

## AGENDA

### COMMITTEE ON COMMUNITY IMPROVEMENT

October 20, 2008  
Aldermen Garrity, Gatsas,  
Shea, O'Neil, Smith

5:45 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)

1. Chairman Garrity calls the meeting to order.
2. The Clerk calls the roll.
3. Discussion regarding available funding for the project to honor Manchester Highway Department Workers who have died while performing their duties.  
*(Note: Referred to the Committee from the Board of Mayor and Aldermen on 9/16/08)*  
**Gentlemen, what is your pleasure?**
4. Discussion related to funding for the "Manchester City Resources" mailer by the Mayor's Anti-Graffiti Task Force.  
*(Note: Referred to the Committee from the Board of Mayor and Aldermen on 10/7/07)*  
**Gentlemen, what is your pleasure?**
5. Request from Information Systems Department for 2009 Bond Money.  
*(Note: Referred to the Committee from the Board of Mayor and Aldermen on 9/16/08 for review)*  
**Gentlemen, what is your pleasure?**
6. Request from Chief James Burkush for permission to spend the balance of the defibrillator replacement project, an amount of \$1,389.94.  
**Gentlemen, what is your pleasure?**

7. Sewer abatement request (74 Brook Street).  
*(Note: EPD recommends an abatement in the amount of \$267.30 be granted.)*  
**Gentlemen, what is your pleasure?**
  
8. Communication from William Sanders, Finance Officer, submitting prioritized vehicle replacement schedules for the Police, Fire and Highway Departments.  
**Gentlemen, what is your pleasure?**
  
9. Discussion regarding exterior repairs to the Ursula Chapel.  
**Gentlemen, what is your pleasure?**
  
10. Petition to release and discharge from public servitude Westerly Cameron Street (formerly Union Street) and northerly line of Bourne Avenue (formerly Beech Avenue) submitted by John and Lorraine Buchenauer.  
**A motion would be in order to refer the petition to a Road Hearing with the date to be set by the City Clerk.**
  
11. CIP Budget Authorizations:
  - 410609 - NH Drug Task Force
  - 410409 - Justice Assistance Grant
  - 214206 - Manchester Health Care Access Review Program**Gentlemen, what is your pleasure?**
  
12. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$28,877 for maintenance of the Health Department's Dental Van as part of the School Based Dental Services Program.  
**Gentlemen, what is your pleasure?**

13. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$37,690.11 for the Annual Bridge Maintenance Program.  
**Gentlemen, what is your pleasure?**
  
14. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$10,000 for the Firesafe Project.  
**Gentlemen, what is your pleasure?**
  
15. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$14,575 for the implementation of the Safe Routes to Schools Project.  
**Gentlemen, what is your pleasure?**
  
16. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$8,000 for the implementation of the Medical Reserve Corp. Program.  
**Gentlemen, what is your pleasure?**
  
17. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$8,000 for operation of a Juvenile Delinquency Prevention Program.  
**Gentlemen, what is your pleasure?**
  
18. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$116,913 for the implementation of the COPS Technology Program.  
**Gentlemen, what is your pleasure?**
  
19. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds in the amount of \$12,900 to assist in drainage improvements on Oakdale and Robie Streets.  
**Gentlemen, what is your pleasure?**

20. Motorized Equipment Policy Responses from Department Heads.  
*(Note: Requested by the Committee on June 3, 2008)*  
**Gentlemen, what is your pleasure?**

#### **TABLED ITEMS**

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

21. Communication from Chuck DePrima, Acting Director Parks, Recreation and Cemetery Department, requesting additional funds in the amount of \$40,000 to complete the Martineau Park Rehabilitation Project.  
*(Tabled 9/15/08)*
22. Communication from Fred Rusczek, Executive Director of Child Health Services, requesting reconsideration of the Mayor's 12% budget cut of FY2009 CIP allocations to his agency.  
*(Note: Item was received and filed on 5/5/08 in CIP. At the 5/20/08 BMA meeting it was voted to move this item back to CIP. Tabled 8/4/08)*
23. Communication from Attorney Craig Donais, on behalf of Mrs. Shirley Hoitt, requesting the following:
- Arrange for the reappraisal of Mrs. Hoitt's property in which the situation of the municipal sewerage system is appropriately evaluated; and
  - Expedite plans to implement the Cemetery Brook Basin sewer separation project, and more particularly, expedite that portion of the project that would most quickly improve Mrs. Hoitt's situations; and
  - Install some temporary measure by which Mrs. Hoitt may avoid future backflow flooding until the more permanent changes anticipated above are implemented.

*(Note: Communication attached from Frank Thomas and Bruce Thomas dated 8/17/05; Communication from Peter Capano, Chief Inspector, Highway Department dated 6/09/08 included. Tabled 6/3/08)*

24. Update from staff regarding potential opportunities for collaboration with the State of New Hampshire in connection with the impending move of the Manchester District Court, if available.  
*(Note: Additional report attached from Jay Minkarah 7/21/08.  
Tabled 6/3/08)*
  
25. Communication from Kevin Sheppard, Public Works Director, proposing the opportunity of leasing versus purchasing vehicles within the FY09' MER budget.  
*(Tabled 6/3/08)*
  
26. If there is no further business a motion is in order to adjourn.

August 27, 2008

RECEIVED  
AUG 27 2008  
MAYOR'S OFFICE

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

Dear Mayor Guinta and Manchester Aldermen:

A number of Manchester Highway Department workers have died while performing their duties. I have been working on a project for over a year now identifying these workers and would like to eventually honor them with a monument as per the attached design. This 4' wide by 6' high granite monument would be erected on Valley Street alongside the Manchester Highway Department Office under the flagpole.

I am asking for your endorsement of this project. Once I receive your endorsement, I plan on publicizing this endeavor in order to identify additional workers who died on the job. Manchester Highway Department workers will raise money to completely fund the project. I look forward to hearing from you concerning this undertaking. I can be available for questions at the Board of Mayor and Aldermen meeting upon notice. Again, thank you for your time and consideration.

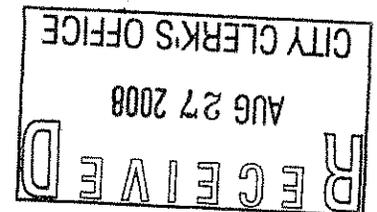
Sincerely,

Daniel L. Garrity  
Manchester Highway Department  
(603) 627-4638 (Home)  
(603) 624-6444, Ext. 337 (Work)

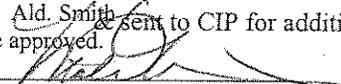


cc: Kevin A. Sheppard, Public Works Director

Encl.



In Board of Mayor and Aldermen  
Date: September 2, 2008  
On Motion of: Ald. Shea  
Second by: Ald. Smith sent to CIP for additional funding.  
Voted to be approved.

  
Deputy City Clerk

3-1



IN MEMORY OF  
HIGHWAY DEPARTMENT EMPLOYEES  
WHO DIED IN SERVICE TO  
THE CITIZENS OF MANCHESTER

PATRICK GRIFFIN MAY 29, 1950 AGE 54  
IRENEE BOISSONNEAULT FEB. 28, 1969 AGE 67  
RAYMOND LEBLANC FEB. 16, 1971 AGE 43  
ALBERT PINARD OCT. 29, 1977 AGE 44  
GEORGE J. PRIVE JR. JUNE 9, 1994 AGE 56

DEDICATED NOVEMBER, 2008

BMA / Finance September 2, 2008

Alderman Shea stated I would like the executive privilege to bring up a subject that obviously the Manchester Highway Department would like to initiate and I think we all received a letter from Dan Garrity regarding a particular project that they want so Dan is here tonight if anyone has any concerns or questions he is very willing to answer them. I am not sure if any of the members of the board have any questions about the memorial that they intent.....

Mayor Guinta stated unless they are any I will take a motion. I believe his letter is asking for support to move forward.

On a motion by Alderman Shea, duly seconded by Alderman Smith.

Alderman Gatsas stated Your Honor only that it is something that can be moved in case the Highway Department is moved to another location.

On a motion by Alderman Shea, duly seconded by Alderman Smith.  
It was voted to approve this item.

Mayor Guinta stated thank you Mr. Garrity for your work on that and we look forward in hearing updates

**City of Manchester  
Duplicating Bid**

In Board of Mayor & Aldermen  
Date: October 7, 2008  
On Motion of Ald. Garrity  
Seconded by Ald. J. Roy  
Voted to refer to CIP for funding.

*[Signature]*  
Deputy City Clerk

		Copy Express			
		Single Side	Double Sided		
<b>White Paper</b>					
<b>B&amp;W</b>				<b>Main Contact:</b>	Brian Heffron <a href="mailto:brian@copvexpress.com">brian@copvexpress.com</a>
8.5 x 11	\$0.029	\$0.053		<b>Billing Contact:</b>	Janet Heffron <a href="mailto:janet@copvexpress.com">janet@copvexpress.com</a>
11 x 17	\$0.058	\$0.093			
<b>Full Color</b>				<b>Orders can be placed by:</b>	
8.5 x 11	\$0.18	\$0.32		<b>Phone:</b>	625-4960
11 x 17	\$0.24	\$0.44		<b>Fax:</b>	647-0833
				<b>Email:</b>	<a href="mailto:copy@copvexpress.com">copy@copvexpress.com</a>
<b>Colored Paper</b>				<b>Prices include pickup and delivery</b>	
<b>B&amp;W</b>				If you call by 11:00 am for pickup - it will be picked up by 4:30 pm on the same day	
8.5 x 11	\$0.03	\$0.06			
11 x 17	\$0.06	\$0.10			
<b>Full Color</b>				If you call after 11:00 am for pickup - it will be picked up within 24 hours from request for pickup	
8.5 x 11	N/A	N/A			
11 x 17	N/A	N/A			
		<b>Can be done - just have not</b>		<b>Standard Production Time: 24 hours from pickup or receipt of electronic file if job does not exceed 15,000 impressions or 7,500 with additional services, in those cases, production/delivery time will be 48 hours from pickup or receipt of electronic file.</b>	
<b>Wide Format</b>				<b>If Same Day or Express Services are requested - Standard Production Time does not apply.</b>	
<b>B&amp;W</b>				<b>Order Forms Provided: Only need to be used for special instructions or rush services</b>	
20 x 44	\$0.42	N/A			
24 x 36	\$0.39	N/A			
<b>Full Color</b>					
20 x 44	\$20.00	N/A			
24 x 36	\$18.00	N/A			
<b>Services</b>					
Laminating	\$1.00/sq. ft				
Collating (hand)	\$20.00/hr.				
Inserting (hand)	\$20.00/hr.				
Tabs (insertion)	\$20.00/hr.				
Tab printing	\$0.35				
Tri-fold	\$10.00/1000				
Z fold	\$10.00/1000				
Mounting - foam	\$2.50/sq. ft				
2-hole drill	no charge				
3-hole drill	no charge				
5-hole drill	no charge				
HW cover & back	\$0.15				
Stapling - each	no charge				
Cutting-each	no charge				
Book binding	\$1.25				
Booklet	\$0.25				
Coil Binding	\$1.25				
Comb Binding	\$1.25				
Wire Binding	\$1.25				
Tape Binding	\$1.25				
Strip Binding	\$0.45				
Post Binding	\$0.45				
Clear cover&back	\$0.20				
<b>Express Services or Same Day Service</b>		No charge			

4-1



### Manchester City Resources

#### GRAFFITI:

To report graffiti on your property call  
**Manchester Police Department @  
(603) 668-8711.**

For removal off PRIVATE PROPERTY, you  
can call the **Department of Public Works,  
Highway Division's Graffiti Removal  
@ (603) 624-6444.**

\*\*This service is only available for graffiti that  
is ground level and on a public right of way.

#### UNSUITABLE NEIGHBORHOOD CONDITIONS:

To report violations of health, fire, zoning or  
building codes, or other unsuitable neighbor-  
hood conditions contact the individual City  
departments or the **City Clerk's Office @  
(603) 624-6455** and ask for the  
**Neighborhood Enhancement Team.**

#### CRIME:

To report acts of crime that are NOT an  
emergency, call the **Manchester Police  
Department's Crime Line @ (603) 624-4040.**  
These calls can be made anonymously.

#### STREET LIGHTING ISSUES:

If you find street lights that have been  
vandalized, damaged or are burned out,  
please contact the **Department of  
Public Works @ (603) 624-6444.**

#### PARKS and CEMETERY ISSUES:

If there is any concern or questions regarding  
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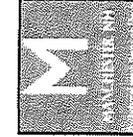
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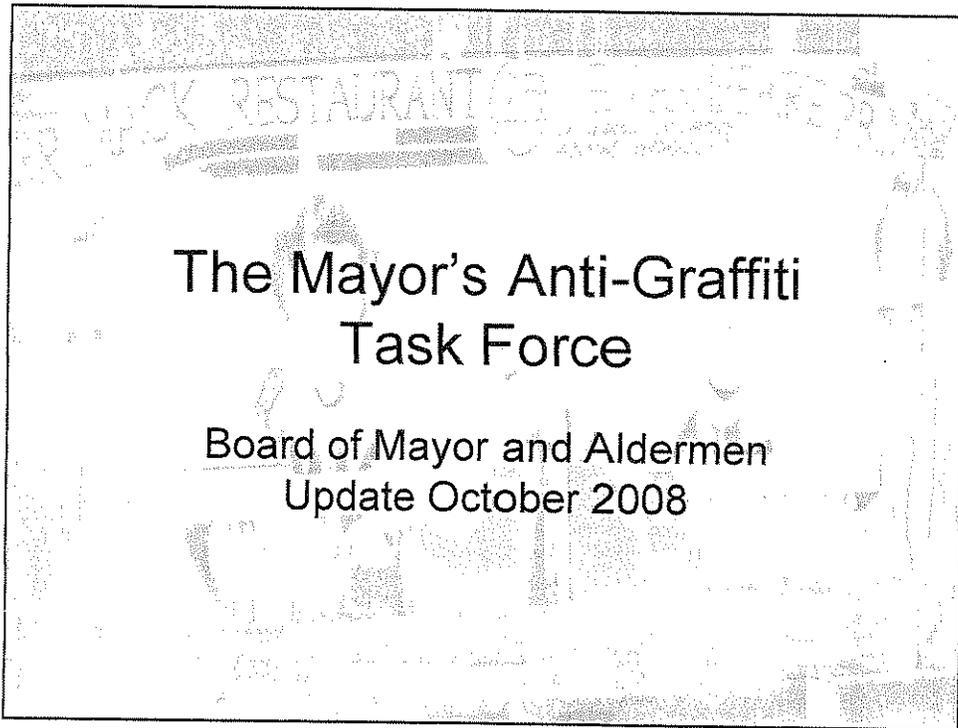
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## The Mayor's Action Plan

- 1.) **Develop the Graffiti Task Force** to oversee the implementation of the plan.
- 2.) **Communications and Marketing** of the existing resources the City has for removal and the development of a hotline and/or website.
- 3.) **Awareness** raised in the community that graffiti is a crime and everyone should take the removal of it seriously.
- 4.) **Outreach** to local businesses and retailers to make the purchase of supplies and ability to participate in the graffiti trade difficult.
- 5.) **Murals** placed in graffiti hot zones to reduce the vandalism and curb future spread of graffiti.

## The Mayor's Action Plan

### **1.) Develop the Graffiti Task Force**

- Membership includes City Staff from the Mayor's Office, Police Department, Weed & Seed, Highway Department, Office of Youth Services, VISTA and the Art Commission
- Local Service providers and Businesses include the YMCA, NH Property Owners Assoc, and Piccolo Italia hosts meetings
- Resident representation is provided through Neighborhood Watch Captains from the East and West sides and local community leaders.

## The Mayor's Action Plan

### **2.) Communications & Marketing**

- Continued education regarding the existing resources for removal provided by the Highway Dept for property owners and businesses:
  - <http://www.manchesternh.gov/website/Departments/Highway>
- Increased removal resources now provided by the National Coalition for Graffiti Removal of a power washer and product for 45 Watch Groups
- Additional graffiti information provided on the Police website:
  - <http://www.manchesternh.gov/website/Departments/Police/Graffiti>



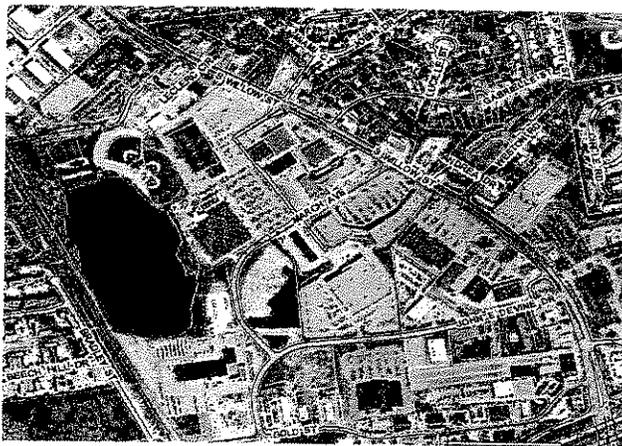
## Law Enforcement Efforts

- 44 arrests for “graffiti related” offenses have been made over the past year
- Continued Details will focus on “hot zones” through the coming months
- Successful arrests of (2) known offenders leading to convictions.



## “Hot Zone” Pilot project

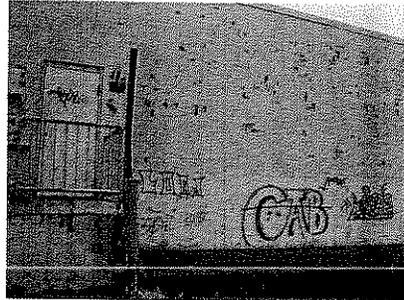
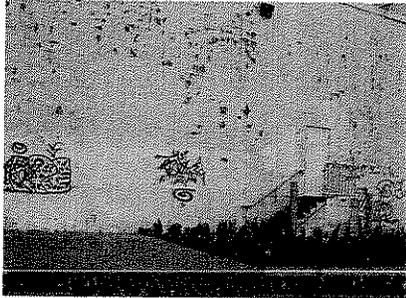
Identified area from South Willow St. to John Devine Dr., March Ave. and Driving Park Rd.





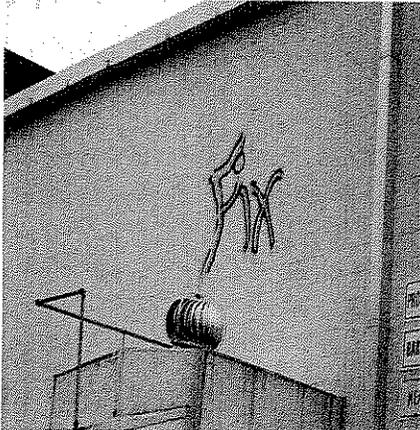
## West Side of Sports Authority

- Sports Authority was cleaned off within a week of the pilot project starting, was tagged again but immediately removed it and has been clean since.
- Stated that they did not know the City had such an interest in their buildings condition and now that they are aware, will be very diligent in their graffiti removal



## West Side of Stop & Shop

- Stop & Shop was cleaned off and remained clean through the patrolling stage.





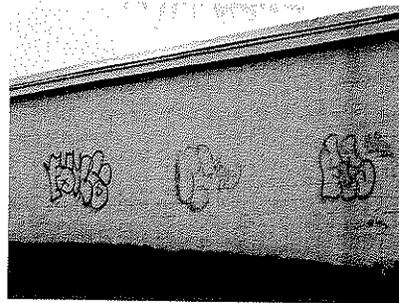
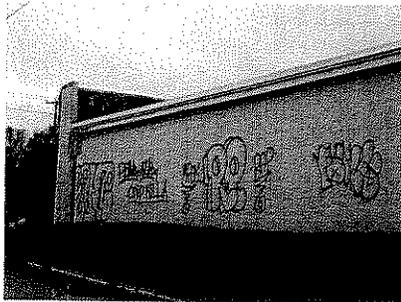
## Home Depot

- Home Depot was cleaned off and has not received any new tags



## North Side of Ski Market

- Ski Market has not been cleaned off b/c of inability to reach owners
- Ski Market has continued to be tagged through the project time.



## The Mayor's Action Plan

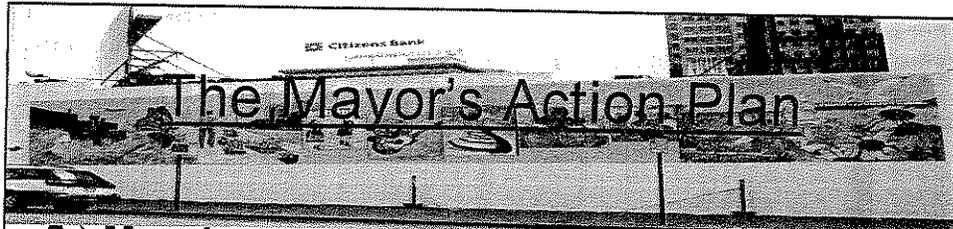
### 4.) Outreach

- **Task Force is looking at current Legislation on both the local and State levels regarding penalties for graffiti, sales of products and fines for negligent removal/nuisance properties.**
  - Looking to ease Law Enforcement's ability to prosecute offenders.
- **Members of the Task Force have met with State DOT Officials in regards to removal off of local Highways.**



## Current Graffiti Ordinance

- 99.05 Graffiti Removal
  - (A) Residential building owners are required to remove graffiti from their property within thirty days.
  - (B) Commercial building owners are required to remove graffiti from their property within fifteen days.
- 99.99 Penalty
  - (A) Any residential building owner who fails to remove graffiti from their property within thirty days will be subject to a fine of \$50, which is to be paid within seven days from the date of the fine.
  - (B) Any Commercial building owner who fails to remove graffiti from their property within fifteen days will be subject to a fine of \$100, which is to be paid within seven days from the date of the fine.
  - (C) If the residential building owner or commercial building owner fails to pay the fine within seven days, the fine will be doubled.



## 5.) Murals

- ❖ Currently two locations for murals have been identified:
  - Girls, Inc at 340 Varney St. and
  - Chez Vachon on Kelly St.
  
- ❖ Looking for addresses on the East side.
  
- ❖ Local Artists are Peter Noonan and
- ❖ Anthony Williams
  
- ❖ Paint donations provided by Sherwin Williams and Queen City Paints

## The Mayor's Action Plan

### 3.) Awareness

- Making the general public aware that graffiti and other property conditions can deface and devalue property and that there are resources provided free to the tax payer by the City.

### **"Manchester City Resources"**

- 30,000 copies sent in November 2008 Water/Sewer Bill
- City Contract with Copies Express
- 8.5x11 Color (3/page) double sided \$0.32 = \$3,200.00

## Contact Information

- Highway Department Graffiti Removal call (603) 624-6444 or <http://www.manchesternh.gov/website/Departments/Highway>
  - Officer Jamie Gallant, Task Force Co-Chair, MPD Graffiti Police Officer, 668-8711
  - Nicole Rodler, Task Force Co-Chair, Weed & Seed Coordinator, 624-6466 x 356

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that a request made by Information Systems Department for 2009 Bond Money Requests be referred to the Committee on Community Improvement for review.

*(Unanimous vote)*

Respectfully submitted,

  
Clerk of Committee  
*Deputy*

Information Systems Department  
2009 Bond Money Request

Priority

1. Network Access Control \$50,000  
The City's network connects 60 buildings all over the City. The increased use of credit cards and HIPPA compliance require an increase in security controls

2. Email Archiving \$25,000  
In December 2006, the new Federal Rules of Civil Procedure that dictate the speed and format that must be provided for electronic document discovery went into affect. In 2008, New Hampshire HB1408 which updates the Right-to-Know requirements for electronic documents and communications was passed. In order to comply with these new regulations, the City needs to purchase a system that will be used with our email system.

Historical Background

The estimated cost to produce the emails requested by Gilbane during the discovery phase of that case was \$42,000 including 800 hours of labor if we did it ourselves and \$51,000 if we outsourced it. This case was before the new regulations went into affect. This cost and time frame are no longer acceptable under the new rules.

Information Systems is currently providing email records for the City's internal purposes and has been advised by the Solicitors' office of pending litigation that will require us to produce email under the new rules. This Email Archiving tool will allow for compliance with the new federal and state regulations.

3. File Archiving \$20,000  
This will allow us to save \$56,000 in traditional electronic file storage costs for a net savings of \$36,000.

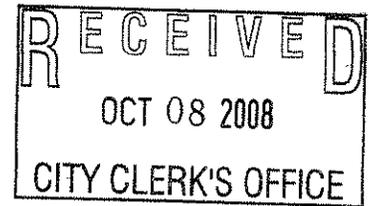
Because of imaging and other technologies, the city's electronic file storage needs grows daily and we currently have about 4 terabytes (4,000 gigabytes). Files that are archived cost about \$4/GB for storage, while files that are not archived cost about \$28/GB for storage. We estimate that we would be able to archive about 1/2 of the city's current data, greatly reducing the city's future needs to purchase more storage.

4. 80 Replacement PCs for Police \$80,000  
The Police Department has the greatest concentration of the oldest PCs. They have over 80 PCs that are over 6 years old. These PCs are impacting the speed and, therefore, effectiveness of their new Computer Aided Dispatch System.

James A. Burkush  
Chief of Department



**City of Manchester**  
*Fire Department*



October 7, 2008

Alderman Michael Garrity  
Community Improvement Program  
Manchester, NH 03101

Re: Defibrillator Project 411409

Dear Alderman Garrity:

In July of 2008 the Board of Mayor and Aldermen approved funding of \$56,000.00 for the Manchester Fire Department to replace automatic external defibrillators.

In August of 2008 a bid was awarded to Zoll Medical, as they were the low bid at \$54,610.06 to purchase the defibrillators.

We respectfully request permission to spend the balance of the project amounting to \$1,389.94 to purchase additional items, e.g. pads and electrodes.

Respectfully,

James A. Burkush  
Chief of Department

JAB:llm

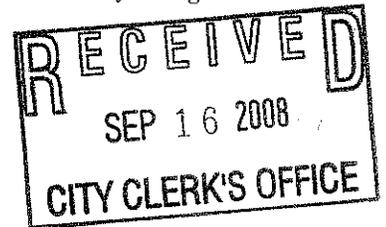
Kevin A. Sheppard, P.E.  
Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



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

CITY OF MANCHESTER  
Highway Department  
Environmental Protection Division



# Memo

**To:** CIP Committee,  
c/o City Clerks Office

**From:** Frederick J. McNeill, P.E. *F.J.M.*

**CC:** Lisa Hynes – EPD  
June George – EPD

**Date:** 9/15/2008

**Re:** Sewer Abatement Recommendation  
74 Brook St. / Acct. # 869-606

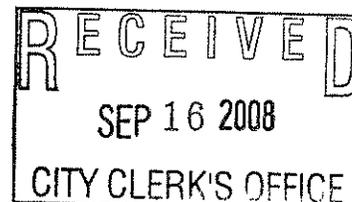
#08-095

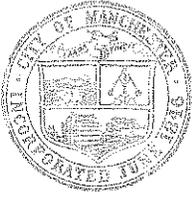
I recommend that Mr. Janosz be granted an abatement in the amount of \$267.30.

If you have any questions or require additional information, please contact me at 624-6341.

/djv

Attach





RECEIVED **CITY OF MANCHESTER**

AUG 01 2008

Office of the City Clerk



Carol A. Johnson  
City Clerk

Matthew Normand  
Deputy City Clerk

**MEMORANDUM**

To: Frederick J. McNeill

From: Heather Freeman  
Administrative Assistant *HF*

Date: July 31, 2008

Re: Sewer abatement request  
Thomas Janosz  
(Cain & Janosz Funeral Home LLC)  
74 Brook Street  
Account # 869-606

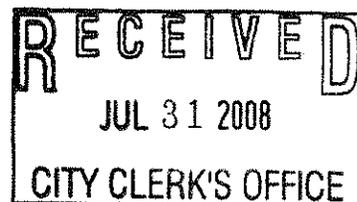
A request was made by the above-referenced individual for a sewer abatement. Please review the matter and respond back to the CIP Committee in care of the City Clerk's Office. Thank you.

Enclosure

*8/1*

*Lisa,  
For your action,  
Fred*

*Cain & Janosz Funeral Home  
74 Brook St.  
Manchester, NH 03104-3604  
(603) 623-2251  
Thomas G. Janosz Director*



July 30, 2008

Re: Sewer Charge Abatement:

The name on the service bill is: Cain & Janosz Funeral Home LLC c/o Thomas G. Janosz  
Account # 869-606.

The reason for my request for an abatement is because I had a malfunction in my irrigation drip system at my office. The problem was detected by the Manchester Water Works due to the amount of water usage. I contacted the irrigation company which rectified the problem.

I have attached documentation of my water consumption. I would appreciate your consideration for reducing my statement for 3/13/08 – 6/10/08. To reflect my normal historical usage.

Sincerely,

A handwritten signature in cursive script that reads "Thomas G. Janosz". The signature is written in black ink and has a long, sweeping underline that extends to the right.

EPD-Manchester NH - Customer/Location Consumption History Inquiry

Functions Options Help







7/26/2008 2:03:13 PM

**Customer ID** 869 **Name** CAIN & JANOSZ FUNERAL HOME LLC  
**Location ID** 606 **Address** 74 BROOK ST

Data | Actual Consumption Graph | Demand Consumption Graph

**Cycle/Route** 03 / 02 **Amount due** \$330.60  
**Initiation date** 1/01/42 **Pending** \$00  
**Termination date** 0/00/00 **Customer status** A **Customer/Location status** A

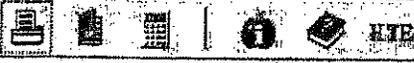
Select | View detail | Display comment codes

Svc Code	Reading Type	Date	Actual Consumption	Actual Demand	Days	Meter Number	Est Code	Comnt Code
SU	REG	6/12/06	7.00	.00	94	25263606S	C	
SU	REG	3/10/06	5.00	.00	87	25263606S	C	
SU	REG	12/13/05	8.00	.00	96	25263606S	C	
SU	REG	9/08/05	14.00	.00	92	25263606S	C	
SU	REG	6/08/05	5.00	.00	91	25263606S	C	
SU	REG	3/09/05	5.00	.00	92	25263606S	C	
SU	REG	12/07/04	10.00	.00	90	25263606S	C	
SU	REG	9/08/04	17.00	.00	92	25263606S	C	

OK | Exit | Cancel | Change view | Graph History

EPD-Manchester NH - Customer/Location Consumption History Inquiry

Functions Options Help



7/28/2008 2:01:26 PM

Customer ID 869 Name CAIN & JANOSZ FUNERAL HOME LLC  
Location ID 606 Address 74 BROOK ST

Data Actual Consumption Graph Demand Consumption Graph

Cycle/Route 03 / 02 Amount due \$330.60  
Initiation date 1/01/42 Pending \$.00  
Termination date 01/00/00 Customer status A Customer/Location status A

Select View detail Display comment codes

Svc Code	Reading Type	Date	Actual Consumption	Actual Demand	Days	Meter Number	Est Code	Cmnt # Code
SU	REG	6/10/08	108.00	.00	90	25263606S	C	
SU	REG	3/12/08	16.00	.00	98	25263606S	C	
SU	REG	12/13/07	11.00	.00	97	25263606S	C	
SU	REG	9/07/07	10.00	.00	91	25263606S	C	
SU	REG	6/08/07	13.00	.00	86	25263606S	C	
SU	REG	3/14/07	12.00	.00	93	25263606S	C	
SU	REG	12/11/06	12.00	.00	89	25263606S	C	
SU	REG	9/13/06	25.00	.00	93	25263606S	C	

OK Exit Cancel Change view Graph History

**grasshoppers** LLC  
**COMPLETE LANDSCAPING SERVICE**

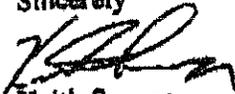
Cain & Janosz Funeral home  
 74 Brook St.  
 Manchester, NH. 03104  
 Attn: Thomas Janosz

RE: Repaired Irrigation valve

In July 2008 Grasshoppers repaired an irrigation valve that had been stuck open for an undetermined amount of time. The valve was stuck open due to debris being caught in the diaphragm of the valve. We disassembled the valve and repaired the problem. The price of the repair is part of your annual maintenance fee which has been paid in full.

Sorry for any inconvenience this may have caused. If you have any questions please give us a call at 497-8438.

Sincerely

  
 Keith Savage

P.O. Box 5517, Manchester, NH 03108 (603) 497-8438

\*\*\*\*\*

***Cain & Janosz Funeral Home  
74 Brook St.  
Manchester, NH  
(603)623-2251  
Fax (603)622-3523***

**From: Tom Janosz  
Cain & Janosz Funeral Home**

**For: Lisa**

**RE: Abatement Request**

**If you should have any questions please give me a call.**

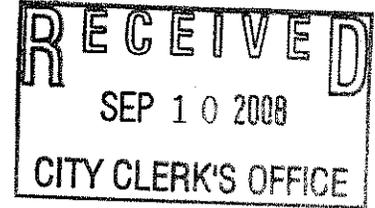
**Thanks for all your help.**





*William E. Sanders  
Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*



September 10, 2008

Honorable Board of Mayor and Aldermen  
CIP Committee  
C/O Matthew Normand  
One City Hall Plaza  
Manchester, NH 03101

Re: Motorized Equipment Replacement

Dear Honorable CIP Committee:

As requested at the conclusion of the FY 2009 budget process, attached are prioritized vehicle replacement schedules for the Police, Fire and Highway Departments. The vehicles included on the summaries are not currently scheduled for replacement in Fiscal 2009. Also included is a letter from Ms. Jennie Angell outlining Information Systems capital projects not currently funded in Fiscal 2009.

Department heads will be present at Monday's meeting to answer questions and discuss their requests.

Respectfully Submitted,

William E. Sanders  
Finance Officer

*Chief of Police*  
David J. Mara  
*Deputy Chiefs*  
Gary P. Simmons  
Marc P. Lussier



*Commission*  
Calvin T. Cramer  
Thomas J. Hammond  
Nory Marquez  
Thomas D. Noonan  
*Executive Secretary*  
Kim Demers

## CITY OF MANCHESTER *Police Department*

Board of Mayor and Alderman  
Attention: Bill Sanders – Finance  
One City Hall Plaza  
Manchester, NH 03101

Re: MER – vehicle acquisition

In anticipation of the possibility of funding for additional police vehicles we have reviewed our fleet replacement list and prioritized that list, taking into account our most recent purchases from the FY 09 budget.

The list attached contains 6 vehicles, five of which are patrol cruisers and the 6<sup>th</sup> a supervisor patrol vehicle. The 6 vehicles listed are in order of replacement at this time. Our original budget input called for the replacement of 13 vehicles this year. Subsequently we were tasked with reducing that list to 10, and eventually we received funding through MER to replace five. Additionally we removed a vehicle from the list by changing its associated task and using it in a utility function.

The 6 vehicles attached were identified because they are patrol units with high mileage and show the greatest signs of wear and tear. Additionally they have broken or are on the verge of breaking the 100,000-mile mark. The mileage listed on the sheet may not be reflective of current mileage.

Replacing these vehicles would come close to completing the 13 vehicles we originally identified for replacement. Each vehicle purchased comes with a 3- year, 100,000- mile warranty that covers expensive replacement items such as transmissions, motors, rear end units, air conditioners and condensers. The vehicles to be replaced are close to losing that warranty, primarily because of mileage. Of course a cruiser operates 24 hours a day / 7 days a week, so the cost of general service and repairs will remain, based on the manner of operation.

Should the opportunity present itself to allow the department to make additional purchases, it will come from the attached list and in sequential order.

The department also understands the BMA has considered and tasked MER and Finance to consider a Fleet replacement schedule for all city vehicles. The department supports and is willing to work towards that goal which would bring a long-term solution to vehicle replacements.

If you have any questions do not hesitate to contact Deputy G. Simmons or myself.

Sincerely,

  
David J. Mara  
Chief of Police

8-2  
Ralph Miller Public Safety Center  
351 Chestnut Street • Manchester, New Hampshire 03101 • (603) 668-8711 • FAX: (603) 668-8941  
E-mail: [ManchesterPD@manchesternh.gov](mailto:ManchesterPD@manchesternh.gov) • Website: [www.manchesterpd.com](http://www.manchesterpd.com)

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



MOTORIZED EQUIPMENT REPLACEMENT (MER) FY09 BUDGET REQUEST FORM

DEPARTMENT/ AGENCY Manchester Police

ADDRESS 351 Chestnut St

CONTACT PERSON: Rick Rantos

DEPT. PRIORITY	FY09 REQUESTED REPLACEMENT COST	REPLACED VEHICLE INFORMATION									
		VEHICLE DEPT. ID	YEAR	MAKE	MODEL	PLATE	VIN	CURRENT MILEAGE	CURRENT VALUE	ESTIMATED CURRENT VALUE	
1	\$ 28,810	330-003373	2003	Chevy	Tahoe	G16956	1GNEK13V33J296084	93,207	\$ 10,845		
2	\$ 26,500	235-001064	2004	Ford	Crown Vic.	G16098	2FAFP71W74X175070	93,206	\$ 4,225		
3	\$ 26,500	235-001090	2005	Ford	Crown Vic.	G14068	2FAFP71WX5X113602	92,258	\$ 4,725		
4	\$ 26,500	235-001120	2006	Ford	Crown Vic.	GO0347	2FAFP71W36X107805	95,327	\$ 5,670		
5	\$ 26,500	235-001119	2006	Ford	Crown Vic.	GO3362	2FAFP71W56X107806	90,778	\$ 5,670		
6	\$ 26,500	235-001118	2006	Ford	Crown Vic.	GO3363	2FAFP71W76X107807	91,105	\$ 5,670		
TOTALS	\$ 161,310								\$ 36,805		

8-3

James A. Burkush  
Chief of Department



**City of Manchester**  
***Fire Department***

TO: ALDERMAN GARRITY-CIP COMMITTEE

FROM: CHIEF JAMES BURKUSH

DATE: AUGUST 25, 2008

RE: FLEET PRIORITY

**ENGINE 4** 1990 SEAGRAVE QUINT

Vehicle removed from service due to extensive rust and mechanical problems. The cost of repairs exceeded the value of the vehicle. The vehicle was sold for scrap at the state auction. Engine 4 is currently operating Engine 13 a 1987 spare pumper with an "open cab", which is a serious safety hazard.

**ENGINE 11** 1990 E-ONE PUMPER

The vehicle is at the end of its service life. The truck has over 114,000 miles and has been rehabilitated once. The engine needs rebuilding and extensive bodywork. The estimate exceeds \$120,000.00 for an 18 years old vehicle. The National Fire Protection Association (NFPA) recommends vehicles manufactured prior to 1991, used as spare pieces.

**ENGINE 10** 1993 LUVERNE

The vehicle has extensive corrosion in the frame rails; the cost of repairs exceeds the value of the vehicle.

**TRUCK 7** 1989 106' LTI LADDER TRUCK

Vehicle is out of service due to extensive corrosion and mechanical problems. Vehicle does not meet current standards and was refurbished in 1992. Motor and body along with hydraulic system need extensive work at an estimate of over \$100,000.00. Currently the vehicle is located at mechanical division and being striped for parts and is destined for state auction.

**RESCUE 1** 1996 SPARTAN HAZ-MAT

Vehicle has extensive rust and metal fatigue in addition to cab and frame structural problems. Requires extensive repairs to remain operational; engine needs to be rebuilt.

**ENGINE 6** 1990 E-ONE PUMPER

The vehicle is at the end of its service life and will require extensive engine, body and mechanical work. The cost of the repairs will exceed the value of the vehicle.

**ENGINE 12** 1987 FEDMTR E-ONE PUMPER-SPARE

Vehicle has reached the end of its service life and requires extensive refurbishment in excess of the value of the vehicle. This vehicle is a spare pumper with an "open cab", which is a serious safety hazard.

**ENGINE 13** 1987 FEDMTR E-ONE PUMPER-SPARE

Vehicle has reached the end of its service life and requires extensive refurbishment in excess of the value of the vehicle. This vehicle is a spare pumper with an "open cab", which is a serious safety hazard. Currently this vehicle is operating as Engine 4.

**ENGINE 14** 1987 FEDMTR E-ONE PUMPER-SPARE

Vehicle has reached the end of its service life and requires extensive refurbishment in excess of the value of the vehicle. This vehicle is a spare pumper with an "open cab", which is a serious safety hazard.

**AIR 1** 1988 FORD AIR SUPPLY TRUCK

Vehicle needs new cab and chassis. Vehicle chassis is obsolete and there are no parts available.

FLEET PRIORITY REQUEST FORM

DEPARTMENT/  
AGENCY FIRE DEPARTMENT

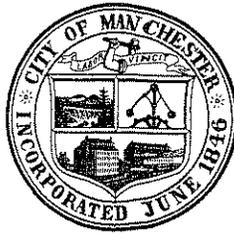
CONTACT  
PERSON JAMES BURKUSH

	REPLACEMENT COST	VEHICLE INFORMATION									
		VEHICLE DEPT. ID	YEAR	MAKE	MODEL	VIN	CURRENT MILEAGE	MAINTENANCE COSTS for FY08	EST. DOWNTIME Due to Repair		
1.	\$550,000	ENG 4	1990	SEAGRAVE	QUINT	1F9FE38J2LCST2048	RETIRED				
2.	\$550,000	ENG 11	1990	E-ONE	PUMPER	46PBAA82L1003388	114,873	\$2,200.00	ONE WEEK		
3.	\$550,000	ENG 10	1993	LUVERNE	PUMPER	4S7AT9L0XPC010134	106,970	\$5,952.00	THREE WEEKS		
4.	\$1,000,000	TRUCK 7	1988	106' LADDER	LADDER	1S9CT6HO6JC185870	RETIRED				
5.	\$700,000	RESCUE	1986	SPARTAN	RESCUE	4SAT9GO4TC018573	83,583	\$5,600.00	TWO WEEKS		
6.	\$550,000	ENG 6	1990	E-ONE	PUMPER	46PBAA80L1003387	77,422	\$1,425.00	ONE WEEK		
7.	\$550,000	ENG 12	1987	FEDMTRE-1	PUMPER	1F9PBAA80H1037870	117,750	\$450.00	ONE WEEK		
8.	\$550,000	ENG 13	1987	FEDMTRE-1	PUMPER	1F9PBAA84H1037872	61,572	\$1,050.00	ONE WEEK		
9.	\$550,000	ENG 14	1987	FEDMTRE-1	PUMPER	1F9BAA82H1037871	110,572	\$9,000.00	TWO WEEKS		
10.	\$175,000	AIR 1	1988	FORD E-ONE	AIR SUPPLY	1FDYD80U0JVA04316	53,765	\$500.00	ONE WEEK		
TOTALS	\$ 5,725,000.00										

816

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

Timothy J. Clougherty  
Deputy Public Works Director



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

## CITY OF MANCHESTER

*Highway Department*

September 2, 2008  
#08-063

C.I.P. Committee of the Honorable Board  
of Mayor and Aldermen  
CITY OF MANCHESTER  
One City Hall Plaza,  
Manchester, New Hampshire 03101

C/O Mr. William Sanders, Finance Dir.

Re: *Motorized Equipment Replacement Account*

Dear Mr. Sanders:

To follow-up on our past meetings, I have identified ten (10) vehicles from within our fleet of vehicles as a priority for replacement. Please note that the average age of our fleet is 11 years. Our fleet is aged and rust has become a major factor on most vehicles, therefore requiring us to replace major parts on the equipment to the point that our garage personnel have needed to repair/fabricate frames for some of the equipment.

Some of our equipment is so old that parts are no longer available locally, therefore used parts are purchased on the internet. Below is a summary of each of the requests:

- Two refuse packers (request 1 and 2) These pieces of equipment are 15 years old. The daily wear and tear on these vehicles is tremendous. It is essential to keep these on the road, allowing us to provide curbside collection. We are continuously patching rust on these vehicles, replacing parts and repairing the packer unit. We anticipate that the engines and transmissions will soon need major repair.
- The two loaders (Items 3 and 5) on our list are 21 and 23 years old. The typical replacement age for a loader should be 12 to 15 years. These pieces of equipment are rusted to the point that the frames are rusted and for safety reasons, will need to be removed from our fleet in the near future.

September 2, 2008

Pg. (2)

- Item 4 is a sweeper. This piece of equipment should be replaced at a maximum of an 8 year schedule. This sweeper is 13 years old. The material handled by this piece of equipment is very abrasive, therefore wear on sweepers is rapid. To sweep the City streets three times per year, it is necessary to keep our sweepers on the road. Currently it is difficult to keep two of the necessary four on the road at any one time, therefore preventing us from cleaning the streets to the desired frequency.
- Item 6 is a 1994 dump truck, 14 years old. Rust is a major problem with this piece of equipment. Major engine and transmission work on this piece of equipment will be needed in the near future. Our fleet of trucks is in continuous need of repair.
- Item 7 is a sidewalk tractor, which is utilized for winter operations. This piece of equipment is 25 years old and is no longer operational. As you are aware from this past winter, clearing snow from sidewalks is a priority for pedestrians and school children. Without the proper equipment, we will not be able to accomplish this task in a timely manner.
- Item 8 is a one-ton pick-up with plow. This vehicle is 22 years old and beyond its useful life. This vehicle is important for the cleaning of alleys during the winter months as well as for our construction crews during the construction season.
- Item 9 is a 16-year old pick-up, which is continuously in need of repair. This truck is used for road calls by our garage. It is necessary to keep this piece of equipment operational, which allows us to repair equipment which breaks down away from our facility.
- Item 10 is our vactor truck, which is 16 years old. Our second vactor truck is eleven years old. This piece of equipment is utilized for cleaning/clearing sewer lines as well as for cleaning catch basins. The abrasive materials handled by this piece of equipment requires continuous maintenance on the vehicle. At the present time, it is difficult to keep at least one of the two vactor trucks operational. Based on the age of our underground infrastructure and the heavy rains we have experienced, this is an important piece of equipment.

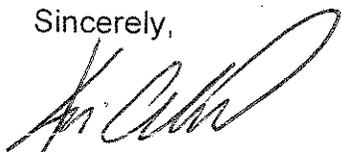
As you can see from the above, our equipment works in an abusive environment, whether it is on a construction site during the warmer months or for snow operations during the winter. Our garage personnel have done an outstanding job keeping equipment on the road, but they are fighting a "losing battle". The majority of our fleet is in dire need of replacement. I am sincerely concerned with the deteriorating condition of our fleet we will not be able to accomplish our mission of maintaining the City's streets and underground pipes in a condition that has become expected from the Highway Department.

September 2, 2009  
Pg. (3)

As time passes, the cost of replacement continues to rise. In 2010, the U.S. E.P.A. will again be lowering emission standards, adding a potential increase in cost to heavy equipment of \$4,000 to \$7,000. I would recommend the Board of Mayor and Aldermen implement a City-wide equipment replacement program, with a dedicated funding source.

The cost of equipment repairs will continue to rise to a point where the annual repair cost will higher than the value of the equipment. Thank you for your consideration. I will be available to address any questions you may have regarding this matter.

Sincerely,



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

cc. Mr. Tim Clougherty

FLEET PRIORITY REQUEST FORM

DEPARTMENT/

AGENC Highway Department

CONTACT

PERSON Kevin Padden

REPLACE COST	VEHICLE INFORMATION										EST. DOWNTIME
	VEHICLE DEPT. ID	YEAR	MAKE	MODEL	VIN	CURRENT MILEAGE	MAINTENANCE COSTS for FY08				
\$ 200,000	528	1993	Ford Packer	LTS8000	1FDZY82E3RVA16454	130,000	\$ 9,170.00	Due to Repair			
\$ 200,000	533	1993	Ford Packer	LTS8000	1FDZY82E0RVA16685	138,400	\$ 5,317.00	Frequently - Avg. labor = 7 hrs avg. labor = 5 hrs			
\$ 190,000	T-64	1985	Cat Loader	936G	94Z01385	13,500 hrs	\$ 2,208.00	Didn't finish frame work labor - 7.5hrs			
\$ 188,000	S-25	1995	Johnston Sweep	2-VD-HD	1J5VM3H44CO41044	7,500	\$ 5,348.00	Out of service - rusted			
\$ 200,000	T-74	1987	Cat Loader	950G	33Z02881	13,200 hrs	\$ 1,037.00	Frequently - Avg labor = 6.5hrs			
\$ 150,000	535	1994	Int'l	4900	1HTSDAAR3RH599928	107,123	\$ 4,335.00	Rust fatigued - avg labor 4 hrs			
\$ 120,000	T-63	1983	Bombadier	SW-48DA	1830827	1,700 hrs	\$ -	Out of Service			
\$ 57,500	545	1986	GMC - Plow	TK31003	1GDJV34J3HJ516994	126,475	\$ 7,304.00	Frequently - parts are problem to find			
\$ 35,000	522	1992	Ford	F-150	2FTEF15Y5NCA44018	279,166	\$ 1,983.00	Avg. Labor = 3 hrs			
\$ 285,000	521	1992	Ford Vector	L8000	1FDYK82A7NVA04702	85,001	\$ 12,966.00	Frequently - avg. labor = 6 hrs			
TOTALS							\$ 1,625,500				

Priority 01.JPG

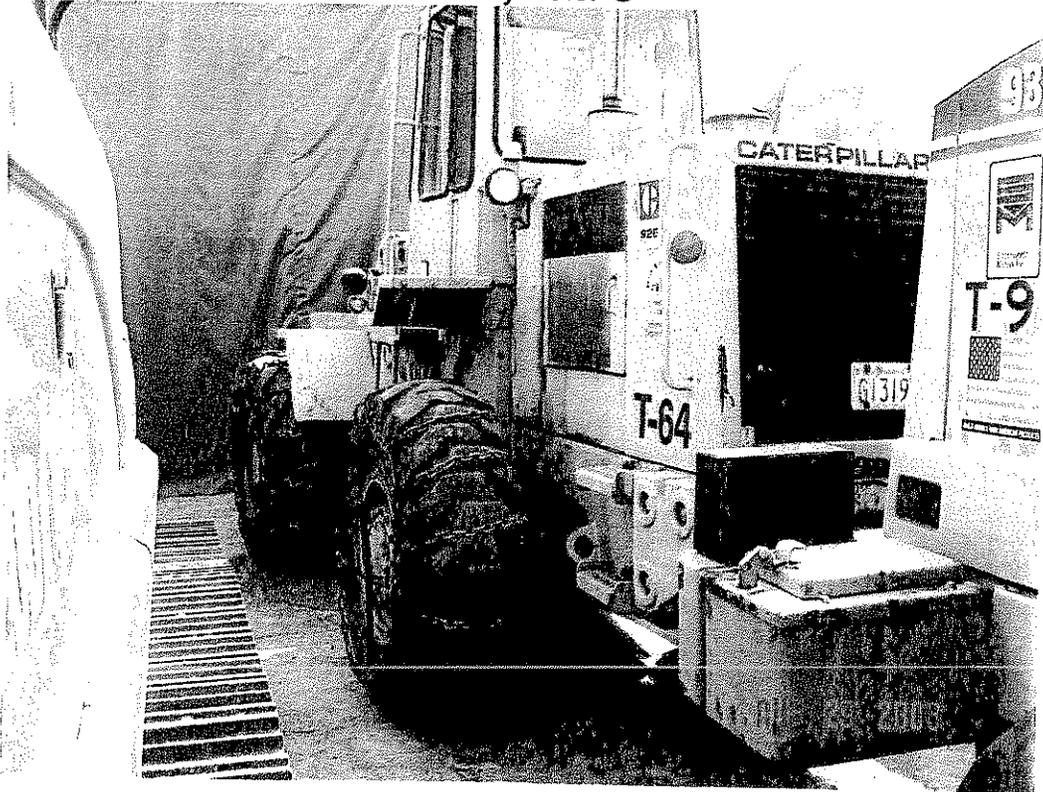


Priority 02.JPG



08-11

Priority 03.JPG



Priority 04.JPG



8-12

Priority 05.JPG



Priority 06.JPG



Priority 07.JPG



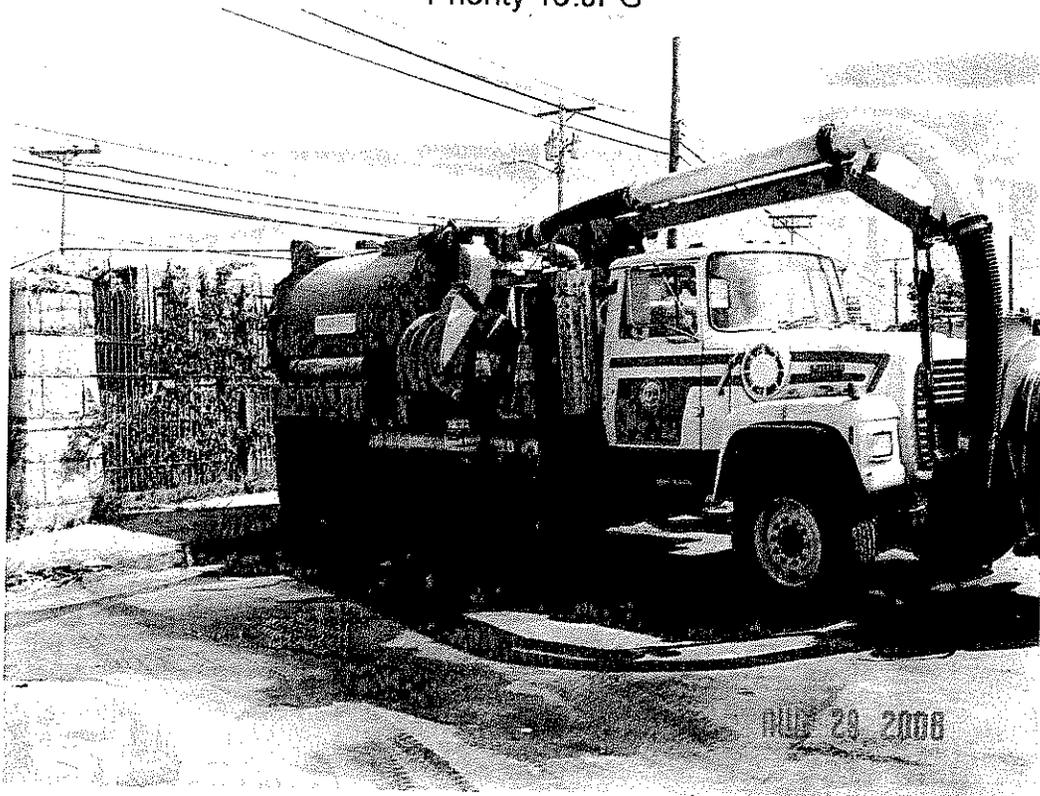
Priority 08.JPG



Priority 09.JPG



Priority 10.JPG



8-15

*Jennie Angell*  
*Director, Information Services*



**CITY OF MANCHESTER**  
*Information Systems Department*

July 28, 2008

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

C/O City Clerk

Dear Members of the Board,

During the budget process this year, Alderman Lopez suggested that I discuss bonding possibilities with the Finance Department for critical items that were not funded in Information Systems' 2009 budget appropriation. I spoke with Bill Sanders and he said I should submit our requests with justifications to you for consideration. I am attaching a list of 4 items, with their costs, descriptions, and priority, that we consider critical and in the City's best interest to fund.

I am available to answer any questions you might have.

Sincerely,

Jennie Angell  
Director of Information Services

Information Systems Department  
2009 Bond Money Request

Priority

1. Network Access Control \$50,000  
The City's network connects 60 buildings all over the City. The increased use of credit cards and HIPPA compliance require an increase in security controls

2. Email Archiving \$25,000  
In December 2006, the new Federal Rules of Civil Procedure that dictate the speed and format that must be provided for electronic document discovery went into affect. In 2008, New Hampshire HB1408 which updates the Right-to-Know requirements for electronic documents and communications was passed. In order to comply with these new regulations, the City needs to purchase a system that will be used with our email system.

Historical Background

The estimated cost to produce the emails requested by Gilbane during the discovery phase of that case was \$42,000 including 800 hours of labor if we did it ourselves and \$51,000 if we outsourced it. This case was before the new regulations went into affect. This cost and time frame are no longer acceptable under the new rules.

Information Systems is currently providing email records for the City's internal purposes and has been advised by the Solicitors' office of pending litigation that will require us to produce email under the new rules. This Email Archiving tool will allow for compliance with the new federal and state regulations.

3. File Archiving \$20,000  
This will allow us to save \$56,000 in traditional electronic file storage costs for a net savings of \$36,000.

Because of imaging and other technologies, the city's electronic file storage needs grows daily and we currently have about 4 terabytes (4,000 gigabytes). Files that are archived cost about \$4/GB for storage, while files that are not archived cost about \$28/GB for storage. We estimate that we would be able to archive about ½ of the city's current data, greatly reducing the city's future needs to purchase more storage.

4. 80 Replacement PCs for Police \$80,000  
The Police Department has the greatest concentration of the oldest PCs. They have over 80 PCs that are over 6 years old. These PCs are impacting the speed and, therefore, effectiveness of their new Computer Aided Dispatch System.

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

*Timothy J. Clougherty*  
*Deputy Public Works Director*

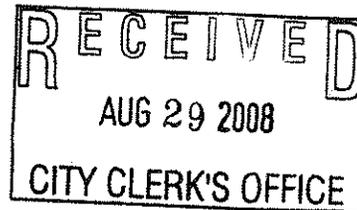


*Commission*  
*William A. Varkas*  
*Henry R. Bourgeois*  
*Joan Flurey*  
*William F. Houghton Jr.*  
*Robert R. Rivard*

**CITY OF MANCHESTER**  
*Highway Department*

August 26, 2008

Alderman Mike Garrity  
CIP Committee Chair  
Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03103



Re: Ursula Chapel Exterior Repairs

Alderman Garrity:

For some time we have assessed, designed, and bid (twice) a solution to the exterior degradation of building components for the Ursula Chapel.

Because this facility is utilized by a limited number of personnel, the priority has not been high. However, recent events have led us to believe that further delays will have a long term detrimental impact on the structure.

The project was identified and approved during the 2007 CIP and there are currently monies available in that account totaling \$232,836.11.

In addition to this funding we respectfully request the transfer of the following CIP balances to CIP 712107 Municipal Facility Improvements:

411305 (South Main Street Fire Station) \$22,956.86

411303 (South Willow Fire Station) \$15,216.86

If this transfer is approved total funding available would be \$271,009.83.

The current bid for the repairs totals \$241,157, leaving \$29,852 for contingency for other repairs which may be discovered during the construction process.

The Facilities Division looks forward to working with you and your team on this project. I am available should there be any questions regarding this request.

Sincerely,

Timothy J. Clougherty  
Deputy Public Works Director

Cc: Kevin A. Sheppard, P.E.  
Eric Krueger  
Barbara Connor

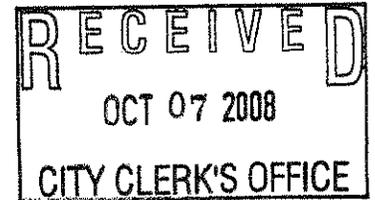
Kevin A. Sheppard, P.E.  
Public Works Director

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*



October 3, 2008

Community Improvement Committee of the Board of Mayor and Aldermen  
City Hall  
c/o Leo R. Bernier, City Clerk  
One City Hall Plaza  
Manchester, New Hampshire 03101

RE: PETITION FOR RELEASE AND DISCHARGE OF BOURNE AVENUE, FORMERLY BEECH AVENUE

Dear Committee Members,

We have reviewed the referenced item and have found the following:

- The dedication of Bourne Avenue, formerly Beech Avenue, originated by a subdivision plan entitled "Land of J.B. Titus, Manchester, NH" by George H. Allen and dated August 26, 1892. The plan is recorded at the Hillsborough County Registry of Deeds as plan # 25.
- No acceptance of the original dedication or return of layout for this portion Bourne Avenue was found in the records of the City Clerk.
- This portion Bourne Avenue was never opened nor built for public travel since the dedication in 1892. Because the dedication was made before 1893, the Board of Mayor and Aldermen would need to release and discharge the street dedication.
- No public utilities are located in this portion of Bourne Avenue.

The Highway Department supports the release and discharge of Bourne Avenue.

Sincerely,

Kevin Sheppard, P.E.  
Public Works Director

MJM

cc: File



## INTEROFFICE MEMO

Date: October 3, 2008

To: Kevin Sheppard, P.E.  
Public Works Director

From: Martin Miccio L.L.S.  
Chief of Survey

Subject: Petition for Release and Discharge of a portion of  
Bourne Avenue

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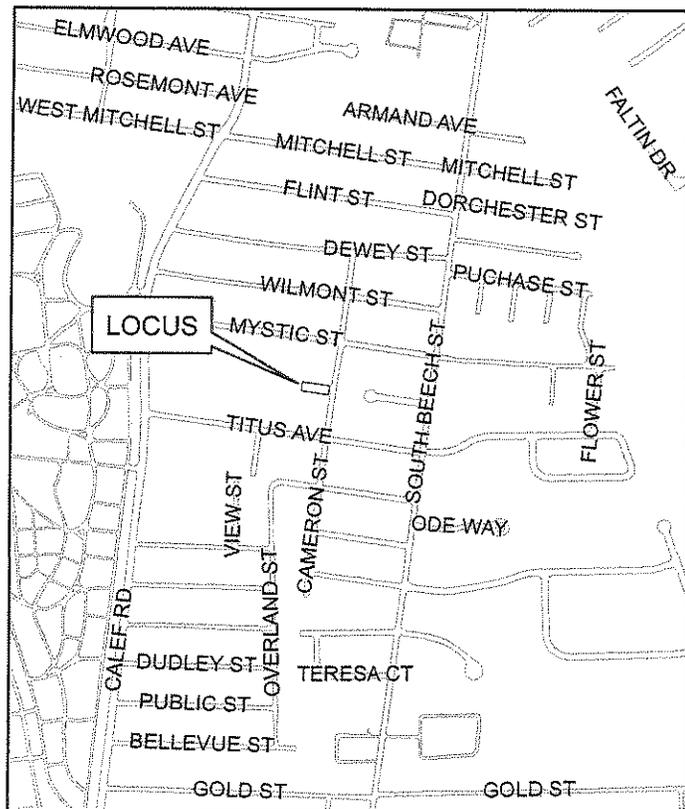
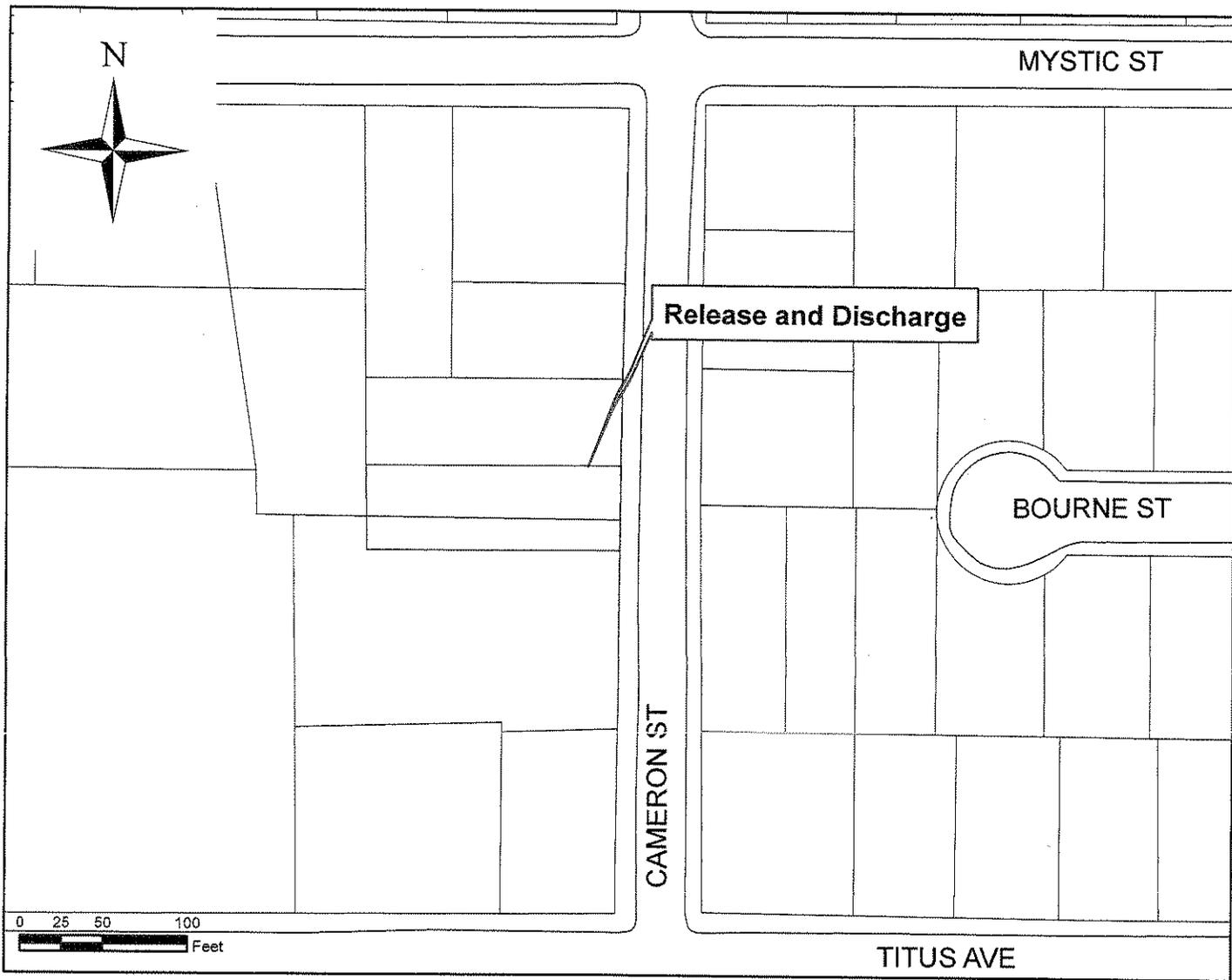
The two abutters to this portion of Bourne Avenue, formerly Beech Avenue have petitioned for release and discharge of the section of the street running westerly from Cameron Street.

I researched the street information and found the dedication of Bourne Avenue, formerly Beech Avenue, originated by a subdivision plan entitled "Land of J.B. Titus, Manchester, NH" by George H. Allen and dated August 26, 1892. The plan is recorded at the Hillsborough County Registry of Deeds as plan # 25.

There was no acceptance of this original dedication or other actions by the BMA to create a public street in this location. There does not appear to have been any use as a street. There does not appear to be any utilities in the paper street.

The need for the release and discharge action by the BMA is necessitated by the 1892 date of the original dedication.

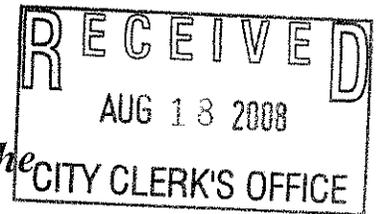
A draft letter is attached for your use as a response to Community Improvement Committee.



Release and Discharge  
**Bourne Street**



Manchester, NH  
 October 4, 2008



*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 releasing and discharging a highway dedication.*

Beginning at the point of intersection of the westerly line of Cameron Street, formerly Union Street, and the northerly line of Bourne Avenue, formerly Beech Avenue, said point being two hundred seventy (270) feet north of the northerly line of Titus Avenue; thence westerly, along north line of said Bourne Avenue, about two hundred sixteen and six tenths feet (216.6) feet. The above-described line being the north line of the highway, the highway being fifty (50) feet wide and known as Bourne Avenue.

The dedication of this highway was made by plan entitled "Land of J.B. Titus" dated August 26, 1892 and recorded at Hillsborough County Registry of Deeds as plan number 25.

We, therefore, request you to release and discharge the above-described portion of Bourne Avenue.

Dated at the City of Manchester, New Hampshire this 30 day of August 2008.

By: John Buchenauer  
John Buchenauer of 93 Cameron Street

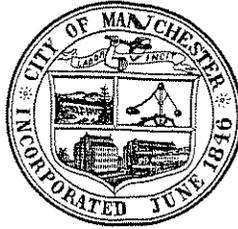
Dated at the City of Manchester, New Hampshire this 30 day of August 2008.

By: Lorraine Buchenauer  
Lorraine Buchenauer of 93 Cameron Street

Dated at the City of Manchester, New Hampshire this 30 day of August 2008.

By: Ardith Peart  
Ardith Peart of 105 Cameron Street

Carol A. Johnson  
City Clerk



Matthew Normand  
Deputy City Clerk

**CITY OF MANCHESTER**  
*Office of the City Clerk*

**MEMORANDUM**

TO: Kevin Sheppard  
Public Works Director

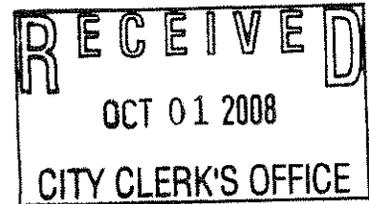
FROM: Heather Freeman *HJ*  
Administrative Assistant III

DATE: September 16, 2008

RE: Petition for release and discharge from public servitude

Enclosed is a copy of a petition for release and discharge from public servitude Westerly Cameron Street (formerly Union Street) and northerly line of Bourne Avenue (formerly Beech Avenue) being forwarded for comment pursuant to Rule 19 of the Board of Mayor and Aldermen. Please respond to the Committee on Community Improvement at your earliest convenience.

# Memo



**To:** Matthew Normand, Deputy City Clerk

**From:** Todd D. Fleming, Senior Planner

**CC:**

**Date:** 9/29/2008

**Re:** Budget Authorization – Police Department – CIP #410609 – NH Drug Task Force

---

The Police Department has indicated that it has received a commitment of funds for this project. As such, the Department has requested that the CIP Budget Authorization be placed on the Agenda for the next scheduled BMA meeting. This project has already been before the CIP Committee and was approved as a part of the 2009 CIP. If you have any questions, please do not hesitate to contact me at 5717. Thank You.

**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	
2	Program Completion	7/1/08
3		6/30/09
4		
5		

Expected Completion Date:

**Line Item Budget**

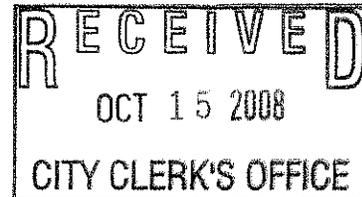
	FEDERAL			TOTAL
Salaries and Wages	\$36,606.00	\$0.00	\$0.00	\$36,606.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$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
<b>TOTAL</b>	<b>\$36,606.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,606.00</b>

**Revisions**


**COMMENTS**

Grant estimated to be \$60,000, \$36,606 actually received. Program initiation and completion dates determined by the grantor.

# Memo



**To:** Matthew Normand, Deputy City Clerk

**From:** Todd D. Fleming, Senior Planner

**CC:**

**Date:** 10/14/2008

**Re:** Budget Authorization – Police Department – CIP #410409 – Justice Assistance Grant

---

The Police Department has indicated that it has received a commitment of funds for this project. As such, the Department has requested that the CIP Budget Authorization be placed on the Agenda for the next scheduled BMA meeting. This project has already been before the CIP Committee and was approved as a part of the 2009 CIP. If you have any questions, please do not hesitate to contact me at 5717. Thank You.

**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	
2	Program Completion	10/1/2008
3		9/30/2011
4		
5		

Expected Completion Date:

**Line Item Budget**

	FEDERAL			TOTAL
Salaries and Wages	\$20,000.00	\$0.00	\$0.00	\$20,000.00
Fringes	\$20,396.00	\$0.00	\$0.00	\$20,396.00
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
<b>TOTAL</b>	<b>\$40,396.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,396.00</b>

**Revisions**

**COMMENTS**

Grant estimated to be \$275,000, \$40,396 actually received. Program initiation and completion dates determined by the grantor.



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: Pamela H. Goucher *PHG*  
Interim Director of Planning

Date: October 13, 2008

Subject: Health Department – CIP #214206 – Manchester Health Care Access Review Program

The Health Department has requested that the completion date for Manchester Health Care Access Review Program be extended from November 30, 2008 to June 30, 2009.

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:

**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	12/6/05
2	Program Completion	6/30/09
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	OTHER			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	\$210,000.00	\$0.00	\$0.00	\$210,000.00
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	\$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
<b>TOTAL</b>	<b>\$210,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$210,000.00</b>

**Revisions**

- Budget increased from \$150,000 to \$210,000 due to the receipt of additional funding.
- Extends completion date from 11/30/08 to 6/30/09.

**COMMENTS**

Department authorization to expend funds is contingent upon receipt of donations. Expenses to be consistent with incoming donations.

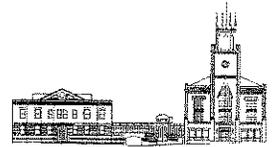


Robert S. MacKenzie, AICP  
Director

# 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: Pamela H. Goucher *PHG*  
Interim Director of Planning

Date: October 6, 2008

Subject: Health Department – CIP #210505 – School Based Dental Services Program

The Health Department has notified us that the City has received private funding totaling \$28,877 from the Catholic Medical Center. These funds will be used to maintain the Health Department's Dental Van as a part of the School Based Dental Services Program. As such, we have prepared the appropriate Amending Resolution and Budget Authorization forms necessary for project initiation.

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

Attachments:

**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="06/08/05"/>
2	Program Completion	<input type="text" value="06/30/10"/>
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	STATE	OTHER		TOTAL
Salaries and Wages	\$45,000.00	\$0.00	\$0.00	\$45,000.00
Fringes	\$18,000.00	\$0.00	\$0.00	\$18,000.00
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	\$15,392.00	\$28,877.00	\$0.00	\$44,269.00
<b>TOTAL</b>	<b>\$78,392.00</b>	<b>\$28,877.00</b>	<b>\$0.00</b>	<b>\$107,269.00</b>

**Revisions**

Revision #1 - budget increased from \$15,000 to \$78,392. Grant estimated to be \$15,000, actual grant amount \$78,392. Revision #2 - budget increased from \$78,392 to \$107,269 due to the receipt of private funding from the Catholic Medical Center.

**COMMENTS**

Funding from the Catholic Medical Center to be utilized to maintain the Health Department's Dental Van.

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY 2005 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Eight Thousand Eight Hundred Seventy Seven Dollars (\$28,877) for the FY 2005 CIP 210505 School Based Dental Services 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 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 \$28,877 from the State of New Hampshire Department of Health and Human Services – Division of Public Health Services for the implementation of the School Based Dental Services Program;

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

**By increasing:**

FY 2005 CIP 210505 School Based Dental Services Program - \$28,877 Other

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



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: Pamela H. Goucher *PHG*  
Interim Director of Planning  
Date: October 14, 2008  
Subject: CIP 710907--Annual Bridge Maintenance Program

The Highway Department has informed this Office that the New Hampshire Department of Transportation will be providing the City with funding assistance in the amount of \$37,690.11 for the Island Pond Bridge Repair. In order that these funds may be accepted we have prepared for the Committee's review an amending resolution and budget authorization. I respectfully request that the Committee make a recommendation to the full Board for approval of these documents.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

12-1

**CIP BUDGET AUTHORIZATION**

CIP #:

Project Year:

CIP Resolution:

Title:

Amending Resolution:

Administering Department:

Revision:

Project Description:

Ongoing preventative maintenance program using consultant for review and implementation of City bridges to maintain their integrity.

**Federal Grants**

Federal Grant:

**Environmental**

Review Required:

Grant Executed:

Completed:

**Critical Events**

1	Program Initiation	<input type="text" value="07/03/06"/>
2	Program Completion	<input type="text" value="12/31/08"/>
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	CASH	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	\$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	\$115,024.05	\$37,690.11	\$0.00	\$152,714.16
<b>TOTAL</b>	<b>\$115,024.05</b>	<b>\$37,690.11</b>	<b>\$0.00</b>	<b>\$152,714.16</b>

**Revisions**

Revision #1 - decreases Cash funds by \$17,000 (from \$150,000 to \$133,000).  
 Revision #2 - transfers \$17,975.95 of Cash funds to project 411808 - Fire Ladder Truck Repair Project.  
 Revision #3- allows the City to accept 75% funding from NH DOT for the Island Pond Bridge Project

**COMMENTS**

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY 2007 Community Improvement Program, authorizing and appropriating funds in the amount of Thirty Seven Thousand Six Hundred Ninety Dollars and Eleven Cents (\$37,690.11) for the FY 2007 CIP 710907 Annual Bridge Maintenance 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 2007 CIP as contained in the 2007 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept NH Department of Transportation funding to be used on repairs to the Island Pond Road Bridge;

NOW, THEREFORE, be it resolved that the 2007 CIP be amended as follows:

**By increasing:**

FY 2007 CIP 710907 – Annual Bridge Maintenance - \$37,690.11 STATE  
Increasing the budget from \$115,024.05 to \$152,714.16 (\$115,024.05 Cash; \$37,690.11 State)

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



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: Pamela H. Goucher *PHG*  
Interim Director of Planning

Date: October 14, 2008

Subject: CIP 213309 Firesafe Project

The Office of Youth Services has been awarded a \$10,000 grant from Hillsborough County for the Firesafe Intervention Program. In order that these funds may be accepted by the City a recommendation to the full Board for approval of the attached amending resolution and budget authorization is required. As such, I respectfully ask that the Committee review and approve these documents.

Attachments:

**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="7/1/08"/>
2	Program Completion	<input type="text" value="6/30/09"/>
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	CASH	OTHER		TOTAL
Salaries and Wages	\$8,000.00	\$0.00	\$0.00	\$8,000.00
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	\$2,000.00	\$10,000.00	\$0.00	\$12,000.00
<b>TOTAL</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>

**Revisions**

**COMMENTS**

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY 2009 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2009 CIP 213309 Firesafe 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 2009 CIP as contained in the 2009 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept funding from Hillsborough County for operation of the Firesafe Intervention Project;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

**By increasing:**

FY 2009 CIP 213309 – Firesafe Project - \$10,000 OTHER  
From \$10,000 to \$20,000 (\$10,000 Cash; \$10,000 Other)

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

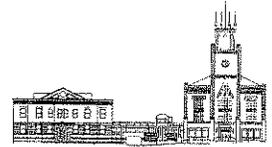


Robert S. MacKenzie, AICP  
Director

# 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: Pamela H. Goucher *PHG*  
Interim Director of Planning

Date: October 14, 2008

Subject: Health Department – CIP #213909 – Safe Routes to Schools Project

The Health Department has notified us that the City has received a grant from the State of New Hampshire Department of Transportation totaling \$14,575 for the implementation of the Safe Routes to Schools Project.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

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

Attachments:

**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="11/01/08"/>
2	Program Completion	<input type="text" value="6/30/10"/>
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	STATE			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="\$14,575.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$14,575.00"/>
<b>TOTAL</b>	<input type="text" value="\$14,575.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$14,575.00"/>

**Revisions**


**COMMENTS**

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY 2009 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand Five Hundred Seventy Five Dollars (\$14,575) for the FY 2009 CIP 213909 Safe Routes to Schools 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 2009 CIP as contained in the 2009 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 \$14,575 from the State of New Hampshire Department of Transportation for the implementation of the Safe Routes to Schools Project;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

**By adding:**

FY 2009 CIP 213909 – Safe Routes to Schools Project- \$14,575 State

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



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**GEORGE N. CAMPBELL, JR.**  
**COMMISSIONER**

September 22, 2008

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

Ms. Jaime Hoebeke  
 Sr. Public Health Specialist  
 Department of Health  
 1528 Elm Street  
 Manchester, NH 03101

Re: MANCHESTER, #15530 & 15530A  
 Henry Wilson Elementary  
 Safe Routes to School Project  
**LOCAL AGREEMENT**

RECEIVED  
 SEP 24 2008  
 MANCHESTER HEALTH  
 DEPARTMENT

Dear Ms. Hoebeke:

We are sending you the following:

- 1) Three copies of an agreement between the schools and/or municipality and NHDOT for the above-noted project. These need to be executed prior to any work being performed on the project. Please leave the date blank on the agreements. Once you have executed the agreements, I will obtain the required signatures here at NHDOT, note the execution date, and forward an original back to you with the Notice to Proceed. Please note that any expenditure prior to the Notice to Proceed is not reimbursable.
- 2) "Manual for the Development of CMAQ and TE Projects – May 2001", which explains the process used by DOT for administering local projects (note that the manual refers to 80% federal funding. The reimbursement rate for SRTS is 100% federal).

I would appreciate you keeping me updated with the timeline the community plans to proceed with for the implementation of this project. Please let me know if you need assistance. I would be happy to help.

Sincerely,

A handwritten signature in cursive script that reads "John W. Corrigan".

John W. Corrigan  
 SRTS Coordinator  
 Bureau of Planning and Community Assistance  
 Tel. (603) 271-1980/ Fax (603) 271-8093  
 jcorrigan@dot.state.nh.us

JWC/sdb  
 Enclosures

**SAFE ROUTES TO CITY  
NON-INFRASTRUCTURE AGREEMENT  
FOR**

**MANCHESTER  
STATE VENDOR: 21056  
STATE PROJECT: 15530  
FEDERAL PROJECT: X-A000(758)**

THIS AGREEMENT, executed in *triplicate*, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2008, between the NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, hereinafter called the "DEPARTMENT", and the CITY OF MANCHESTER, hereinafter called the "CITY".

WITNESSETH that,

WHEREAS, the DEPARTMENT and the CITY have determined that a project to develop a comprehensive travel plan for the Henry Wilson Elementary School as well as related evaluation, encouragement, and enforcement activities is an eligible project for funding under the Safe Routes to School program, hereinafter called "SRTS", created by the Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); and

WHEREAS, the DEPARTMENT has established SRTS Project #15530 (the "Project") for the aforesaid project in the amount of Fourteen thousand five hundred seventy-five dollars (\$14,575.00) for non-infrastructure funding, with one hundred percent (100%) of that cost coming from Federal Highway funds; and

WHEREAS, the CITY has submitted an application to sponsor the Project (the "Application") and the DEPARTMENT has accepted the Application; and

WHEREAS, the Application, by reference, is hereby made a part of this AGREEMENT;

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreements herein set forth by and between the parties hereto, it is mutually agreed as follows:

**I. DUTIES AND RESPONSIBILITIES OF THE CITY:**

- A. The CITY agrees to maintain financial records pertinent to the development of the Project for up to (3) years beyond the date of the Project's final reimbursement letter from the DEPARTMENT, and to make the records available to the DEPARTMENT and the Federal Highway Administration upon request.
- B. The CITY shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program.
- C. The CITY shall submit invoices to the DEPARTMENT for one hundred percent (100%) of the approved amounts paid for the Project's non-infrastructure as set forth in the Application. The invoice structure shall include details of work completed consistent with the Application, as well as backup information to support the charges.

The CITY shall certify that the invoices properly represent payment for work that has been completed and paid for by the CITY.

D. The CITY shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the CITY or its subcontractors in the performance of this AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire or the DEPARTMENT, which immunity is hereby reserved. This covenant shall survive the termination of this AGREEMENT.

E. Non-Discrimination:

1. The CITY agrees that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d—2000d-4 (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination in Federally-Assisted Programs of The Department of Transportation -Effectuation of Title VI of the Civil Rights Act of 1964" (referred to as the "REGULATIONS"), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the CITY receives Federal financial assistance extended by the State of New Hampshire. This AGREEMENT obligates the CITY for the period during which Federal financial assistance is extended.
2. The CITY hereby gives assurance as required by subsection 21.7(a)(1) of the REGULATIONS that it will promptly take any measures necessary to effectuate this AGREEMENT, including but not limited to the following specific assurances:
  - a. That each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS will be conducted or operated in compliance with all requirements of the REGULATIONS.
  - b. That the CITY shall insert the following notification in all solicitations for negotiated agreements or bids for work or material made in connection with this Project: *The CITY hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.*
  - c. That the CITY shall include the following assurance in each contract signed with a contractor, and each subcontract the prime contractor signs with a subcontractor: *The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, sex, age, or disability in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DEPARTMENT-assisted*

*contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.*

- F. If there is a default of any nature to this AGREEMENT, the CITY shall be required to reimburse the DEPARTMENT and/or the Federal Highway Trust Fund for all funds expended under this Project.

## II. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT:

- A. The DEPARTMENT shall review the Project's expenditures applicable to the SRTS program and State of New Hampshire requirements for a Federally funded project and submit appropriate documentation to the Federal Highway Administration to receive Federal approval.
- B. The DEPARTMENT shall, after receipt and approval of properly documented invoices, pay to the CITY one hundred percent (100%) of the total reimbursable costs after the invoices have been certified by the CITY as properly representing work that has been completed and paid for by the CITY.
- C. The DEPARTMENT shall use its best efforts to obtain authorization of the Project from the Federal Highway Administration.

## III. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE DEPARTMENT AND THE CITY:

- A. That the CITY will not enter into any agreement with engineering and/or environmental consultant for which costs the CITY intends to be reimbursed, until such time that it receives written notice from the DEPARTMENT that the Federal Highway Administration has authorized the Project.
- B. That neither the DEPARTMENT nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the CITY under this AGREEMENT prior to the date of DEPARTMENT's written Notice To Proceed.
- C. That the maximum amount of funds available for this Project for reimbursement under this AGREEMENT from the DEPARTMENT shall be Fourteen thousand five hundred seventy-five dollars (\$14,575.00). As the scope of the Project is finalized, should the costs for the Project exceed the amount budgeted, the DEPARTMENT agrees to review Project costs for consideration of additional funding. Neither the DEPARTMENT nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the CITY under this AGREEMENT in excess of the above amounts unless the DEPARTMENT expressly authorizes additional funding prior to the work being performed.
- D. That the CITY may invoice the DEPARTMENT for incurred costs on a monthly basis and the DEPARTMENT will process these invoices for payment in an expeditious manner.

- E. That the CITY agrees to commence the Project within nine (9) months after the date of the Notice to Proceed and complete the Project within two (2) years after the date of the Notice to Proceed, unless earlier terminated as provided herein. The CITY may apply to the SRTS Statewide Advisory Committee for an extension. Failure to meet either deadline without good cause may cancel the DEPARTMENT's participation in this Project at its discretion. Any remaining funds will be forfeited. The CITY is responsible for informing the DEPARTMENT if any condition arises that may result in either deadline being unattainable.
  
- F. This AGREEMENT is contingent upon the appropriation of sufficient funds from the Federal Highway Administration. If sufficient funds are not appropriated, the DEPARTMENT may terminate this AGREEMENT upon thirty (30) days' written notice to the CITY. Such termination shall relieve the DEPARTMENT and the CITY from obligations under this AGREEMENT after the termination date.

**NEW HAMPSHIRE DEPARTMENT OF  
TRANSPORTATION**

**CITY OF MANCHESTER**

By: \_\_\_\_\_  
Commissioner  
Department of Transportation

By: \_\_\_\_\_  
Name:  
Title:

Authorized to enter into Agreement as  
approved by Governor & Council on

\_\_\_\_\_

*Safe Routes to School Program at Henry Wilson Elementary School  
City of Manchester, NH Health Department*

**Attachment F: Proposed Timeline for Safe Routes to School**

<b>Project Deliverables</b>	<b>Time/Month/Year</b>
<b>Task #1 (Evaluation):</b> Completion of the Community Walkability Survey.	Task #1: June 2008
<b>Task #2 (Evaluation):</b> Development of the Comprehensive Travel Plan.	Task #2: September/October 2008- January/February 2009
<b>Task #3 (Encouragement):</b> Recruitment of a Parent Leader for program strategies.	Task #3: September/October 2008
<b>Task #4 (Enforcement):</b> Provide training class and information session for the crossing guards.	Task #4: September/October 2008
<b>Task #5 (Encouragement):</b> Participate in the International Walk to School Day Event.	Task #5: October 2008
<b>Task #6 (Evaluation):</b> Conduct a parent/neighborhood meeting.	Task #6: October/November 2008
<b>Task #7 (Encouragement):</b> Implement the Mighty Milers walking program.	Task #7: September 2008-November 2008
<b>Task #8 (Education):</b> Implement awareness learning games.	Task #8: October 2008-December 2008
<b>Task #9 (Education):</b> Conduct a Parent Safety Education Night.	Task #9: December 2008
<b>Task #10 (Education):</b> Pursue/arrange registration and travel plans for the Safe Routes to School National Conference.	Task #10: ongoing after January 2009
<b>Task #11 (Encourage):</b> Implement the Mighty Milers walking program.	Task #11: March 2009-May 2009
<b>Task #12 (Evaluation):</b> Conduct a parent/neighborhood meeting.	Task #12: March/April 2009
<b>Task #13 (Enforcement):</b> Evaluate/improve school zone signage.	Task #13: April 2009-May 2009
<b>Task #14 (Education):</b> Arrange expert presenters for pedestrian/bike safety.	Task #14: May 2009
<b>Task #15 (Education):</b> Conduct a Parent Safety Education Night.	Task #15: May 2009

*Safe Routes to School Program at Henry Wilson Elementary School  
City of Manchester, NH Health Department*

**Attachment A: Budget Estimate**

<b>Product/Service</b>	<b>Estimate Cost</b>
<b><u>EVALUATION</u></b>	
Item #1: Comprehensive Travel/Evaluation Plan (please see next page for detailed quote)	Estimate: \$6,000.00
Item #2: Two meetings with parents/neighbors of school (refreshments, door prizes, meeting materials, language interpretation services, childcare services)	Estimate: \$500.00
<b><u>EDUCATION</u></b>	
Item #1: Prizes for the knowledge-based, awareness activities (i.e. jump ropes, stickers, reflective shoe laces, etc).	Estimate: \$100.00
Item #2: 50 bike helmets through State discounted programs (quote: \$10.00ea)	Estimate: \$500.00
Item #3: Two Parent Education Nights (refreshments, promotional items, meeting materials, language interpretation services, childcare services)	Estimate: \$500.00
Item #4: Registration Fee and Travel Expenses (hotel and Airfare) for 2-3 SRTS Task Force Members to attend the Safe Routes to School National Conference.	Estimate: \$2,500.00
<b><u>ENCOURAGEMENT</u></b>	
Item #1: 100 Pedometers (quoted at \$750.00), small incentive prizes (i.e. jump ropes, stickers), and healthy snacks for the Mighty Milers Program.	Estimate: \$1000.00
Item #2: Incentive prizes and healthy snacks for the International Walk to School Day.	Estimate: \$250.00
Item #3: Stipend for a Parent Leader (\$10.00/hour for 40 total project hours)	Estimate: \$400.00
<b><u>ENFORCEMENT</u></b>	
Item #1: Equipment for crossing guards (5 sets of reflective nylon vests, handheld stop/slow traffic signs, and reflective rain gear - quote \$300.00), and training materials (training video - quote \$25.00).	Estimate: \$325.00
Item #2: Additional signage/lighting as determined by comprehensive travel/evaluation plan.	Estimate: \$2,500.00



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: Pamela H. Goucher *PHG*  
Interim Director of Planning

Date: October 14, 2008

Subject: Health Department – CIP #214009 – Medical Reserve Corp. Program

The Health Department has notified us that the City has received a grant from the State of New Hampshire Division of Public Health Services totaling \$8,000 for the implementation of the Medical Reserve Corp. Program.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

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

Attachments:

116-1

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

**CIP BUDGET AUTHORIZATION**

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

**Project Description:** Funding to support the operation of the Medical Reserve Corp. (MRC). MRC is a national program which coordinates volunteer medical professionals to be used in public health and other emergencies. Monies are to be used for the above mentioned purpose along with the purchase of supplies for volunteers (shirts, jackets & gear).

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

**Critical Events**

1	Program Initiation	
2	Program Completion	11/4/08
3		6/30/09
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	\$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	\$8,000.00	\$0.00	\$0.00	\$8,000.00
<b>TOTAL</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>

**Revisions**

**COMMENTS**

State Agency granting funds is the NH Division of Public Health Services.

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY 2009 Community Improvement Program, authorizing and appropriating funds in the amount of Eight Thousand Dollars (\$8,000) for the FY 2009 CIP 214009 Medical Reserve Corp. 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 2009 CIP as contained in the 2009 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 \$8,000 from the State of New Hampshire Division of Public Health Services for the implementation of the Medical Reserve Corp. Program;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

**By adding:**

FY 2009 CIP 214009 – Medical Reserve Corp. Program - \$8,000 State

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

**Walder, Gabriela**

---

**From:** MFMiller@dhhs.state.nh.us  
**Sent:** Tuesday, September 23, 2008 2:44 PM  
**To:** AHHR\_FA/POC/PHN.DHHS@dhhs.state.nh.us;  
AHHR\_Point\_of\_Contact.DHHS@dhhs.state.nh.us;  
PHN\_Coordinators.DHHS@dhhs.state.nh.us  
**Cc:** Curtis.Metzger@hsem.nh.gov  
**Subject:** Medical Reserve Corps Funds

**Attachments:** MRC Workplan.doc; MRC Budget Form.xls; MRC 09 Budget Justification Sheet.doc

MRC Workplan.doc  
(40 KB)MRC Budget  
Form.xls (22 KB)MRC 09 Budget  
Justification Sh...

All of the 19 AHHR's are eligible for Medical Reserve Corp (MRC) funds in the amount of \$8,000.

These funds will be available from the date of G&C to June 30, 2009.

We expect the G&C item to be approved in October although we do not have a specific date right now. I will keep you posted as we move along.

In order to receive these funds, we are requesting that you complete the following information and send it to me by October 14th.

(See attached file: MRC Workplan.doc) (See attached file: MRC Budget Form.xls) (See attached file: MRC 09 Budget Justification Sheet.doc)

This year, your region will be asked to submit a monthly invoice form to me. I will send that out to you as soon as your documents are sent and then approved.

If you have any questions, please do not hesitate to contact me.

Mary

Mary F. Miller  
Division of Public Health Services  
Community Public Health Development Section  
29 Hazen Drive  
Concord, NH 03301-6504  
P - 603-271-7485  
F - 603-271-7623  
mfmillers@dhhs.state.nh.us



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: Committee on CIP  
From: Pamela H. Goucher *PHG*  
Interim Director of Planning  
Date: October 14, 2008  
Subject: CIP 214109 Juvenile Delinquency Prevention Program

The Office of Youth Services has been subgranted \$8,000 received by Hillsborough County from the NH Division for Children, Youth and Families for operation of a Juvenile Delinquency Prevention Program. In order that these funds may be accepted by the City a recommendation to the full Board for approval of the attached amending resolution and budget authorization is necessary. I therefore, respectfully request that the Committee review and approve these documents.

Attachments:

107-1

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

**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	<input type="text" value="7/1/2008"/>
2	Project Completion	<input type="text" value="6/30/2009"/>
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	\$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	\$8,000.00	\$0.00	\$0.00	\$8,000.00
<b>TOTAL</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>

**Revisions**


**COMMENTS**

State funds channeled through Hillsborough County.

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY 2009 Community Improvement Program, authorizing and appropriating funds in the amount of Eight Thousand Dollars (\$8,000) for the FY 2009 CIP 214109 Juvenile Delinquency Prevention 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 2009 CIP as contained in the 2009 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept funding from Hillsborough County for operation of the Juvenile Delinquency Prevention Program;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

**By increasing:**

FY 2009 CIP 214109 – Juvenile Delinquency Prevention Program - \$8,000 STATE

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



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: Pamela H. Goucher *PHG*  
Interim Director of Planning

Date: October 14, 2008

Subject: Police Department – CIP #411909 – COPS Law Enforcement Technology Grant Program

The Police Department has notified us that the City has received a grant from the United States Department of Justice Community Oriented Policing Services totaling \$116,913 for the implementation of the COPS Technology Program in Manchester.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

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

Attachments:

18-1

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

**CIP BUDGET AUTHORIZATION**

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

**Project Description:** Funding to purchase mobile computers, bar coding for evidence tracking, ear pieces for portable radios, laptop computers for training, computer equipment for accident reconstruction, diagnostic system for fatal accident investigation, portable radios, digital cameras, a video camera for surveillance and desktop computers. The Manchester Police Department's crime prevention activities will be enhanced with the procurement of the aforementioned equipment as a redeployment of the Department's manpower into the community takes place.

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

**Critical Events**

1	Program Initiation	
2	Program Completion	9/15/08
3		12/25/10
4		
5		

Expected Completion Date:

**Line Item Budget**

	FEDERAL			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	\$116,913.00	\$0.00	\$0.00	\$116,913.00
<b>TOTAL</b>	<b>\$116,913.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,913.00</b>

**Revisions**


**COMMENTS**

Program initiation and completion dates determined by the grantor, U.S. Dept. of Justice.

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY 2009 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Sixteen Thousand Nine Hundred Thirteen Dollars (\$116,913) for the FY 2009 CIP 411909 COPS Law Enforcement Technology Grant Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2009 CIP as contained in the 2009 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 \$116,913 from the United States Department of Justice Community Oriented Policing Services for the implementation of the COPS Technology program;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

**By adding:**

FY 2009 CIP 411909 – COPS Law Enforcement Technology Grant Program - \$116,913 Federal

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

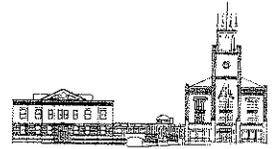


Robert S. MacKenzie, AICP  
Director

# 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: Pamela H. Goucher, *PHG*  
Interim Director of Planning

Date: October 14, 2008

Subject: CIP 711609 Storm Drain Infrastructure

The Highway Department has informed this office that they will be receiving funding assistance from the Manchester Water Works and National Grid in the amount of \$12,900 to assist in drainage improvements on Oakdale and Robie Streets. As such, attached for your review are an amending resolution and budget authorization necessary to accept these funds. I respectfully ask that the Committee make a recommendation for approval of these documents to the full Board.

Attachments:

19-1

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

**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="8/6/08"/>
2	Program Completion	<input type="text" value="6/30/2009"/>
3		
4		
5		

Expected Completion Date:

**Line Item Budget**

	BOND	OTHER		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	\$500,000.00	\$12,900.00	\$0.00	\$512,900.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$500,000.00</b>	<b>\$12,900.00</b>	<b>\$0.00</b>	<b>\$512,900.00</b>

**Revisions** #1 - Other adds \$10,100 - Manchester Water Works and \$2,800 National Grid

**COMMENTS** Includes local share of funding to match Federal funds received cash 713608 - Union Street Project.

19-2

# City of Manchester New Hampshire

*In the year Two Thousand and Eight*

## A RESOLUTION

“Amending the FY2009 Community Improvement Program, authorizing and appropriating funds in the amount of Twelve Thousand Nine Hundred Dollars (\$12,900) for the FY2009 CIP 711609 Storm Drain Infrastructure 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 2009 CIP as contained in the 2009 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen desires to accept funds from the Water Works Department and National Grid to assist in the cost for the Oakdale Avenue and Robie Street storm drains;

NOW, THEREFORE, be it resolved that the 2009 CIP be amended as follows:

**By increasing:**

FY2009 CIP 711609 – Storm Drain Infrastructure Project - \$12,900 OTHER  
From \$500,000 Bond to \$512,900 (\$500,000 Bond; \$12,900 Other)

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

**Freeman,Heather**

---

**From:** LaFreniere, Leon  
**Sent:** Tuesday, October 14, 2008 2:02 PM  
**To:** Freeman,Heather  
**Subject:** RE: REMINDER: Request of the Committee on Community Improvement

Heather,

I have read, understand and will adhere to the MER Policy.

Leon LaFreniere

---

**From:** Freeman,Heather  
**Sent:** Tuesday, October 14, 2008 11:17 AM  
**To:** LaFreniere, Leon; Clark, Thomas; Clougherty, Tim; Goucher, Pamela; Sanders,William; Gile,Jane; Angell, Jennie; Mara, David; Porter, Joan; Guinta, Frank; Thomas,Sean; Martineau, Paul; Boldin, Marty  
**Subject:** REMINDER: Request of the Committee on Community Improvement

Please be advised that the Committee on Community Improvement has requested that all departments respond to the Committee with confirmation that they have read, understood and will adhere to the MER Policy.

The Committee will be meeting next week and your responses are expected by 5:00 pm today.  
Thank you,

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

**Glennon, Heather**

---

**From:** Normand, Matthew  
**Sent:** Friday, June 06, 2008 8:06 AM  
**To:** Glennon, Heather  
**Subject:** FW: fleet policies

Matthew Normand  
Deputy City Clerk  
Office of the City Clerk  
T:(603) 624-6455 F:(603) 624-6481  
[www.manchesternh.gov](http://www.manchesternh.gov)

---

**From:** Burkush, James  
**Sent:** Thursday, June 05, 2008 2:31 PM  
**To:** Normand, Matthew  
**Subject:** fleet policies

The Fire Department is adhering to the Fleet Management/Motorized Equipment Policy  
Chief Burkush

**Johnson, Carol**

---

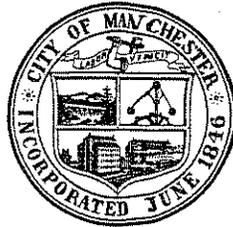
**From:** Cornell, David  
**Sent:** Thursday, June 05, 2008 1:40 PM  
**To:** Johnson, Carol  
**Subject:** Fleet Management Equipment Policy

Carol,  
Per the request of the Committee on Community Improvement, I am verifying that I have read, and will adhere to, Manchester's Fleet Management Policy.

David M. Cornell, CNHA  
Assessor

City of Manchester  
One City Hall Plaza  
Manchester, NH 03101  
(603) 624-6520 ext. 5408 Fax (603) 628-6288  
[Dcornell@manchesternh.gov](mailto:Dcornell@manchesternh.gov)

Carol A. Johnson  
City Clerk



Matthew Normand  
Deputy City Clerk

**CITY OF MANCHESTER**  
*Office of the City Clerk*

**MEMORANDUM**

TO: Committee on Community Improvement  
Aldermen Garrity, Shea, O'Neil, Gatsas, Smith

FROM: Matthew Normand  
Deputy City Clerk 

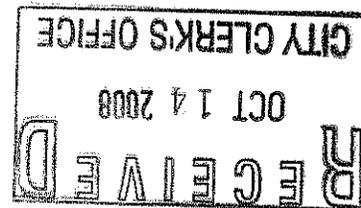
DATE: July 2, 2008

RE: MER Policy

Please be advised that the Office of the City Clerk has read, understands, and will adhere to the MER Policy of the City as requested by the Committee on Community Improvement.

**Freeman, Heather**

**From:** Clark, Thomas  
**Sent:** Tuesday, October 14, 2008 11:22 AM  
**To:** Freeman, Heather  
**Subject:** RE: REMINDER: Request of the Committee on Community Improvement



The City Solicitor's Office has read, understands and will adhere to the MER Policy.

---

**From:** Freeman, Heather  
**Sent:** Tuesday, October 14, 2008 11:17 AM  
**To:** LaFreniere, Leon; Clark, Thomas; Clougherty, Tim; Goucher, Pamela; Sanders, William; Gile, Jane; Angell, Jennie; Mara, David; Porter, Joan; Guinta, Frank; Thomas, Sean; Martineau, Paul; Boldin, Marty  
**Subject:** REMINDER: Request of the Committee on Community Improvement

Please be advised that the Committee on Community Improvement has requested that all departments respond to the Committee with confirmation that they have read, understood and will adhere to the MER Policy.

The Committee will be meeting next week and your responses are expected by 5:00 pm today.  
Thank you,

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

*Timothy M. Soucy, REHS, MPH*  
*Public Health Director*

*Anna J. Thomas, MPH*  
*Deputy Public Health Director*

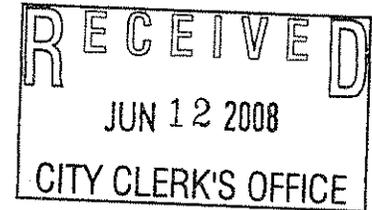


**BOARD OF HEALTH**  
*M. Mary Mongan, RN, Chair*  
*Carol Bednarowski, Clerk*  
*Laura Smith Emmick, MD*  
*William Mehan, DMD, MS*  
*Kristin Schmidt, PA-C*

**CITY OF MANCHESTER**  
*Health Department*

June 11, 2008

Alderman Michael Garrity, Chairman  
Committee on Community Improvement  
C/o Carol Johnson, City Clerk  
One City Hall Plaza  
Manchester, New Hampshire 03101



RE: Fleet Management/Motorized Equipment Policy

Dear Alderman Garrity,

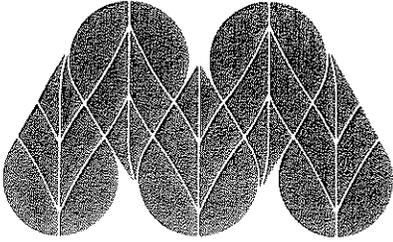
In response to the June 3, 2008 request of the Committee, this letter will serve as notice that all Health Department employees who utilized City vehicles have read, understood and are adhering to the Fleet Management/Motorized Equipment Policy.

In addition, I wanted to make the Committee aware that except in response to emergency calls, all Health Department vehicles are stored overnight in the Rines Center garage.

As always, please let me know if there are any additional questions.

Sincerely,

Timothy M. Soucy, REHS, MPH  
Public Health Director



**City of Manchester  
City Library**

Denise M. Van Zanten  
Library Director

Carpenter Memorial Building  
405 Pine Street  
Manchester, New Hampshire 03104-6199  
(603) 624-6550

Committee on Accounts, Enrollment and Revenue Administration  
City Clerk's Office  
City Hall Plaza  
Manchester, NH 03101

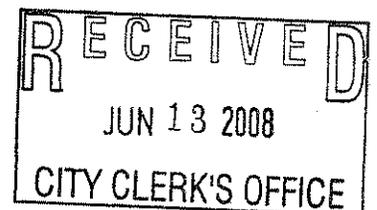
June 12, 2008

Dear Committee Members:

The City Library at this time does not have any city owned vehicles. However, if we ever to add a vehicle we would adhere to the policy for Fleet Management/Motorized Equipment as set forth by this committee.

Sincerely,

  
Denise M. van Zanten  
Library Director



*Chuck DePrima  
Acting Director*



**CITY OF MANCHESTER**  
*Parks Recreation and Cemetery Department*

June 9, 2008

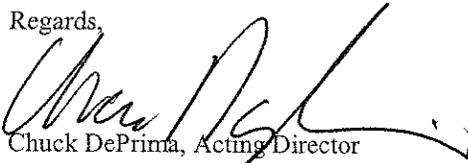
Ald. Mike Garrity, Chairman Community Improvement Committee  
City Of Manchester Community Improvement Program  
One City Hall Plaza  
Manchester, NH 03101

**RE: MER Policy**

Dear Ald. Garrity/ Committee members:

I am writing in response to the committee's recent request to monitor "after hours" city vehicle use. I have read the policy and to the best of my knowledge this policy is strictly adhered to by all supervisors/ employees that have been granted permission to bring such vehicles home. These employees can and often are called in for hazardous tree situations and winter plowing. Both myself and my supervisors will continue to monitor this situation as affectively as we can to ensure employees adhere to the policy

Regards,



Chuck DePrima, Acting Director

Cc: Thomas Mattson, Parks operations manager  
File

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



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

**CITY OF MANCHESTER**  
*Highway Department*

June 10, 2008  
#08-042

C.I.P. Committee of the  
Honorable Board of Mayor and Aldermen  
CITY OF MANCHESTER  
One City Hall Plaza,  
Manchester, New Hampshire 03101

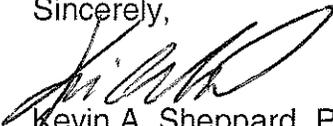
**attn:** Carol A. Johnson  
City Clerk

**Re:** *M.E.R. Policy*

Dear Committee Members:

In response to your request, I am informing you that I have reviewed the above document. I understand the policy and the Highway Department employees are adhering to the policy.

Sincerely,

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

/c

# Memo

June 12, 2008

TO: COMMITTEE ON COMMUNITY IMPROVEMENTS  
C/O CITY CLERK

FROM: *TMB* THOMAS M. BOWEN, P.E., DIRECTOR

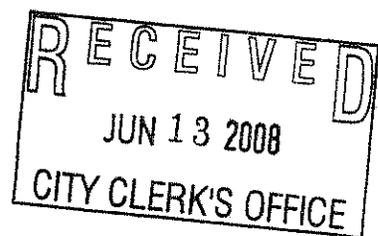
RE: MER POLICY

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In accordance with the request of the City Clerk dated June 4, 2008, this is to confirm that the Manchester Water Works has reviewed and is adhering to the MER policy.

TMB:ds

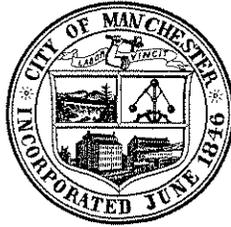
cc: C. Arthur Soucy, President, Board of Water Commissioners



## Manchester Water Works

281 Lincoln St., Manchester, NH 03103, tel. 603-624-6494, fax: 603-628-6020

*Joan A. Porter*  
Tax Collector



*Patricia M. Harte*  
Deputy Tax Collector

*Jacqueline G. Lutkevich*  
Second Deputy Tax Collector

**CITY OF MANCHESTER**  
**TAX COLLECTOR**

**Memorandum**

**DATE:** OCTOBER 14, 2008  
**TO:** CIP COMMITTEE  
**FROM:** JOAN PORTER  
**RE:** MER POLICY

I have read and understand the MER policy. The Tax Collector's office does not have the use of nor does it borrow City Vehicles.

However, I will note that in the MER policy on page 2 (3A) and page 3 (4A) reference is made to the fact that the City Clerk will handle and track Certificate of origins, Titles and registrations. That is no longer the case. Central Purchasing is now responsible for the registration and titling of City vehicles.

**Freeman,Heather**

---

**From:** Goucher, Pamela  
**Sent:** Tuesday, October 14, 2008 4:51 PM  
**To:** Freeman,Heather  
**Subject:** MER Policy

Heather,

Please be advised that the Planning & Community Development Department does not have any City vehicles. However, I have read and understand the Policies and Procedures relating to Fleet Management/Motorized Equipment.

Pamela H. Goucher  
*Interim Planning Director*  
*City of Manchester*

**Freeman,Heather**

---

**From:** Boldin, Marty  
**Sent:** Wednesday, October 15, 2008 12:08 PM  
**To:** Freeman,Heather  
**Cc:** Thomas,Sean  
**Subject:** RE: REMINDER: Request of the Committee on Community Improvement

Dear Heather,

I hope this email finds you well. OYS has read, understood and will adhere to the MER policy. Please note that OYS does not use any City vehicles at this time.

Thank you,

Marty Boldin, OYS Director

---

**From:** Freeman,Heather  
**Sent:** Tuesday, October 14, 2008 11:17 AM  
**To:** LaFreniere, Leon; Clark, Thomas; Clougherty, Tim; Goucher, Pamela; Sanders,William; Gile,Jane; Angell, Jennie; Mara, David; Porter, Joan; Guinta, Frank; Thomas,Sean; Martineau, Paul; Boldin, Marty  
**Subject:** REMINDER: Request of the Committee on Community Improvement

Please be advised that the Committee on Community Improvement has requested that all departments respond to the Committee with confirmation that they have read, understood and will adhere to the MER Policy.

The Committee will be meeting next week and your responses are expected by 5:00 pm today.  
Thank you,

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

**Freeman, Heather**

---

**From:** Gile, Jane  
**Sent:** Tuesday, October 14, 2008 6:06 PM  
**To:** Freeman, Heather  
**Subject:** RE: REMINDER: Request of the Committee on Community Improvement

Thanks Heather

I have read and agree to the policies stated in the document. I am curious however re: Section C #2. Currently, valid licenses are not in the employee's personnel file. Since this is a new process (to the best of my knowledge) - will the Departments be responsible for forwarding the drivers' licenses to HR? And, will this be an annual requirement?

Jane

---

**From:** Freeman, Heather  
**Sent:** Tue 10/14/2008 11:17 AM  
**To:** LaFreniere, Leon; Clark, Thomas; Clougherty, Tim; Goucher, Pamela; Sanders, William; Gile, Jane; Angell, Jennie; Mara, David; Porter, Joan; Guinta, Frank; Thomas, Sean; Martineau, Paul; Boldin, Marty  
**Subject:** REMINDER: Request of the Committee on Community Improvement

Please be advised that the Committee on Community Improvement has requested that all departments respond to the Committee with confirmation that they have read, understood and will adhere to the MER Policy.

The Committee will be meeting next week and your responses are expected by 5:00 pm today.  
Thank you,

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

**Freeman, Heather**

---

**From:** Angell, Jennie  
**Sent:** Tuesday, October 14, 2008 5:08 PM  
**To:** Freeman, Heather  
**Cc:** Normand, Matthew  
**Subject:** RE: REMINDER: Request of the Committee on Community Improvement

How can we get a clarification? Having to wait for a CIP committee to meet to use our van for city travel doesn't sound very efficient. The meeting we might want to drive to will be history before the committee has a meeting.

Jennie Angell  
603 624-6577 ext 2310  
603 624-6320 fax  
[jangell@ManchesterNH.gov](mailto:jangell@ManchesterNH.gov)

---

**From:** Freeman, Heather  
**Sent:** Tuesday, October 14, 2008 12:18 PM  
**To:** Angell, Jennie  
**Subject:** RE: REMINDER: Request of the Committee on Community Improvement

Jennie,

It appears you would need to get approval by the Committee. The next meeting will be scheduled for Monday or Tuesday of next week.

Heather

---

**From:** Angell, Jennie  
**Sent:** Tuesday, October 14, 2008 11:46 AM  
**To:** Freeman, Heather  
**Subject:** RE: REMINDER: Request of the Committee on Community Improvement

I have read and will comply. In Section 5.E.2 it says "Out of town travel requires approval". Do we need to get approval to drive the vehicle to Concord and if so, who approves it? Does this mean that I, as a department head, can approve the out of town travel?

Jennie Angell  
603 624-6577 ext 2310  
603 624-6320 fax  
[jangell@ManchesterNH.gov](mailto:jangell@ManchesterNH.gov)

---

**From:** Freeman, Heather  
**Sent:** Tuesday, October 14, 2008 11:17 AM  
**To:** LaFreniere, Leon; Clark, Thomas; Clougherty, Tim; Goucher, Pamela; Sanders, William; Gile, Jane; Angell, Jennie; Mara, David; Porter, Joan; Guinta, Frank; Thomas, Sean; Martineau, Paul; Boldin, Marty

10/15/2008

20-15

**Subject:** REMINDER: Request of the Committee on Community Improvement

Please be advised that the Committee on Community Improvement has requested that all departments respond to the Committee with confirmation that they have read, understood and will adhere to the MER Policy.

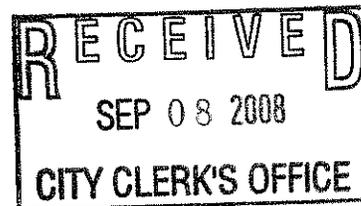
The Committee will be meeting next week and your responses are expected by 5:00 pm today.

Thank you,

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

tabled 9/15/08

Chuck DePrima  
Acting Director



**CITY OF MANCHESTER**  
*Parks Recreation and Cemetery Department*

September 5, 2008

Community Improvement Committee  
City of Manchester Community Improvement Program  
One City Hall Plaza  
Manchester, NH 03101

**Re: Martineau Park Rehabilitation**

Dear committee members:

I am writing to request additional funding to complete the above mentioned project next spring. The original obligation was in the amount of \$160,000 and the funding source was Community Development Block Grant (CDBG). So far we have spent \$33,750 with the design consultant to design and administer the construction. This leaves us a balance of approximately \$125,289. On September 2, 2008 we opened bids and determined the low bidder to be Perm A Drive Paving. Their base bid was \$153,200. This leaves the project in a deficit of approximately \$27,911 without any contingency. An extra \$12,000 (8% contingency) would bring the additional amount requested to approximately \$40,000 in order to successfully complete the base bid package.

Please do not hesitate to contact me should you have any questions regarding this matter and thank you for your consideration.

Best Regards,

Chuck DePrima, Acting Director

**Cc: Ald. Mike Garrity, Chairman CIP  
Sam Maranto, CIP  
Bill Sanders, Finance Director**

625 Mammoth Road • Manchester, New Hampshire 03104 • (603) 624-6565 • FAX: (603) 624-6569  
Cemetery Division • 765 Brown Ave • Manchester, NH 03103 • (603)624-6514  
E-mail: [parks@manchesternh.gov](mailto:parks@manchesternh.gov) • Website: [www.manchesternh.gov/CityGov/Pks/](http://www.manchesternh.gov/CityGov/Pks/)

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

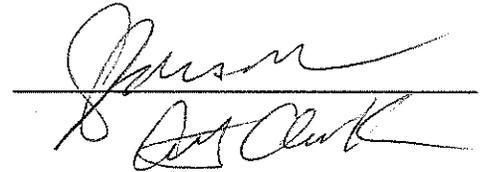
The Committee on Community Improvement respectfully advises, after due and careful consideration, that the communication from Fred Rusczek, Executive Director of Child Health Services, requesting reconsideration of the Mayor's 12% budget cut of FY2009 CIP allocations to his agency has been received and filed.

*(Unanimous Vote)*

Respectfully submitted,

May 20, 2008. In Board of Mayor and Aldermen.  
On Motion of Alderman DeVries, duly seconded  
by Alderman Lopez, voted to move item to CIP.

  
Clerk of Committee  
*Reputy*

  
Deputy Clerk

5/5/08 R+F



EXECUTIVE DIRECTOR  
Frederick A. Rusczek, MPH

April 23, 2008

MEDICAL DIRECTOR  
Lisa DiBrigida, MD

Michael Garrity, Chair  
Aldermanic CIP Committee  
c/o City Clerk's Office  
1 City Hall Plaza  
Manchester, NH 03101

BOARD OF DIRECTORS  
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Norm Turcotte  
*Vice President*  
Barbara Labonte  
*Treasurer*  
Joanne Gustafson  
*Secretary*  
Joseph A. DiBrigida  
*Clerk*

RE: Reduction in CIP funding for Child Health Services

Dear Alderman Garrity, and members of the Aldermanic CIP Committee:

In the Mayor's proposed FY 09 budget, the CIP allocation for Child Health Services was reduced by over 12 % from \$ 137,000 to \$ 120,000. I am writing to seek your reconsideration of this cut.

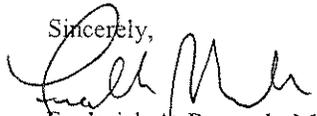
DIRECTORS  
Andrea Chalfield  
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Laurie Glaude  
Sandra Kinney  
Ted Krantz  
Kelly Lawrence  
Christine Madden  
Rachelle M. Moore  
Rick Phelps, MD  
Christine Rosenwasser, MD  
Susan Scaochi  
Judy Streeter

Child Health Services provides primary care and related health services to over 2,000 low income children in Manchester. In addition to traditional medical care, support services such as nutritional and social services, dental care, clinic visit transportation, and interpretation help ensure that children can grow up healthy. Because of Child Health Services, the Manchester Health Department was able to transition out of running well-child clinics about 15 years ago. At about that time, Child Health Services received additional support from the City to offset some of the diverted costs related to this transition. The children and families served by Child Health Services have benefited from City support since it was founded. This support has always been truly appreciated by this agency.

The need in Manchester continues to grow, with a significant increase in the number of children who meet the very low income guidelines that Child Health Services utilizes to gauge need for its services. We are finding that children have more complex needs today than what was typical a decade ago. As a result, the need for more comprehensive services for such children has increased at a time when the economy has caused a contraction in the private donor dollars available to Child Health Services to support such services.

We recognize that the City too is facing increased pressures related to growing needs and a weak economy. The low income families served by Child Health Services are in similar economic situations, and perhaps could even be hit the hardest in such times. It is for these reasons that we sought an increase in our CIP request this year. We ask the CIP Committee to consider at least restoring the CHS allocation to last year's funding level of \$ 137,000.

I would be most happy to answer any questions that you might have on the services provided by CHS and invite any member to call me at any time. Thank you.

Sincerely,  
  
Frederick A. Rusczek, MPH  
Executive Director

CC Frank Guinta, Mayor  
Members, City of Manchester Board of Aldermen

*Child Health Services (CHS), established in 1980, is a non-profit pediatric clinic providing comprehensive health care for children from families living in the Greater Manchester area who cannot afford to use the traditional health care system or cannot make it adapt to their needs.*

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22-2

tabled

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



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

**CITY OF MANCHESTER**  
*Highway Department*

**MEMORANDUM**

---

**to:** C.I.P. Committee of the Honorable Board  
of Mayor and Aldermen  
**attn:** Carol A. Johnson, City Clerk

**from:** Peter D. Capano, P.E.  
Chief Inspector

*PDC*

**date:** June 9, 2008

**subject:** #160 Porter Street

We have reviewed the situation regarding sewer backups at 160 Porter Street. Since replacing the pipes directly in front of the property in 1999, only one incident has occurred in this, the lowest and most vulnerable house on the street. It happened during the huge June 29, 2005 storm, which caused problems throughout the City and State. Therefore, we are confident that the information contained in a letter to Mrs. Hoitt from Frank Thomas, dated August 17, 2005, and an accompanying memo with the same date remains valid and complete.

/cd

Encl.

6/3/08 Tabled



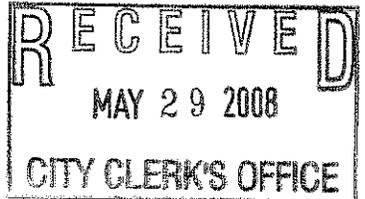
April 29, 2008

RECEIVED

MAY 29 2008

MAYOR'S OFFICE

Hon. Frank C. Guinta, Mayor  
City Hall  
One City Hall Plaza  
Manchester, NH 03101



Re: Sewer Lines affecting 160 Porter Street

Dear Mayor Guinta,

I am writing on behalf of Mrs. Shirley Hoitt of 160 Porter Street. We understand that this particular home was built circa 1960, and was purchased by the Hoitt family circa 1968. For some period of time, there were no issues with flooding or septic backup into their home, but as development has occurred in the area, further development has reduced permeable soils, and runoff waters have been collected and diverted towards this area, causing significant problems.

As you may already be aware based on the City's involvement with this location, Mrs. Hoitt has been experiencing a long-term problem with sewer backups associated with heavy rainfall and related events. When these backups occur, water and other waste from the municipal sewerage system flows back into her home, causing spillage and flooding in her home. As Mrs. Hoitt has a hair salon on the lower floor, these floods are, needless to say, a serious problem.

Each time flooding has occurred, the sewerage system flows up into the toilets and spills out onto the floor, where it begins to fill the room. Structural damage and contamination caused by the backflow has cost Mrs. Hoitt thousands of dollars in repairs and cleanup, and the necessary closing of her business during these periods causes additional hardship.

Mrs. Hoitt presently has a crank-operated sewer shut-off valve installed on her property, previously installed at the recommendation of the City. When the pipe is shut down, however, she is unable to discharge any water from her home, including water from sinks and toilets. Again, the inability to flush toilets at her home and business presents serious practical problems for both residential and commercial activities. Further, because Mrs. Hoitt is currently sixty-four years old, operating the shut-off valve crank is becoming more difficult and strenuous each season.

In addition, Mrs. Hoitt's property has recently been appraised by the City at \$246,700. This calculation apparently does not evaluate the effect of a periodic sewer backflow, since a defect of this magnitude makes it reasonably certain that Mrs. Hoitt could not sell her property for this amount. Proper appraisal of the home should include consideration of the known flooding issue before arriving at a final, reasonable valuation. While the appraised value might be appropriate for a similar home, this value does not give any consideration to the inconvenience and expenses incurred with this particular property. Given the sewer system issue, it is highly unlikely that she would be able to derive any sale price within reasonable proximity of her appraised value.

We understand that the City is aware of the drainage problems in this area, which we understand is anecdotally called the Cemetery Brook Basin, and that plans are underway to separate the storm water runoff from the sanitary sewers through the CSO projects. Plans for the CSO project in this area have apparently been in the early stages for many years, though actual installation of this system in this area has not yet begun. We also understand that it is the opinion of the Highway Department that this upgrade will eliminate the problems Mrs. Hoitt has been experiencing. We also understand that these plans are still indeterminate, and that it could take up to fifteen years for this project to be fully completed.

Given Mrs. Hoitt's current age, she cannot continue to address the problem in the manner she has. We cannot envision her at age 79 still manually closing the sewer line, eliminating the ability to flush her toilets, and hoping for the best. Similarly, we cannot envision her being able to sell her property with this situation and obtaining a sales price within the vicinity of the city's current assessment.

In light of these factors, we request that the City:

1. Arrange for the reappraisal of Mrs. Hoitt's property in which the situation of her home as regards the municipal sewerage system is appropriately evaluated; and
2. Expedite plans to implement the Cemetery Brook Basin sewer separation project, and more particularly, expedite that portion of the project that would most quickly improve Mrs. Hoitt's situation; and
3. Install some temporary measure by which Mrs. Hoitt may avoid future backflow flooding until the more permanent changes anticipated above are implemented.

Please do not hesitate to contact our office with any questions you may have. Thank you in advance for your attention to this matter.

Sincerely,  
BOSTOCK, ROGERS & DONAIS, PLLC



Craig S. Donais

[Craig.Donais@BRDAttorneys.com](mailto:Craig.Donais@BRDAttorneys.com)

X226

cc:

Shirley Hoitt

Department of Public Works, Highway Division;

Alderman William Shea

6/3/05abled



**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

August 17, 2005  
#05-080

Ms. Shirley Hoitt  
160 Porter Street  
Manchester, New Hampshire 03103

**Re: Flooding, June 29<sup>th</sup> 2005**

Dear Ms. Hoitt:

As a result of your correspondence to City officials concerning the flooding that you experienced on June 29<sup>th</sup> 2005, I asked Mr. Bruce Thomas my Engineering Manager to look into your issue to define a cause and possible corrective measures. With the assistance of our Sewer Maintenance Section and our Environmental Protection Division they evaluated your problem and developed the attached memorandum to me on the matter. I have reviewed this study and do agree with its findings and possible recommendations.

The following is a brief summary of Mr. Thomas' findings:

1. The immediate area of Porter Street has been separated over the years. That is, storm drainage has been taken out of the sanitary sewer by means of constructing new storm drains. You have experienced no basement flooding since 1999.
2. There is still the possibility of storm drainage getting into the existing sewer on Porter Street from other areas tributary to the sewer and from illegal connections, such as, floor drains and roof drains.
3. The storm that we experienced on June 29<sup>th</sup> was severe in nature, which resulted in flooding throughout the City (short periods were equal to 100 year design storm). Typically, no system is designed for these unusual conditions.
4. Surcharging (backpressure) took place in the Porter Street sewer on June 29<sup>th</sup> resulting in basement flooding at your house. However, we have no record of any other basement flooding in the immediate area.
5. As part of our on-going Combined Sewer Overflow (CSO) Program there will be future separation work performed in the Cemetery Brook Basin, which the Porter Street sewer is tributary to. This future work should eliminate your problem or at least greatly improve it.

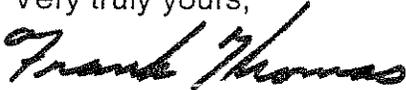
August 17, 2005

Pg. (2)

6. Bigger pipes on Porter Street will not eliminate future backups if downstream conditions do not have unlimited capacity.
7. A private residential pump system is the only way that we can recommend that will eliminate this problem. However, it must be kept in mind that this solution will not work if power goes out.

Feel free to contact Mr. Bruce Thomas at 624-6444 if you have any questions pertaining to this matter.

Very truly yours,



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

/c

cc: Robert A. Baines, Mayor  
Alderman William Shea  
Alderman Daniel O'Neil  
Alderman Michael Lopez



**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

**MEMORANDUM**

Date: **August 17, 2005**

To: **File**

From: **Bruce A. Thomas, P.E.** *BAT*  
**Engineering Manager**

Re: **160 South Porter Street**

On June 29, 2005, Mrs. Shirley Hoitt of 160 South Porter Street (located about 150' south of the intersection with Sommerville Street) experienced a sewer back-up in her basement where she operates the Doll House Beauty Salon. This is the first sewer back-up since 1999 when the City replaced the 8" sewer main on that section of South Porter Street.

The sewer and drainage system is separated on Porter Street in this area, but other areas around Porter are not separated. Also, there may be sewer overflows upstream from Mrs. Hoitt's home and other illicit discharges that may cause stormwater to enter the sewer system. The system becomes combined in the Massabesic Street area.

In 1993, the City installed a drainage system on Sommerville Street, from S. Porter Street to Anthony Street and Knowlton Street. This project served to separate the drain and sewer in this area and does not adversely affect Mrs. Hoitt's sewer system.

On June 29<sup>th</sup>, the City endured a particularly severe rainstorm. Some reports estimate that four inches of rain fell within less than one hour. Due to the severe nature of the storm, the entire drainage system reached capacity and began discharging into the sewer. This caused the sewer system to reach capacity as well causing enough head to back up into Mrs. Hoitt's basement. No other homes in the area reported sewer back-ups.

Mrs. Hoitt's home is somewhat lower in elevation than most of the homes on South Porter Street, and the back-up occurred in her basement. In addition, an analysis indicates that her sewer service may be set at a flatter slope than the City standard of 2%. Her slope appears to be approximately 1.4%. Mrs. Hoitt does have a sewer gate valve shut-off in her front yard. This was not shut off during the storm. An investigation of the

23-6

sewer mains downstream of Mrs. Hoitt's home revealed some sand and a brick in the mains. Since Mrs. Hoitt was the only home to have a backup, it is doubtful that this significantly affected the flow.

The City does have future plans for additional separation work under our Combined Sewer Overflow (CSO) Program in the Cemetery Brook basin which this area is tributary to. Once that is complete, the problems should be greatly improved if not completely eliminated. Unfortunately, due to the cost and the scope of that project, it's completion is years away. In the meantime, Mrs. Hoitt should continue to utilize the sewer shut-off in her front yard.

Mrs. Hoitt did suggest that the installation of a new sewer service from her house to the downstream 24" sewer at the intersection of South Porter and Sommerville Street could resolve the problem. However, since the entire system appeared to surcharge on the day of the storm, we are not convinced that this solution would work. The only guaranteed solution is the installation of a pump system for the property. Since the service connection is private, it would be Mrs. Hoitt's responsibility to install this system.

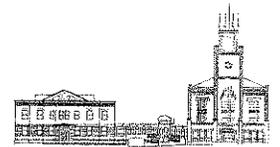
c/Frank C. Thomas, P.E.

Kevin A. Sheppard, P.E.



# CITY OF MANCHESTER

*Office of the City Clerk*



Carol A. Johnson  
City Clerk

Matthew Normand  
Deputy City Clerk

## MEMORANDUM

TO: Committee on Community Improvement  
Aldermen Garrity, Shea, O'Neil, Gatsas, Smith

FROM: Matthew Normand  
Deputy City Clerk

DATE: July 21, 2008

RE: Hillsborough County Superior Court North Update

Please find the attached report from Jay Minkarah summarizing various meetings and discussions and updating the committee on the Hillsborough County Superior Court North facility.

pc: Board of Mayor & Aldermen

Attachments



# CITY OF MANCHESTER

## Economic Development Office



July 21, 2008

Michael D. Garrity, Chairman  
Committee on Community Improvement  
One City Hall Plaza  
Manchester, NH 03101

RE: Hillsborough County Superior Court North Update

Dear Chairman Garrity and Members of the Committee:

Since my last communication to the Committee of June 3, 2008 (copy attached), staff has continued to investigate the possibility of exchanging the existing Hillsborough County Superior Court facility at 300 Chestnut Street for the Pearl Street parking lot and exploring possible municipal uses for the building if an exchange were to be made.

On June 9, Pam Goucher, Sean Thomas, Kevin Sheppard and I toured the Superior Court Facility to gain a better understanding of the building's condition and its potential for conversion to alternative uses. Tim Clougherty and Police Chief Mara toured the building separately. On July 3, Pam Goucher, Deputy Chief Marc Lussier, Sean Thomas, Brandy Stanley, Tim Clougherty, Tom Arnold and I met to discuss issues surrounding the proposed property exchange. Our observations and conclusions summarized below.

With regard to the existing court facility, it is apparent that the building would have to be completely gutted and the interior rebuilt for any possible use because of the extent of the asbestos in the building and due to its overall condition. Further, the layout of the building, which appears suitable for its current use, may not be readily adaptable to other potential municipal uses. To properly evaluate the suitability of the building for alternative municipal uses, a thorough analysis of the building by appropriate professionals would need to be undertaken with respect to the specific space needs and facility requirements associated with each potential use. Funding for such analyses would be necessary if we were to continue to pursue municipal acquisition of the building. It should also be noted that the cost of building rehabilitation would vary considerably based on the use for which it would be put. A copy of a report prepared by Tim Clougherty summarizing certain observations related to the building is attached.

It has been noted that the existing Superior Court property may be encumbered by a reverter clause and that there may be deed restrictions that may limit the use or sale of the

building. The Pearl Street lot may also be encumbered by use or sale restrictions originating from the time when various parcels were assembled to create the lot. Further research into these issues will be required.

The potential impacts resulting from redevelopment of the Pearl Street lot into a Superior court facility were also addressed by the group. Currently there are 330 spaces at the Pearl Street Lot used by both permit and transient parkers. Occupancy rates are estimated at about 70%. The lot currently generates about \$315,000 in revenues at current rates which would, of course, be lost. An analysis conducted by Parking Manager Brandy Stanley indicated that if the lot were to be redeveloped for a new superior courthouse, there would be enough available parking spaces in the area to accommodate parkers displaced from the lot, but only if the court development were to include at least 130 parking spaces to accommodate court personnel on-site, and the City were to eliminate a travel lane and restripe Elm Street North of Bridge for angled parking on one side. In addition, parking spaces in the privately managed garage at Manchester Place would have to be made available. The introduction of angled spaces on Elm would generate approximately \$200,000 in additional revenues which would reduce the City's net revenue loss to \$115,000 per year.

Though on-site, on-street and private parking could be provided to meet the overall immediate needs of the area, a number of businesses and institutions would be impacted by loss of the Pearl Street lot because access and proximity to available spaces would change. Further, there would not be sufficient parking on jury selection days (every other Monday) when approximately 100 additional vehicles would need to be accommodated in the area. As a result, we anticipate that many vehicles would spill over into nearby residential blocks in the neighborhood which would necessitate the introduction of a residential parking program and time limit restrictions on residential streets.

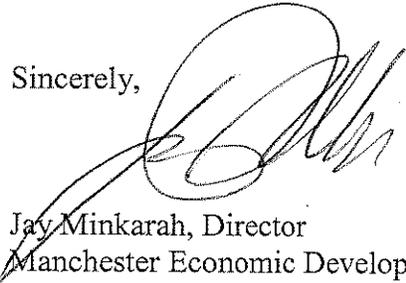
Over the past several weeks, we have remained in contact with Steve Lorentzen, Administrator of the State's Bureau of Court Facilities. Based on recent discussions with Mr. Lorentzen, we understand that they remain interested in the Pearl Street lot as a location for a new court facility; however, they already have legislative authority to rehabilitate the existing court facility and cannot delay moving forward on their work plan if they are to meet their timeline for project completion. As such, the state is proceeding with its original plan to renovate the existing Hillsborough County Superior Courthouse. Though they remain open to continuing a dialogue with the City to pursue a swap of the Pearl Street Lot, little time remains for an agreement with the City to be reached.

It is apparent that a number of issues remain to be addressed before the City would likely be ready to commit to a property exchange agreement with the state including identification of a suitable use for the building, funding, legal constraints and potential parking and land use impacts resulting from redevelopment of the Pearl Street Lot. The state on-the-other-hand, appears ready to move forward with rehabilitation of the existing court facility, apparently has the authorization and funding to do so and is working within a timeline (copy attached) that leaves little if any room for delay. As such, it seems unlikely that an intersection of interests will

occur at this juncture. Fortunately however, it is our understanding that the possibility of developing a new superior court facility outside of Manchester is no longer under consideration.

Should any further actions in pursuit of a possible exchange of the Pearl Street lot for the existing Hillsborough Superior Court North facility be desired, or if you have any additional questions or concerns regarding this matter, staff would be pleased to provide any assistance required.

Sincerely,



Jay Minkarah, Director  
Manchester Economic Development Office

cc: Hon. Frank Guinta, Mayor  
Sean Thomas, Office of the Mayor  
David Mara, Chief of Police  
Marc Lussier, Deputy Chief of Police  
Pamela Goucher, Acting Planning & Community Development Director  
Kevin Sheppard, Director of Public Works  
Tim Clougherty, Deputy Director of Public Works  
Tom Arnold, Deputy City Solicitor  
Brandy Stanley, Parking Manager



**CITY OF MANCHESTER**  
**Economic Development Office**

*Economic Development Office  
Handout I  
Community Improvement Co  
6/3/08*



*Filed 6/3/08*

June 3, 2008

Michael D. Garrity, Chairman  
Committee on Community Improvement  
One City Hall Plaza  
Manchester, NH 03101

RE: Hillsborough County Superior Court North

Dear Chairman Garrity and Members of the Committee:

Due to the widespread presence of asbestos in the Superior Court Facility on Chestnut Street, it has been determined that the building must be vacated temporarily while remediation work is undertaken or the Court must be permanently relocated to a new facility. It is our understanding that a state-level committee has been reviewing alternatives and has determined that the preferred option is to relocate the Family Court to the District Court facility on Amherst Street and to temporarily relocate all other court functions to Hillsborough County South in Nashua for a period of fourteen to eighteen months while remediation work and a complete rehabilitation of the structure is undertaken. Other alternatives considered included development of a new Superior Court facility in Goffstown or elsewhere in Manchester.

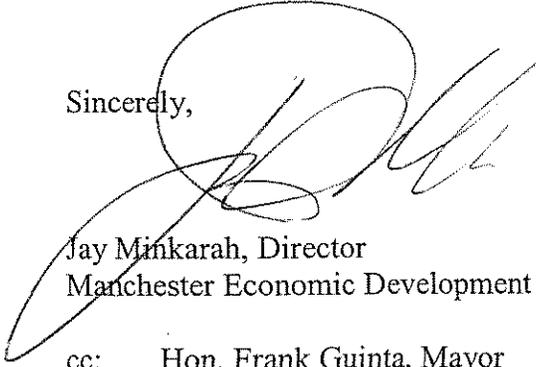
Though it appears that rehabilitation of the existing facility is the favored alternative, interest has been shown in the possibility of developing a new Court facility on the City-Owned Pearl Street Lot, possibly through an exchange of properties for the Superior Court building. Steve Lorentzen, Administrator of the State's Bureau of Court Facilities, has visited the site and believes that it would be suitable. With regard to possible municipal uses of the existing Court facility, its rehabilitation and conversion into a new Police Station has been discussed along with other possible uses.

To pursue the possibility of swapping the Pearl Street Lot for the Superior Court Building, Mayor Guinta, Police Chief Mara, Tom Clark, Tom Arnold, Brandy Stanley and Jay Minkarah met with Steve Lorentzen and Michael Connor of the State Department of Administrative Services on Friday May 16, 2008. At that meeting, it was noted that the window of opportunity for gaining approval for a swap was small and that several issues would need to be addressed and approvals obtained. Key issues include value of the two properties, use restrictions and reverter clauses, costs, possible uses for the court building, parking impacts, and other issues.

Letter to CIP  
Superior Court Facility on Chestnut Street  
June 3, 2008  
Page 2

Staff has since obtained an estimate for appraisals of the properties and a walk-through of the Superior Court facility has been scheduled for Monday, June 9. Mr. Lorentzen agreed to forward deed information to the City Solicitor's office for review. Staff continues to work with all parties on this issue. If you have any questions or concerns or require additional information, please feel to contact me at your convenience.

Sincerely,



Jay Minkarah, Director  
Manchester Economic Development Office

cc: Hon. Frank Guinta, Mayor  
Pamela Goucher

**Glennon, Heather**

---

**From:** Normand, Matthew  
**Sent:** Thursday, May 29, 2008 8:17 AM  
**To:** Goucher, Pamela; Minkarah, Jay; Guinta, Frank  
**Subject:** Request of the Committee on Community Improvement - REMINDER

**REMINDER**

The Committee on Community Improvement will be meeting on Tuesday, June 3, 2008 at 5:30 p.m.

Matthew Normand  
Deputy City Clerk  
Office of the City Clerk  
T:(603) 624-6455 F:(603) 624-6481  
[www.manchesternh.gov](http://www.manchesternh.gov)

---

**From:** Normand, Matthew  
**Sent:** Monday, May 05, 2008 7:11 PM  
**To:** Goucher, Pamela; Minkarah, Jay; Guinta, Frank  
**Subject:** Request of the Committee on Community Improvement

Please be advised that the Committee on Community Improvement has requested that you pursue potential opportunities for a collaboration with the State of New Hampshire regarding the relocation of the Manchester District Court and the City's utilization of the present building on Amherst street to meet possible City needs and report to the Committee prior to the next meeting.

Matthew Normand  
Deputy City Clerk  
Office of the City Clerk

**Rioux, Claire**

---

**From:** Normand, Matthew  
**Sent:** Monday, May 05, 2008 7:11 PM  
**To:** Goucher, Pamela; Minkarah, Jay; Guinta, Frank  
**Subject:** Request of the Committee on Community Improvement

Please be advised that the Committee on Community Improvement has requested that you pursue potential opportunities for a collaboration with the State of New Hampshire regarding the relocation of the Manchester District Court and the City's utilization of the present building on Amherst street to meet possible City needs and report to the Committee prior to the next meeting.

Matthew Normand  
Deputy City Clerk  
Office of the City Clerk

24-8

5/6/2008

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



**CITY OF MANCHESTER**  
*Highway Department*

*Highway Haulout I  
June 13, 2008*

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

*tabled 6/3/08*

May 20, 2008  
#08-037

C.I.P. Committee of the Honorable Board of  
Mayor and Aldermen  
CITY OF MANCHESTER  
One City Hall Plaza,  
Manchester, New Hampshire 03101

**Attn:** Carol Johnson, City Clerk

**Re:** FY '09 M.E.R. (Highway Department)

Dear Committee Members:

As you may remember, during the budget process, I discussed the opportunity of leasing versus purchasing vehicles within the FY'09 M.E.R. budget. An amount of \$457,750 was allocated to the Highway Department for the replacement of a bucket truck, dump truck and a refuse packer.

An alternative to the purchase of these vehicles would be to allow us to purchase three vehicles and lease five vehicles. The lease term would be for five years with the City owning the vehicles upon final payment. I have attached a summary of this proposal.

Your consideration of this matter would be appreciated. I will be available, at your next meeting, should you have any questions.

Sincerely,

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

/c

cc: Bill Sanders, Finance Director  
Pamela Goucher  
Sam Maranto

**Equipment Replacement Alternatives**  
**Highway Department Vehicles**

**Alternative #1 – Existing C.I.P., M.E.R. Cash Purchase**

Included in proposed M.E.R. Budget:	\$ 75,000.00	Traffic Bucket Truck
	188,250.00	Refuse Truck
	<u>194,500.00</u>	10-Wheel Dump Truck
	\$ 457,750.00	

**Alternative #2 – Leasing 5 year term, with \$1 buyout  
(along with purchasing of smaller equipment)**

	\$ 457,750.00	
Refuse Truck (150,000)	34,500.00	lease
Refuse Truck (150,000)	34,500.00	lease
10-Wheel Dump (195,000)	42,000.00	lease
Loader (178,000)	37,500.00	lease
Sweeper (194,600)	<u>42,000.00</u>	lease
Sub-total lease:	\$ 190,500.00	
Traffic Bucket Truck	75,000.00	purchase
Sidewalk Tractor/Plow	108,000.00	purchase
1-Ton Truck	<u>58,000.00</u>	purchase
Sub-total purchase:	\$ 241,000.00	
<b>Balance:</b>	<b>\$ 26,250.00</b>	Contingency