewater plant.

The plant is scheduled for upgrading by 2008. Re-authorizing these funds would allow us to get a 6-month jump on planning the upgrade. The Facility Plan would include analysis of any major modifications to the plant, including the incinerator.

The recommendation of the Facility Plan would be prioritized and accomplished as funding permits. The planning period would be for the next 20 years from 2008.

In summary, it is requested that CIP 711505 "WWTF Incinerator Retrofit" be changed to "WWTF Facility Plan". No bonding resolution is required as the payment would be made from the Sewer Fund.

Thank you for your assistance. If you have any questions, please contact me.

/djv

cc Frank C. Thomas, P.E.
Kevin Sheppard, P.E.
June George

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CIP BUDGET AUTHORIZATION

CIP #: Project Year CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Program Initiation	8/5/2003
2	Program Completion	12/31/04
3		
4		
5		

Expected Completion Date:

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$20,301.00	\$0.00	\$0.00	\$20,301.00
Fringes	\$6,090.00	\$0.00	\$0.00	\$6,090.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,609.00	\$0.00	\$0.00	\$3,609.00
TOTAL	\$100,000.00	\$0.00	\$0.00	\$100,000.00

Revisions

Revision #1 - Extends project completion date from 6/30/04 to 12/31/04

COMMENTS

Grant funding from Cities United for Science Progress and Dupont

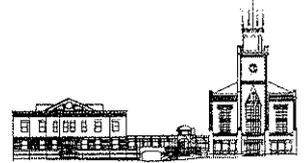
6



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER
Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Milliard Design Review Committee

Memo to: Members of the Committee on Community Improvement Program

From: Robert S. MacKenzie 
Director of Planning

Date: November 9, 2004

Subject: Health Department – CIP #214704 – Lead Safe For Kid's Sake

The Health Department has requested that the completion date for Lead Safe For Kid's Sake be extended from June 30, 2004 to December 31, 2004.

As such, we have prepared the appropriate revised budget authorization form.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:

6

CIP BUDGET AUTHORIZATION

CIP #: Project Year CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1	Program Initiation	10/21/03
2	Program Completion	12/31/04
3		
4		
5		

Expected Completion Date:

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$178,139.00	\$0.00	\$0.00	\$178,139.00
Fringes	\$3,863.00	\$0.00	\$0.00	\$3,863.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$63,000.00	\$0.00	\$0.00	\$63,000.00
TOTAL	\$245,002.00	\$0.00	\$0.00	\$245,002.00

Revisions

- #1 - Budget reduction from \$200,000 to \$135,920. Grant estimated to be \$200,000, actual grant amount \$135,920.
- #2 - Budget increased from \$135,920 to \$245,002 due to the receipt of additional grant funds.
- #3 - Project completion date extended from 9/30/04 to 12/31/04.

COMMENTS

6

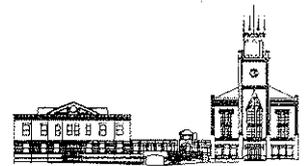


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Members of the Committee on Community Improvement Program

From: Robert S. MacKenzie 
Director of Planning

Date: November 9, 2004

Subject: Police Department – CIP #410704 – Streetsweeper

The Police Department has requested that the completion date for Lead Safe For Kid's Sake be extended from June 30, 2004 to December 31, 2004.

As such, we have prepared the appropriate revised budget authorization form.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Attachments:



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

October 5, 2004

Mr. Leo Bernier
City Clerk
City Hall
Manchester, NH

Re: Petition to Discontinue Lumber Lane and Allard Drive

Dear Mr. Bernier,

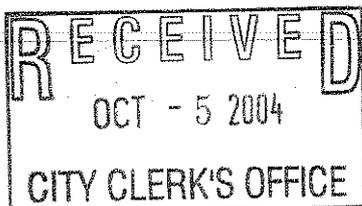
Attached is a petition from the New Hampshire Department of Transportation for the discontinuance of portions of Lumber Lane and Allard Drive. This petition is necessary for the state's exit 5 improvements project. In the future, additional discontinuances of other portions of these streets will be needed to complete the project. However, these future requests cannot be made at this time to maintain legal frontage for the remaining parcels in this area. Once Allard Drive is reconstructed in its new location the remaining sections can be discontinued.

Sincerely,

Dennis Anctil, P.E.

Enclosures

Cc: Frank Thomas, P.E.
Robert Landry, P.E., NHDOT



7

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

PETITION TO DISCONTINUE A PORTION OF A HIGHWAY

Lumber Lane and Allard Drive

The undersigned, Carol A. Murray, Commissioner, for the New Hampshire Department of Transportation, respectfully represents for the accommodation of the public, there is occasion for discontinuing a portion of certain highways known as Lumber Lane and Allard Drive in Manchester, New Hampshire as shown on a plan entitled "Phase 1 Discontinuance Plan – Allard Family L.C. – TPK#4, Lots 4, 4A, 4B, 4C, 8, 10 & 11 – Manchester, New Hampshire" dated August 2004 by Keach Nordstrom Associates Inc. The layout of the full length of Lumber Lane is recorded in Book 15 at page 110 of the records of the Highways, Streets and Bridges of the City Clerk of the City of Manchester. The layout of Allard Drive, formerly known as North Turner Street and River Road predates the records of the City of Manchester.

NOW THEREFORE, the undersigned hereby respectfully requests you to discontinue the above described portions of Lumber Lane and Allard Drive, and that it henceforth not be utilized for public rights.

Dated this 29 day of Sept, 2004.

Allard Drive Discontinuance

Beginning at the intersection of the westerly line of Allard Drive with the southerly line of Chagnon Street; thence, S 52° 47' 12" E 41.34' by Allard Drive to a point; thence, S 04° 42' 30" W 106.61' crossing Allard Drive to a point; thence, S 14° 26' 13" W 231.37' crossing Allard Drive to a point at the face of a building in the westerly line of said Allard Drive; thence, N 10° 14' 43" E 174.81' by the westerly line of Allard Drive to a point; thence, N 01° 00' 22" E 44.95' by the westerly line of Allard Drive to the intersection with the southerly line of Lumber Lane; thence, N 00° 59' 29" E 30.47' across the easterly end of Lumber Lane to intersection of the northerly line of Lumber Lane and the westerly line of Allard Drive; thence, N 00° 57' 43" E 86.61' by the westerly line of Allard Drive to a point; thence, N 00° 57' 50" W 21.29' by the westerly line of Allard Drive to the point of beginning.

Containing 5,650 sq. ft. to be the same more or less.

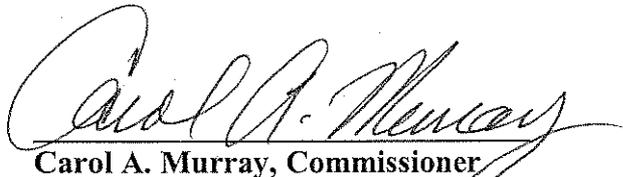
7

Also, a certain portion of Lumber Lane in the City of Manchester, County of Hillsborough, State of New Hampshire, more particularly bounded and described as follows:

Lumber Lane Discontinuance

Beginning at the intersection of the westerly line of Allard Drive with the southerly line of Lumber Lane; thence, S 42° 01' 43" W 104.37' by a southerly line of Lumber Lane to a point; thence, S 09° 03' 41" W 242.97' by the easterly line of Lumber Lane to a point; thence, S 08° 56' 43" E 141.24' by the easterly line of Lumber Lane to a point; thence, N 89° 12' 53" W 35.57' across Lumber Lane to a point in the westerly line; thence, N 00° 59' 43" E 49.48' by the westerly line of Lumber Lane to a point; thence, N 08° 56' 43" E 98.00' by the westerly line of Lumber Lane to a point; thence, N 00° 59' 29" W 30.47' by the westerly line of Lumber Lane to a point; thence, N 08° 56' 43" E 161.39' by the westerly line of Lumber Lane to a point; thence, N 42° 01' 43" E 174.03' by the northerly line of Lumber Lane to a point at the intersection with the westerly line of Allard Drive; thence, S 09° 16' 43" W 52.67' by the westerly line of Allard Drive to the point of beginning.

Containing 18,265 sq. ft. to be the same more or less.



**Carol A. Murray, Commissioner
New Hampshire Department of Transportation**



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CAROL A. MURRAY, P.E.
COMMISSIONER

MANCHESTER
10622B
(I-293/Exit 5 - Granite Street Interchange)

Bureau of Highway Design
Room 200
Tel: (603) 271-3725
Fax: (603) 271-7025

Date September 3, 2004

Mr. Dennis Ancil, P.E.
Manchester Public Works
227 Maple Street
Manchester, NH 03103-5596

COPY

Dear Dennis Ancil:

The Department would like to ask the City of Manchester for the discontinuance of Lumber Lane from the southerly most point of the Ray-the-Mover building to Allard Street as shown on the attached plan. The Department would also like to ask the City of Manchester to allow a detour of Allard Street in a location adjacent to the northerly most point of the Ray-the-Mover building as shown on the attached plan. The detour shall be constructed by the Allard Family, LC to City specifications.

The above two items will allow the Allard Family, LC to construct an addition to their existing warehouse that will allow for continued operation of their business after the removal of their buildings located east of Allard Street. The buildings east of Allard Street need to be removed before construction of the new southbound off-ramp from I-293 at Exit 5 can begin. This work is included under the Manchester 10622C project, which is scheduled by the Department to advertise in May 3, 2005.

If you or the City has, any questions please feel free to contact me.

Sincerely,

L. Robert Landry, Jr., P.E.
Project Manager

cc: J. Moore, Assistant Director of Project Development
V. Chase, Right-of-Way Engineer, Bureau of Right-of-Way

s:\manchest\10622a\letters\anc090304 allard.doc

7



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

September 16, 2004

Paula LeBlond-Kang
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

RECEIVED
MANCHESTER CITY CLERK
04 SEP 20 P 1:11

RE: Hillcrest Avenue alteration

Paula:

We have reviewed the petition for alteration from class VI to a class IV of the portion of Hillcrest Avenue. The Highway Department supports the petition conditional that the street be improved to the City street standards.

In order for the street to be improved a design plan of the improvements must be submitted by a licensed New Hampshire engineer for review by the Highway Department. Waivers for improvements that do not meet our standards may be requested of the Director of Public Works.

If you have any questions please contact me at the Highway Department at telephone number 624-6444 extension 301.

Sincerely,

Frank A. Thomas, P.E.

Director of Public Woks

Cc: File

Attorney Andrew Sullivan

ANDREW H. SULLIVAN

Attorney At Law

P.O. Box 10354
24 Eastman Avenue
Bedford, New Hampshire 03110

04 SEP 15 P2:27

Tel (603) 644-5291
Fax (603) 644-0268

September 15, 2004

Mayor & Board of Alderman
C/o Paula L. Kang
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

**RE: Alteration of portion of Hillcrest Avenue
to change from Class VI to Class IV Highway**

Gentlemen:

This letter amends all previous submissions in this matter.

Attached please find what will hopefully be the last revision to this petition in regards to the above matter.

If you have any questions, please call my office.

Thank you.

Sincerely,



Andrew H. Sullivan

Cc: Tony Roxo
J. Wichert
M. Miccio

8

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

The Undersigned respectfully represent that for the accommodation of the public there is occasion for alteration of a class VI street to a class IV street.

The undersigned, Tony Roxo, owner of Tax Map 532, Lots 32 and 33 (which abut Hillcrest Avenue), by and through his agent, Atty. Andrew H. Sullivan, respectfully represents that for the accommodation of the public, there is occasion for altering a portion of a certain highway known as Hillcrest Avenue in Manchester, New Hampshire as shown on Plan entitled: "Elmhurst" dated April 1909 and prepared by Frank A. Gay, C.E., recorded in HCRD as Plan No. 408. The lay out of the entire length of Hillcrest Avenue was on June 27, 1910 as recorded in Book 9, Page 107 of the records of the Highways, Streets and Bridges of the City Clerk of the City of Manchester.

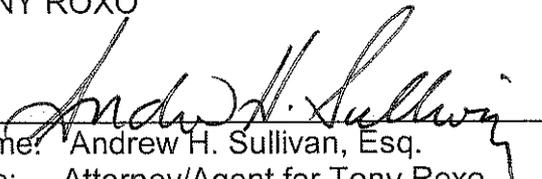
DESCRIPTION OF PORTION OF ROAD FOR WHICH ALTERATION IS PETITIONED:

Beginning at the current westerly terminus of the Class IV section of Hillcrest Avenue and extending to a point 34' east of the easterly right of way line of South Elm Street, measured at the centerline of Hillcrest Avenue. This altered section of Hillcrest Avenue is to be 50' wide.

NOW THEREFORE, the undersigned hereby respectfully requests you to alter the above-described section of Hillcrest Avenue so that henceforth it shall be a Class IV Road.

Dated at the City of Manchester, New Hampshire this September 15, 2004.

TONY ROXO

By: 
Name: Andrew H. Sullivan, Esq.
Title: Attorney/Agent for Tony Roxo

Cc: Tony Roxo
J. Wichert
M. Miccio

ANDREW H. SULLIVAN

Attorney At Law

P.O. Box 10354
24 Eastman Avenue
Bedford, New Hampshire 03110

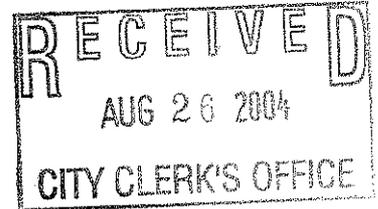
Tel (603) 644-5291
Fax (603) 644-0268

August 24, 2004

Mayor & Board of Alderman
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

C/O

Martin Miccio
City of Manchester
Department of Highways
227 Maple Street
Manchester, NH 03103-5596



**RE: Alteration of portion of Hillcrest Avenue
to change from Class VI to Class V highway**

Gentlemen:

This letter amends all previous submissions in this matter.

This letter is on behalf of Tony Roxo, successors in interest to Robert O. Simard and Simone V. Simard, regarding 22 Hillcrest Avenue, Manchester, New Hampshire. 22 Hillcrest is shown on Tax Map 532 as Lot 19.

Tony Roxo is also the owner of Tax Map 532, Lot 33. Lot 33 is contiguous with Lot 19, on the north. Both front the northerly line of Hillcrest Avenue.

The section of Hillcrest Avenue in front of Lot 33 is an accepted, Class VI, City street. See enclosed copy of layout petition of Hillcrest Avenue, a 50' wide highway running from Calef Road to Elm Street.

Directly opposite Lot 33 on Hillcrest Avenue on the South are Lots 36 and 18 as shown on Tax Map 532, which front the southerly line of Hillcrest Avenue.

Lot 36 is owned by Richard Gately and Amy Barnabe of 206 South Elm Street, Manchester, NH 03013. They have no mortgage on the property.

Lot 18 is owned by Stephen and Nicole Ribecca, who reside there with address of 19 Hillcrest Avenue, Manchester, New Hampshire. Their mortgagee is Accredited Home Lenders, Inc., 15030 Avenue of Science, Suite 100, San Diego, California 92128.

Currently, Lot 18 is accessed through paved frontage on Hillcrest Avenue.

A handwritten mark, possibly a signature or initials, consisting of a large, stylized letter 'S' or '8'.

Hillcrest Avenue's current pavement terminus is about 40 feet west of the southwest corner of Lot 19, to wit: about for the entire frontage of Lot 18.

Through this letter, the Simards herein PETITION the Mayor and Board of Alderman, pursuant to RSA 231:8 to alter the existing Class VI section of Hillcrest Avenue situate between Tax Map 532 Lots 32 & 33 on the north and Tax Map 532 Lots 18 and 36 on the south, by allowing it to become a Class IV Road, beginning at the current westerly terminus of the Class IV section of Hillcrest Avenue and extending to a point 34 feet east of the easterly line of the South Elm Street, measured at the centerline of Hillcrest Avenue. This altered section of Hillcrest Avenue is to be a 50' wide, with paved portion to be determined by City of Manchester Highway Department.

Under separate cover, Joseph M. Wichert, L.L.S., Inc. is forwarding or has forward a plan showing the contemplated improvement.

Mr. Roxo wishes to build on Lots 33 and 32 (as a consolidated lot). Improvement of said section of Hillcrest Avenue will be completed to base coat or bonded prior to any building permit being issued. After the City approves the base coat, the bond will be commensurately reduced to reflect the work done. The bond will be maintained for at least one year, after which the top coat of the road will be completed. Only after the finished road is accepted by the City will the bond be released.

No mortgage encumbers either Lot 32 or Lot 33.

A Notice List, pursuant to RSA 231:10 is annexed hereto.

It is my opinion, further, that there can be no assessment of damages pursuant to RSA 231:15 because this is not a new road, but an upgrade of an existing road, and, consequently, no taking will occur.

Thank you.

Sincerely,



Andrew H. Sullivan

Cc: Tony Roxo
J. Wichert
M. Miccio

8

RSA 2321:10 NOTICE LIST

PROPERTY

OWNER

Tax Map 532, Lot 33

Robert O. Simard and Simone V. Simard, 22
Hillcrest Avenue, Manchester, New Hampshire

(no mortgagee)

Tax Map 532, Lot 36

Richard Gately and Amy Barnabe
206 South Elm Street, Manchester, NH 03013

(no mortgagee)

Tax Map 532, Lot 18

Stephen and Nicole Ribbecca,
19 Hillcrest Avenue, Manchester, NH 03103

Ribbecca's Mortgagee:

Accredited Home Lenders, Inc.
15030 Avenue of Science
Suite 100
San Diego, CA 92128

8



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kalley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

August 20, 2004

Attorney Andrew Sullivan
24 Eastman Avenue
Bedford, NH 03110

Attorney Sullivan:

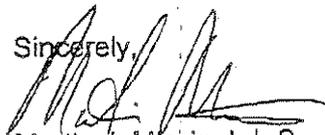
I received the revised description of the petition for Hillcrest Avenue yesterday afternoon. After review of the language I would like to offer the following description, hopefully it will better describe the area to be altered. I felt it was necessary to reference the tax map as well as the lot number and to define the width.

Through this letter, the Simards herein PETITION the Board of Mayor and Aldermen, pursuant to RSA 231:8 to alter the existing Class VI section of Hillcrest Avenue situate between Tax Map 532 Lots 32 & 33 on the north and Tax Map 532 Lots 18 & 36 on the south, by allowing it to become a Class IV road. Beginning at the current westerly terminus of the Class IV section of Hillcrest Avenue and extending to a point 34' east of the easterly right of way line of South Elm Street, measured at the centerline of Hillcrest Avenue. This altered section of Hillcrest Avenue is to be 50' wide.

I did not receive an email of the petition; if needed my email address is mmiccio@ci.manchester.nh.us.

If you have any questions please contact me at the Highway Department at telephone number 624-6444 extension 325.

Sincerely,


Martin J. Miccio, L.L.S.

Chief of Survey

Cc: File

Paula LeBlond-Kang

8

ANDREW H. SULLIVAN, Esq

P.O. Box 10354
24 Eastman Avenue
Bedford, New Hampshire 03110

Tel (603) 644-5291
Fax (603) 644-0268

RECEIVED

AUG 18 2004

MAYOR'S OFFICE

August 13, 2004

Mayor & Board of Alderman
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

**RE: Alteration of portion of Hillcrest Avenue
to change from Class VI to Class V highway**

Gentlemen:

This letter amends all previous submissions in this matter.

This letter is on behalf of Tony Roxo, successors in interest to Robert O. Simard and Simone V. Simard, regarding 22 Hillcrest Avenue, Manchester, New Hampshire. 22 Hillcrest is shown on Tax Map 532 as Lot 19.

Tony Roxo is also the owner of Tax Map 532, Lot 33. Lot 33 is contiguous with Lot 19, on the north. Both front the northerly line of Hillcrest Avenue.

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Directly opposite Lot 33 on Hillcrest Avenue on the South are Lots 36 and 18 as shown on Tax Map 532, which front the southerly line of Hillcrest Avenue.

Lot 36 is owned by Richard Gately and Amy Barnabe of 206 South Elm Street, Manchester, NH 03013. They have no mortgage on the property.

Lot 18 is owned by Stephen and Nicole Ribecca, who reside there with address of 19 Hillcrest Avenue, Manchester, New Hampshire. Their mortgagee is Accredited Home Lenders, Inc., 15030 Avenue of Science, Suite 100, San Diego, California 92128.

Currently, Lot 18 is accessed through paved frontage on Hillcrest Avenue.

Hillcrest Avenue's current pavement terminus is about 40 feet west of the southwest corner of Lot 19, to wit: about for the entire frontage of Lot 18.

Through this letter, the Simards herein PETITION the Mayor and Board of Alderman, pursuant to RSA 231:8 to alter the existing Class VI section of Hillcrest Avenue situate between Lot 33 on the North and Lots 36 and 18 on the South, by allowing it to become a Class IV Road, beginning with the current terminus of the Class V section of Hillcrest Avenue and extending to 34 feet east of the east line of the Elm Street measured from at the centerline of Hillcrest Avenue.

Under separate cover, Joseph M. Wichert, L.L.S., Inc. is forwarding or has forward a plan showing the contemplated improvement.

Mr. Roxo wishes to build on Lots 33 and 32 (as a consolidated lot). Improvement of said section of Hillcrest Avenue will be completed to base coat or bonded prior to any building permit being issued. No mortgage encumbers either Lot 32 or Lot 33.

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It is my opinion, further, that there can be no assessment of damages pursuant to RSA 231:15 because this is not a new road, but an upgrade of an existing road, and, consequently, no taking will occur.

Thank you.

Sincerely,

/s/ Andrew H. Sullivan



Andrew H. Sullivan

Cc: Tony Roxo
J. Wichert



RSA 2321:10 NOTICE LIST

PROPERTY

OWNER

Tax Map 532, Lot 33

Robert O. Simard and Simone V. Simard, 22
Hillcrest Avenue, Manchester, New Hampshire

(no mortgagee)

Tax Map 532, Lot 36

Richard Gately and Amy Barnabe
206 South Elm Street, Manchester, NH 03013

(no mortgagee)

Tax Map 532, Lot 18

Stephen and Nicole Ribbecca,
19 Hillcrest Avenue, Manchester, NH 03103

Ribbecca's Mortgagee:

Accredited Home Lenders, Inc.
15030 Avenue of Science
Suite 100
San Diego, CA 92128





**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

IN BOARD OF MAYOR & ALDERMEN

DATE: July 20, 2004

ON MOTION OF ALD. Osborne

SECONDED BY ALD. O'Neil

VOTED TO refer to the Committee on Community Improvement.

Leo R. Bernier
CITY CLERK

June 23, 2004
#04-080

The Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101.

Attn: Leo R. Bernier, City Clerk

Re: Alderman Osborne's
Proposal for Additional Funding

Dear Aldermen:

It is my understanding that Alderman Osborne is requesting additional street resurfacing and sidewalk construction funds. The Department of Public Works supports any proposal, which will provide more funding to address the deteriorating conditions of Manchester's streets. As you know, we have been advocating for a greater allocation of funds for resurfacing in order to improve the condition of our public roadways. Additionally, we support any proposal that will provide more funds for sidewalk construction in the City. Sidewalk construction programs providing improved pedestrian access and safety along our streets are extremely popular by the residents of Manchester. As traffic volumes continue to grow, interest in sidewalk construction programs also grow.

Your consideration of Alderman Osborne's proposal is appreciated.

Very truly yours,

Frank Thomas
Frank C. Thomas, P.E.
Public Works Director

/c

cc: Alderman Ed Osborne

8/10/04 - Res. 30
Staff to come back
with recommendation.

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

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

04 JUN 24 PM 2:44

RECEIVED
MANCHESTER CITY CLERK

9



CITY OF MANCHESTER

Board of Aldermen



July 13, 2004

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

Dear Colleagues,

I am writing to again express my concerns regarding funding for resurfacing of streets and sidewalks where needed city wide.

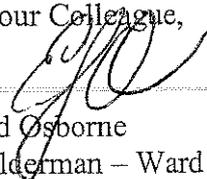
Although we have some funds set aside, \$550,000, earmarked from registration for paving each year I believe more is needed. Areas such as heavily traveled Mammoth Road between Lake Ave and Oakland Ave are still without a sidewalk, and this is not the only part of the City where these situations occur.

Although we have a 50/50 program for sidewalks it cannot meet our needs in all instances. I would like the Board to request the Committee on Community Improvement to look at the possibility of **earmarking \$300,000 each year** over and above the \$550,000 for resurfacing streets and an additional \$200,000 annually for sidewalks where needed. Whereas instead of a 45 year turn around on streets it would bring it down to approximately 29 years, which is still not adequate.

Your favorable consideration of my request would be appreciated.

This would help all of our wards. Let's give the taxpayers something for their dollar, if we don't do it now it will cost them twice as much in the future. Back 20 years ago when I was alderman we set aside \$800,000 to \$900,000 for paving. Twenty years later we can't even set aside \$300,000. Hello! We have been attracting new growth and population in our City yet our streets and sidewalks are in deplorable condition and have been for many years. This is not showing good management of our city and is an eyesore and distraction of what we are trying to accomplish. It's time to "re-prioritize." Thank you for your understanding in this matter. I would appreciate your initials for approval of this request for which I am sure you agree. Let's put this behind us and get it accomplished once and for all.

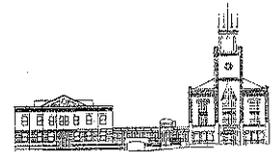
Your Colleague,


Ed Osborne
Alderman - Ward 5

9



CITY OF MANCHESTER
Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Chief Jaskolka, Police Department
From: Lisa Thibault, City Clerk's Office *Lisa*
Date: August 12, 2004
Subject: Committee Action – Towing Contract

Please be advised that at a meeting of the Committee on Community Improvement, held on Tuesday, August 10, 2004, it was voted to have the Police Department report on the towing contract bids prior to awarding the contract. Please contact our office once you have the appropriate information available so that we can make sure you get on the agenda.

I have attached an excerpt from the minutes for your review.

Attachment

pc: T. Fournier, Police

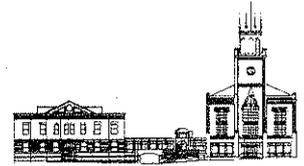


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memorandum

To: Committee on Community Improvement Program

From: Robert S. MacKenzie *RS*
Director of Planning & Community Development

Date: November 3, 2004

Subject: Process for Planning Studies

As you are aware, there are several major planning and development studies underway. Staff are currently sending out Requests for Qualifications on two studies – Downtown Development Plan and a Strategy for the New Economy. These are funded from several sources including the Manchester Development Corporation, Economic Development Administration and HUD funds.

We are beginning with a Working Group composed of several City departments, the MDC and the MHRA. This group will do the consultant selection and guide the day to day activities of the studies.

In order to gather broad public input, we are also planning to establish a Sounding Board composed of a number of community groups and individuals. We will also be requesting an Aldermanic representative on this Sounding Board.

In addition to these two studies, there will be three other programs underway – Community Master Plan (led by the Planning Board), a comprehensive Parks Master Plan and a Downtown Parking study. We believe that the Sounding Board discussed above could also be a positive tool to help coordinate public input on these studies as well.

If you have any questions, we will be available at your next meeting.

C: Robert A. Baines
Members of the Working Group

Raco Theodore Pool Development Approach

October 4, 2004

Current Funding: \$1,050,000
Revised Estimate: \$1,635,000 approximate
Shortfall: \$585,000 approximate

Approach:

- 1) The matter is referred to the CIP Committee
- 2) That approximately \$50,000 be transferred to this project from the final balance in the Cohas Brook Fire Station account. This will insure that the Contract #1 – reconstruction of the pool and construction of a new pumphouse can be completed.
- 3) In the next 4 months, final design is completed and Contract #1 and Contract #2 (reconstruction of the bathhouse) are put out to bid.
- 4) The Board of Mayor and Aldermen would approve both contracts early in 2005 with the understanding that the balance of Contract #2 would be funded in the FY 06 CIP.
- 5) The Mayor would propose a majority of the funding of Contract #2 in his proposed FY 06 CIP to come from HUD CDBG funding. The staff has determined that this project would be eligible according to HUD criteria.
- 6) Depending on the results of the bidding, the BMA would approve the additional funding either as: a) floatfunding of CDBG cash (if eligible), 2) temporary transfer of CDBG from unexpended FY 05 CIP projects, and/or 3) as a new FY 06 CIP CDBG project.
- 7) Final funds would be available for payment somewhere between May of 2005 and August of 2005. (depending on the type of funding identified in 6 above.)



City of Manchester
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491

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(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

10/14/03
11/25/03 - Used to be
start sit down with
developer to find out
how much
cash we could
get to relocate
field as selves or
how much to
relocate at
Derryfield
park
check
at
Dec
mtg.

RECEIVED
SEP 23 2003
CITY CLERK'S OFFICE

September 23, 2003

Robert S. MacKenzie, Director
City of Manchester Planning & Community Development Department
One City Hall Plaza
Manchester, NH 03101

Re: Derryfield Park Rehabilitation Phase-II (CIP# 510004)

Dear Bob:

According to the FY 2004 CIP Budget, the above referenced project was identified in the Recreation and Leisure section of Table 1 (Federal, State and Other). A budget number of \$500,000 was referenced with a footnote that states the funding was to be provided by the Riverfront Park project as a cash contribution or through in-kind construction services.

12/10/03 - Revenue
taken
2-10-04 - "
3-16-04 - "
4-2-04 - "
5-11-04 - "
7-20-04 - "
8-10-04 - "

This project was also discussed at the March 11, 2003 CIP Committee meeting as being a valid project for funding to be provided by the Riverfront Project developer for the relocation of Singer Park. The motion that carried called to move the bleachers from Singer Park to West Memorial Field, provide the Musco Sports Lighting to the Parks & Recreation Department and accept a cash proposal from the developer to be placed in the City's Special Revenue Reserve Account.

We would like to update you on what has transpired regarding the Riverfront Project and also inquire about the status of the "cash contribution". First, I am pleased to report the relocation of the bleachers to West Memorial Field was completed last week. Next, I should mention that we learned in July from the developer, Mr. Sanborn, the Musco Sport Lights from Singer Park would not be made available to the City.

The last item voted on by the CIP Committee was the "cash contribution". To my knowledge, the City has not received these funds. The City Finance Department contacted our office in mid-August asking about status of the funds, so they could complete the startup for the Derryfield Park Rehabilitation Project - Phase-II. Would you please confirm the status of these funds and make a request to the CIP Committee to determine if they are eligible for Derryfield Park.

Sincerely yours,

Ronald E. Ludwig, Director

p/c: CIP Committee
Alderman Ted Gatsas - Ward #2
William Jabjiniak, Destination Manchester Coordinator

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CITY OF MANCHESTER
Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: K. Clougherty, Finance
R. Ludwig, Parks & Recreation
R. MacKenzie, Planning

From: Lisa Thibault, City Clerk's Office *Lra*

Date: August 11, 2004

Subject: Gill Stadium

Please be advised that at a meeting of the Committee on Community Improvement held on August 10, 2004 it was voted to have the Finance Department work with Parks & Recreation and CIP staff to come up with \$93,000 in funding for materials, equipment and services needed to effectively operate Gill Stadium. The Committee asked for a report back in writing **by Tuesday, August 24, 2004.**

I have attached a Gill Stadium 2005 Budget Prioritization List that was provided by the Parks, Recreation & Cemetery Department.



City of Manchester
Parks, Recreation & Cemetery Department

Inter-Office Correspondence

Memo to: Leo R. Bernier, City Clerk

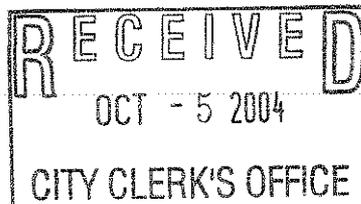
From: Ron Ludwig, Director - PR&C Department

Date: October 5, 2004

Re: Request for Information
Gill Stadium Capitol Expense Report

Could you please place the attached information as requested by the Special Committee on Baseball, on the next CIP Agenda?

Thank You.



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Steve Johnson, Clerk
Michael Worsley
Dennis Smith
Sandra Lambert
Ronald Ludwig, Director

October 5, 2004

Committee on Community Improvement
Chairman, Alderman Daniel P. O'Neil
One City Hall Plaza
Manchester, NH 03101

Re: Gill Stadium Capitol Expense Report

Dear Alderman O'Neil,

At the Special Baseball Committee Meeting on October 4, 2004 I was asked to provide the attached information to the CIP Committee for whatever action they feel necessary. As you can determine we have accomplished some of the necessary purchases in our Enterprise Budget in order to convert Gill Stadium from a baseball field to a football/soccer Complex. I have included an up to date expense report in that regard. While the Enterprise Budget has contingency dollars any shortfalls in the budget must be covered by additional revenues or an equivalent reduction in expenses. In order to cover these expenditures we would need to increase user fees at all of our facilities as well as pass along some of the costs to the School District. At the present time the Department is operating at a 20% reduction in Enterprise manpower. At a time when we are still playing golf, operating two ice arenas, and Gill Stadium, all seven day per week operations, our manpower is at an all time low and could not withstand additional cuts.

I have also included in the report a prioritized list of additional items, with cost estimates, we feel necessary to maintain Gill Stadium going forward. In order to maintain Gill at the level it should be we need the proper equipment and tools.

I look forward to hearing from the Committee as it relates to any assistance they could give us and would be available to answer any questions that Members of The Committee may have.

Sincerely,

Ronald E. Ludwig
Director

CC: Alderman William Shea
Alderman Michael Garrity
Alderman Michael Lopez
Alderman George Smith

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Gill Stadium
Field Conversion Cost Analysis
October 4, 2004

Expenditures to Date

\$ 3,500.00	Infield changeover instruction and assistance/ Northeast Turf Hue, Inc.
662.65	3/8" stone fill for baseball inserts
1,095.95	Miscellaneous tools and equipment
531.49	Equipment rental (rotary broom, Gator, compactor)
\$ 5,790.09	Infield changeover total (does not include manpower costs)
3,500.00	Lay out and stripe field for football and soccer/ Paul Galvin
947.00	Field marking paint
14,130.00	1,000 linear feet of barrier fence
1,755.50	Plywood and plastic on which to set bleachers
\$26,122.59	Total expended to date

Anticipated Expenses (prioritized)

\$23,240.00	Field Lighting Service Contract/ Musco
9,763.00	Gator Utility Vehicle (*1)
5,700.00	Field striping machine with stencils (*2)
29,265.00	Balloon Tired Tractor with backhoe and rotary broom attachments (*3)
5,000.00	Material to construct storage structures (estimate)
600.00	Billygoat blower for field cleaning (estimate)(*4)
\$73,658.00	Total anticipated expenses

Notes

*1 A Gator vehicle was rented and a Cushman vehicle was borrowed from the Derryfield Country Club to perform infield change over tasks. A Gator vehicle needs to be assigned to this facility on a permanent basis.

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- *2 Field painting services were outsourced for the first marking. Based on knowledge acquired, this function can be performed in house and savings generated over two seasons will offset the cost of equipment purchase.
- *3 Turf tractor was borrowed from the Derryfield Country Club to perform infield change over and bleacher relocation tasks. A rotary broom was rented. A vehicle of this type with appropriate attachments is needed for this facility on a permanent basis.
- *4 This piece of equipment would be used for routine litter removal. The Field Turf Supergroomer recently acquired for the Memorial High School field can be used to effectively groom turf at this facility.