

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

January 6, 2009
Aldermen Garrity, Gatsas,
Shea, O'Neil, Smith

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

1. Chairman Garrity calls the meeting to order.
2. The Clerk calls the roll.
3. Report from Mayor's Housing Task Force.
(Referred by the Board of Mayor and Aldermen 12/16/08)
Gentlemen, what is your pleasure?
4. Communication from Sam Maranto, Planning, regarding the HUD Neighborhood Stabilization Program.
Gentlemen, what is your pleasure?
5. Sewer abatement request (230 Blodget Street).
(Note: EPD recommends an abatement in the amount of \$205.20 be granted.)
Gentlemen, what is your pleasure?
6. Sewer abatement request (1667 Elm Street).
(Note: EPD recommends an abatement in the amount of \$656.10 be granted.)
Gentlemen, what is your pleasure?
7. Sewer abatement request (220 Hackett Hill Road).
(Note: EPD recommends the abatement be denied.)
Gentlemen, what is your pleasure?
8. Communication from Dick Anagnost, Intown Manchester Board of Trustees, submitting suggestions for lighting on Granite Street.
(Referred by the Board of Mayor and Aldermen 12/16/08)
Gentlemen, what is your pleasure?

9. Communication from Jane Gile, Human Resources Director, requesting CIP funds in the amount of \$3,600 for the State of New Hampshire Training.
Gentlemen, what is your pleasure?

10. Communication from Chuck DePrima, Acting Parks, Recreation and Cemetery Director, requesting approval to accept a grant in the amount of \$30,000 to be used towards the 2008 Recreational Trails Program and for such purpose an amending resolution and budget authorization has been submitted (CIP #510907).
Gentlemen, what is your pleasure?

11. Communication from Pamela Goucher, Interim Planning Director, requesting extensions of various CIP Projects.
Gentlemen, what is your pleasure?

12. Communication from Pamela Goucher, Interim Planning Director, requesting on behalf of the Emergency Shelter Board \$20,000 of CDBG funds be redirected for interior lead hazards. The Shelter Board is also requesting an additional \$20,000 for repairs.
Gentlemen, what is your pleasure?

13. Communication from Pamela Goucher, Interim Planning Director, requesting approval to accept a grant in the amount of \$125,000 from the Environmental Protection Agency and for such purpose an amending resolution and budget authorization has been submitted (CIP #711709).
Gentlemen, what is your pleasure?

14. Amending Resolution and Budget Authorization adding \$160,000 of Affordable Housing Trust Funds to the 2009 Housing Initiatives Program (CIP #611709).
Gentlemen, what is your pleasure?

15. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds totaling \$4,984.32 received from the State of New Hampshire Highway Safety Agency for the implementation of the Manchester Red Light Running Program (CIP #412009).

Gentlemen, what is your pleasure?

16. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds totaling \$105,000 received from CMC, Elliot and Dartmouth Hospitals to examine access to health care for Manchester's vulnerable populations (CIP #214206).

Gentlemen, what is your pleasure?

17. Amending Resolution and Budget Authorization providing for acceptance and expenditure of funds totaling \$8,000 received from Hillsborough County for the Adolescent Delinquency Prevention Program (CIP #214209).

Gentlemen, what is your pleasure?

TABLED ITEMS

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

18. Communication from Fred Rusczyk, 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)

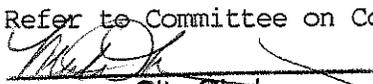
19. Update from staff regarding potential opportunities for collaboration with the State of New Hampshire in connection with the impending move of the Manchester District Court, if available.
(Note: Additional report attached from Jay Minkarah 7/21/08. Tabled 6/3/08)

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

In board of Mayor and Aldermen

Date: 12/16/08 On Motion of Ald. pevries

Second by Ald. O'Neil

Voted Refer to Committee on Community
Improvement

City Clerk

Report of the Mayor's Task Force on Housing December 2008

Task Force Members

Co-Chair – Frank C. Guinta; Mayor of Manchester

Co-Chair – Robert Tourigny; Executive Director; NeighborWorks Greater Manchester

David Cornell; Chairman; Assessors Office – City of Manchester

Ron Dupont; President; Red Oak Property Management

Mark Laliberte; Public Policy Advisor – Office of the Mayor

Nicholas Lazos, Esq.; Shareholder; Stebbins, Lazos and Van Der Beken, P.A.

Robert MacKenzie; Former Planning Director – City of Manchester

Sam Maranto; Planner; Planning Department – City of Manchester

William Sanders; Finance Officer; Finance Department – City of Manchester

Mike Skelton; Director of Economic Development and Advocacy;

Greater Manchester Chamber of Commerce

Linda Tremblay; Vice President; Citizens Bank

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Executive Summary

Since the beginning of 2007, it has become apparent that the U.S. housing market has been in decline, with foreclosures increasing and sale prices decreasing. The unpredictability of fuel prices – for both homes and vehicles – as well as dramatically increasing food prices has led to fundamental change in how people determine where they live. These factors do not just affect purchased homes, but rental properties as well.

Manchester is not immune to these factors. Even though the city and the region may be in a better position than many parts of the country, there is still a need for action. Statistics show foreclosure numbers not seen in this area since the real estate collapse of the early-1990s. However, with the sub-prime loan collapse and many more homeowners unable to afford their mortgages, there are ramifications that were not experienced back in 1991.

This has also affected the rental market. Up until 2006, rental prices have gone up, making it more difficult for many to afford safe and secure residences. Since the end of 2006, rental prices have stabilized, but with the added costs of food and other essentials, the burdens for these families continue to climb. In turn, this has affected rental property owners. Many owners of one or two multi-family properties, looking to take advantage of low vacancy rates and increasing rents, purchased these properties – many with less than ideal financial and credit situations. Variable interest rate mortgages dramatically adjusted upward from 2006 to today. Many property owners that purchased properties with little or no borrower equity – essentially 100 percent financing – are unable to support their mortgages from the current rental income.

When fuel costs went up, rental prices declined and those with adjustable rate mortgages saw their monthly payments go up, what once seemed sound became financially unmanageable. The result has been more foreclosures, softening rents, plummeting purchase prices and numerous voices on how to address this issue within the city.

This issue is not unique to Manchester or to New Hampshire – in fact, many other regions of the country are doing much worse. In many urban areas across the country, foreclosure rates are reaching highs not seen in decades. For example, Wayne County, Michigan (Detroit Metro) had a foreclosure rate of one house for every 169 in May 2008 – which does not include short sales, those that were currently in foreclosure proceedings or those recently purchased at auction or through bank sales. San Joaquin County in California (Stockton and Lodi) has a rate of one foreclosure for every 76 homes. To put this in perspective, Hillsborough County had one home foreclosure for every 711 homes (second to Merrimack County – one foreclosure for every 680 homes). While these numbers are not as bad as other areas, they still must be addressed as part of a comprehensive housing plan.

Beyond fuel prices and the collapse of the sub-prime mortgage market, there have been many variables that have led to the city's current state:

- Multi-family property transfers peaked in 2005 and 2006 (536 and 538 respectively)
- Multi-family sales prices peaked in 2005 and 2006 (\$269,899 for a two-family and \$330,062 for a three-family)
- Revaluation of tax assessments occurred in 2006
- Vacancy rates exceeding 5 percent in 2006 (for the first time since the 1990s)

In the face of these issues, Mayor Guinta convened a group of city staff and leading business and housing voices in the city to address these issues. This report will address how to utilize these future HOME funds with some general recommendation to address the current funding and others to address how to spend these dollars in the future. The report will also go into depth regarding the current housing and demographic statistics and how they affect Manchester, as well as areas of concern as expressed by members of the task force and other speakers to the committee.

Process of the Task Force

On April 23, 2008, Mayor Frank Guinta convened a group to come together with a written plan that accomplishes the following:

- How to utilize Community Improvement Funds in regards to housing and how those funds could be used in the best interest in the city
- Convince our partners that the goals established by this committee and its subsequent report are in the best interest of all involved
- Develop policies that are pro-active and anticipate issues, rather than react to current issues
- Look at a long-term strategy for this committee that goes beyond the issuing of this report

Mayor Guinta appointed Robert Tourigny, Executive Director of NeighborWorks Greater Manchester, as the co-chair of the committee.

The group met nine times before the issuing of this report – the first three of the meetings were held at Citizens Bank, while the subsequent six were held at City Hall. In addition to the members listed on the first page of this report, Meena Gyawali (formerly of the Planning Department, now of the Manchester Economic Development Office) participated in the final meetings. Many members made all nine meetings and none missed more than three meetings.

From the second meeting up until the seventh, task force members were asked to submit information regarding demographic information about the area, rental and mortgage statistics and any other numbers that may be helpful to the committee. Much of that information is incorporated in the findings and in the Appendix.

It was also important for the committee to hear from housing advocates and developers to get a sense of what they were seeing within the community. Their input proved valuable in the development of this report.

The following accepted invitations to speak with the committee (Brady-Sullivan was also invited to speak with the committee). Between the committee members and the invited speakers, the committee felt like a comprehensive cross-section of the community had been consulted for this report:

Dick Anagnost – The Anagnost Companies (manages more than 700 units)

Pierre Peloquin – Peloquin Reality (owns 300 units, manages an additional 415 units)

Mary Sliney – The Way Home (assists more than 1,000 households annually)

Richard Webster – Manchester Housing and Redevelopment Authority (manages 1,300 public housing units and administers 1,800 assistance vouchers)

Following the completion of this report's first draft by Mark Laliberte, Tourigny made technical changes and sent the report out to the task force. Once that was completed, the task force met to make sure the report was accurate. Tourigny and Mayor Guinta will present this report to the Committee of Capital Improvement in December 2008.

Findings of the Task Force

1. The City of Manchester has an increasing vacancy rate, particularly in the inner city

In conversations with various landowners within the city, most of them have seen their vacancy rates go above what they deem to be comfortable (somewhere between 3 to 7 percent, depending on who you ask). While many larger property managers are either at the high end of comfortable or at a vacancy rate that is slightly too high for their comfort level, it is apparent that smaller property-owners are seeing vacancy rates much higher than their property can support.

For example, Ron Dupont of Red Oak Realty stated at the May 21, 2008, meeting of the task force that the vacancy rate for many larger property owners that he surveyed was about 8.8 percent in May (2,551 rented units, 247 vacancies). This is above the 5 percent he states as ideal (allowing these owners to renovate and update properties when they are vacated). However, in what would be considered “urban” areas of the city, that vacancy rate was around 15 percent and up to 20 percent – which is much higher than comfortable. In addition, it is believed that due to the falling prices for multi-family properties and the increase in foreclosures of said properties, that the vacancy rate for properties owned by low-level investors is even higher.

To entice more people into units, many of the larger property owners are offering incentives such as free first-month of rent or free utilities (such as heat). In addition, many developers are looking outside of Manchester to build new properties. As stated by Dick Anagnost in his meeting with the committee, there is a scarce amount of land to build new housing in the city and he is actively looking at adjacent communities like Londonderry to build new housing stock.

2. Manchester’s rents are going down after a high in 2005

According to the New Hampshire Housing Finance Authority, the average rent in Manchester peaked at \$1,046 for the average two-bedroom home in 2005. Before this, rents saw a sharp spike from \$794 in 2000 to \$1,036 in 2004. After a slight decline in 2006, rents tumbled in 2007 to \$980 for the average two-bedroom. However, anecdotal data suggests that rents may be lower than this in 2008.

On the face, this is not be all bad news. Many social-service advocates have said that rents in Manchester were pricing out the average resident or family in the city. According to HUD, the median income in Manchester for a four-person family was \$50,404. If the average rent in Manchester was \$1,046 that same year, then 25 percent of a family’s income was going toward rent. However, considering that the income of a renter is likely going to be less than a homeowner, renters are likely spending more than 30 percent of their income on rent. Factor in fuel costs, which began going up in 2005, and these housing costs are unsustainable for many Manchester families.

3. The foreclosure rate in Manchester is as high as its been seen since the early-1990s

In numbers reported from real-data.com, the number of foreclosed properties in Manchester as of November 2008 is higher than at any time since the Web site started tracking numbers in 2000. Going back further, the Mortgage Bankers Association – cited in a June 2008 report by the Federal Bank of Boston – show that foreclosures have not been this high since 1993.

At that time, the state and city were still recovering from the federal takeover of five Manchester-based banks. There were 281 foreclosures that occurred in Manchester from January 2008 through November 21, compared to 705 foreclosures in this region. 40 percent of all foreclosures in the region occurred in the City of Manchester. Forty-six percent of all housing units in the region are in Manchester. In the first 11 months of 2008, there has been a 50 percent increase in the number of foreclosed properties versus the same time in 2007. These numbers are also verified by looking at the legal notices in the *New Hampshire Union Leader*, which has seen a profound increase in foreclosure notice listing in its pages since last year – the predominance of which are from Manchester and its surrounding communities.

In following up with the first two findings, many first-time property owners or those that own one or two properties found that the market forces that led to decreases in rent were counter to the investor's ability to pay the mortgage. Add to this the massive increase of fuel oil prices since 2006, which jumped to more than \$4.00/gallon in June 2008, and many property owners faced a dilemma: Pay the renters' heat as an incentive, which doubled in the past two years; or not offer free heat and face an enhanced risk of vacancy. This led to many investors losing their property or not investing in needed repairs to properties, making them run-down.

Many experts in the housing and real estate field believe that the bottom hasn't been reached in regards to foreclosures.

4. The number of Manchester residents considered low-income or lower-middle income has increased, while the overall population of Manchester has declined.

Certainly, the biggest surprise and the most important statistic that came out of the meetings is that the low-income population is rising in the city. Initial HUD data provided to the committee by the city planning office indicated an increase in the low-moderate income (LMI) population. The LMI population is defined as having income levels below 80 percent of the area median income. In 1990 42.6 percent of the city's population met the LMI criteria. In 2005, the LMI population rose to 49.9 percent. In 2007, the figure was at 52.2 percent of the population. Given the concern raised by this trend, the committee sought to fill in the gaps for the missing years as well as compare the trend to other cities. The statistic has proven to be difficult to gather and not readily available. Therefore, the committee elected to look at poverty data as a national standard with readily available information.

According to numbers provided to the committee by the Nashua Regional Planning Commission and the U.S. Department of the Census American Factfinder, Manchester is seeing an increase in families below poverty. This is counter to the trend in the state's second-largest city, Nashua.

Comparison of families below poverty between Manchester and Nashua

| Families below poverty | 1999/2000 | % | 2006 | % | 2007 | % |
|-------------------------------|------------------|----------|-------------|----------|-------------|----------|
| Manchester | 2,023 | 7.70% | 2,416 | 9.80% | 3,032 | 11.90% |
| Nashua | 1,119 | 5.00% | 1,130 | 5.30% | 987 | 4.40% |

Meanwhile, the population of Manchester has declined, albeit slightly. According to the New Hampshire Office of Energy and Planning, Manchester had a population of 109,364 as of July 1, 2006. However, on July 1, 2007, the population dropped to 108,580 – a decrease of 784 people or 0.7 percent. This is a reversal of the slow, consistent growth the city had seen since the 2000 U.S. Census report.

A tangible way to understand this number is to look at the waiting list for housing and vouchers at the Manchester Housing and Redevelopment Authority. As of July 2008, they had a waiting list of 9,600 applicants for housing subsidy. More importantly, the average applicant in 2008 the average income for residents within MHRA's properties had an adjusted median income that was 23 percent of median. In 2002, this number was 37 percent.

This may be one reason to explain why, despite rents going down and more landlords offering incentives to potential tenants, that the vacancy rate is rising. While rents may be decreasing, the cost of fuel and other goods and services have increased. The population that is leaving is often those that cannot afford to live in the city, and, according to the property owners that spoke to the committee, they are seeing more people living in each unit, essentially “doubling-up.” This allows for more people to share the cost of expenses without having to pay separate rent.

5. Manchester provides much more of its share of “affordable” housing as compared to the surrounding communities.

According to a study by the Southern New Hampshire Planning Commission, Manchester and Derry are the only two communities within the commission's district to provide sufficient workforce housing. In its 2005 housing assessment for the region, SNHPC created a statistic called “fair share” housing, which is the amount of housing that should be available in communities for renters that are less than 80 percent of Area Median Income (AMI) and pay more than 30 percent of household income into housing.

The assessment looks at the 13 communities in the region consisting of Auburn, Bedford, Candia, Chester, Deerfield, Derry, Goffstown, Hooksett, Londonderry, Manchester, New Boston, Raymond, and Weare. According to the projections in the study, 13,106 housing units fall into the category of being affordable to renters below 80 percent of AMI. The assessment then spreads those units out throughout the region as a percentage of units in each town to demonstrate what the “Fair Share” should be. Manchester and Derry are the only jurisdictions which meet the “Fair Share” test. In fact, Manchester exceeds its fair share by more than 100 percent. Of the designated affordable units in the region, 34 percent should be Manchester's “Fair Share.” In fact, the total for Manchester is 78 percent.

More detailed data from the study is available online at: http://snhpc.org/pdf/House_Assess.pdf

6. New laws in New Hampshire have put the spotlight of lead mitigation in Manchester – and the cost to address it.

In 2007, the New Hampshire Legislature passed and Gov. John Lynch signed Senate Bill 176. This new law was “relative to lead paint poisoning and establishing a commission to study the current childhood lead poisoning prevention law, policies, and standards.”

The new law does the following:

- Lowers the blood lead level that determines when a child is lead poisoned from 20 to 10 micrograms per deciliter of blood;
- Allows the commissioner of the department of health and human services to inspect other units of a multi-unit dwelling when a child has been found to be lead poisoned in one of the units;
- Extends the time that interim controls may be used as an alternative to lead hazard abatement under certain circumstances; and
- Establishes a commission to study the current childhood lead poisoning prevention law, policies, and standards

As expected, this is an issue of great importance to property owners. As stated by Dupont, “The cost to de-lead units can be debated. However, certainly most units that I have recently been made aware of (needing lead mitigation) are closer to \$25,000 per unit rather than the \$8,100 per unit that the City of Manchester states. If the average multi-unit in the city is 5 units and there are 100 cases of lead poisoning and the cost to remove lead is \$25,000 per unit the total cost of lead removal in Manchester alone will be approximately \$12.5 million a year.”

It should be noted that this is the experience of one developer in the city. The cost to remove or encapsulate lead in a property varies widely by property.

It should also be noted that Dupont praises Tim Soucy, the Director of the Health Department, for “making a great decision by sending the two immigrant agencies in the state a letter that directed them do all possible to find housing that was lead safe.”

According to the Manchester Health Department, there were seven instances of elevated lead levels in children in 2007. As of July 2008, there were nine cases.

7. The owners of many properties susceptible to becoming run-down or lost to foreclosure are not prepared to handle harsh winters or higher heating costs

Most dwelling units in Manchester are heated by oil or natural gas. Even with the recent slide of crude prices, this may still be a serious challenge for homeowners and renters in the City and will be a major factor in reducing the affordability of housing for many households.

Of particular concern will be the oncoming winter when the rate shock will be most intense. While the current prices have moderated, the long-term trend could continue upwards. This will be most felt in those older structures that tend to have inadequate insulation, outdated heating systems and are likely less energy efficient.

8. The overall housing issues that concern Manchester went beyond the scope of the task force, but its findings laid the groundwork for a committee that can address the issue.

The work of this committee was consistent and addressed numerous issues. However, its charge was to address specifically the issue that Mayor Guinta charged it to do, which was to determine how to spend HOME funds within CIP.

During the task force's meeting, it became apparent that the work of this group would be beneficial to a long-term study of housing and demographic trends and estimates for the city. It also became apparent that a group like this – consisting of staff, residents and business leaders – would be beneficial to the Board of Mayor and Aldermen as well as city staff, as it could provide comprehensive and Manchester-centric housing research for the city. Most information available to the city is either partial in its scope (i.e. refers to Hillsborough County or Southern New Hampshire); outdated (i.e. numbers come from Census 2000 or, like median income, updated less than yearly; or are difficult to obtain (i.e. Real-Data.com requires a subscription to obtain numbers about foreclosures). However, a committee like this with its blend of participants would be able to obtain the most up-to-date and drilled-down numbers.

Recommendations

1. Until the market dictates it, no CIP funds should go toward the new development of properties. That time does not appear to be in the near future.

As stated by developers, city staff and others, city funds would be most effective if directed to address the condition of existing housing stock in declining neighborhoods, as opposed to creation of new housing stock. While \$400,000 is not a lot of money, it can make a difference in addressing many of the redevelopment needs in the city and can often be leveraged with funds from other non-profits and private organizations (which is what was done in Rimmon Heights on the West Side). For the past several years, the city has taken an active position in supporting new housing development. It was agreed that the city should not discourage new development by the private development community; however, at this point it does not need to subsidize those units.

2. HOME funds should be utilized in “at risk” or “fire line” neighborhoods within the city to “stabilize” them.

These neighborhoods stand between blighted and more economically secure neighborhoods within the city. However, the task force would ask the Planning Department to determine what neighborhoods would fall under the classification of “at risk.”

3. In stabilizing these neighborhoods, the funds should be used in any combination of ways.

- Multi-family units to partake in weatherization or energy-efficiency rehabilitation;
- Healthy home projects, such as lead and asbestos mitigation
- Leveraging infrastructure improvements/neighborhood revitalization projects (i.e. Rimmon Heights)

The committee felt that addressing one of these three issues would provide the most impact for the city’s money. For example, some in the task force felt that there is need for assistance on energy efficiency improvements to existing housing stock such as insulation, weather-stripping and efficiency improvements to heating units. However, others believe that providing increased assistance to provide lead paint abatement is also an important public goal. Because of the new emphasis to address lead issues, there was a need to make sure money was available to fund existing or new lead abatement programs.

In addition, the task force believed that addressing the at-risk neighborhoods also meant addressing the infrastructure of these areas. Since the Planning Department already has a template for how to address this (Rimmon Heights) and the city has reached out to HUD to address these areas (Granite Square), it makes sense to continue these programs.

4. Manchester should develop a mechanism to utilize the U.S. Department of Housing and Urban Development's Neighborhood Stabilization and "\$1 Good Neighbor" Programs

At the end of September 2008, the U.S. Department of Housing and Urban Development released about \$4 billion in funds for hard-hit neighborhood nationwide. Neighborhood Stabilization Program (NSP) will provide emergency assistance to state and local governments in the redevelopment of neighborhoods experiencing decline due to high foreclosure rates and subprime mortgage-related problems. New Hampshire, through the Community Development Finance Authority, will be receiving \$19.6 million for this program.

The program is designed to help address foreclosure problems in certain neighborhoods in order to make them more stable, sustainable, and competitive. The final program plan needs to be approved by HUD, who has made a commitment to all states to do so by mid February 2009.

New Hampshire communities with the highest rates of foreclosures, highest rates of subprime loans, and the highest likelihood of future high rates of foreclosures have been identified as Tier 1 and Tier 2 groups and are eligible to apply for funds. Tier 1 communities include: Berlin, Derry, Manchester, Nashua, and Rochester; and Tier 2 includes: Barnstead, Claremont, Farmington, Franklin, Hillsborough, Laconia, Newport, Ossipee, Pittsfield, Raymond, Wakefield, and Whitefield.

It is anticipated that NSP funds will be available to assist communities to purchase foreclosed and abandoned properties in order to revitalize neighborhoods through a combination of rehabilitation, affordable housing, removal of blight, creation of green space, commercial use, or other need in the community.

In addition, the city was made aware of HUD's \$1 Good Neighbor Program, which provides municipalities the opportunity to purchase property that has been foreclosed for \$1 and to utilize it as they wish.

It is imperative that city staff and the affected housing agencies develop a mechanism for the city or other entity to rehabilitate properties or tear them down, when appropriate.

5. This committee should become a standing board, as stated by Section 3.13 of the Manchester Charter, and advise the Board of Mayor and Aldermen on an annual or as needed basis.

Longer term, there will be a need for a more comprehensive strategy to help the city address the major changes in its housing stock. While this committee was able to research many of the housing issues, and, if asked by Mayor Guinta, will continue to look into these, the process should be formalized. We believe that a standing committee that is responsible for reporting to the Board of Mayor and Aldermen on an annual (or as needed) basis will allow policymakers the ability to have up-to-date information to guide them in their decisions. This will also assure that there is a committee that eyes the housing trends as well as keeps the lines of communication open between the city, property owners, and housing advocates.

Appendix 1 – Vital Statistics

| City of Manchester | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------|
| Population (1) | 107,219 | 108,122 | 108,143 | 108,725 | 109,117 | 109,460 | 109,497 | 108,580 | |
| Number of Housing Units (2) | 46,117 | 46,068 | 46,271 | 46,927 | 47,326 | 47,884 | 48,232 | | |
| Median Income (3) | \$40,774 | | | | | \$50,404 | | | |
| Households Below 80% AMI (4) | 7.7% | | | | | 49.9% | | 52.2% | |
| Households Below Poverty (9) | | | | | | 9.5% | 9.8% | 11.9% | |
| Median Purchase Price (2) | \$125,933 | \$146,000 | \$174,897 | \$194,500 | \$221,000 | \$224,000 | \$226,000 | \$223,000 | |
| Average Sales Price (5) | | \$148,472 | \$177,194 | \$183,582 | \$211,753 | \$215,937 | | | |
| Number of Homes Sold (5) | | 1,152 | 1,119 | 1,477 | 1,467 | 806 | | | |
| Foreclosures (6) | 37 | 21 | 16 | 14 | 19 | 22 | 84 | 188 | 281 |
| Median 2 BR Rent (2) | \$794 | \$925 | \$999 | \$975 | \$1,036 | \$1,046 | \$1,041 | \$980 | |
| Rental Vacancy Rate (2) | 0.8% | 0.5% | 1.7% | 2.0% | 4.3% | 4.2% | 5.2% | 5.5% | |
| SF Building Permits (2, 8) | 126 | 79 | 161 | 161 | 148 | 147 | 54 | 61 | 12 |
| MF Building Permits (2, 8) | 50 | 124 | 495 | 238 | 410 | 201 | 159 | 15 | 1 |
| Total Assessed Property Value (7) | \$3,831,804,250 | \$5,155,060,466 | \$5,131,073,404 | \$5,182,805,100 | \$5,277,932,600 | \$5,342,561,400 | \$9,589,899,446 | \$9,631,808,500 | |
| Total MF Property Transfers (7) | 221 | 306 | 302 | 461 | 489 | 536 | 538 | 424 | 185 |
| Avg. 2 Family Sales Price (7) | \$120,007 | \$148,910 | \$190,236 | \$222,997 | \$242,804 | \$269,899 | \$261,637 | \$236,844 | |
| Avg. 3 Family Sales Price (7) | \$129,092 | \$165,364 | \$243,778 | \$273,671 | \$317,034 | \$330,624 | \$315,628 | \$281,834 | |
| Avg. 4-8 Family sales Price (7) | \$141,391 | \$201,462 | \$318,231 | \$362,453 | \$394,041 | \$413,648 | \$414,142 | \$351,964 | |

Data Source:

- (1) OEP SNHPC
- (2) NHHFA.ORG
- (3) JNH.GOV
- (4) Manchester Planning Dept.
- (5) NNEREN.COM
- (6) Real-Data.com as of 11/21/08
- (7) Manchester Assessors Office
- (8) Manchester Building Dept
- (9) U.S. Census American Factfinder

| Manchester Region: | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Population (1) | 239,883 | 253,823 | 256,257 | 259,521 | 261,922 | 263,713 | 262,813 | | |
| Number of Housing Units (2) | 96,868 | 97,868 | 98,991 | 100,534 | 101,840 | 103,409 | 104,443 | | |
| Median Income (3) | \$62,364 | \$60,400 | \$62,100 | \$68,200 | \$69,800 | \$69,800 | \$76,900 | \$71,300 | \$76,400 |
| Households Below 80% AMI | | | | | | | | | |
| Median Purchase Price (2) | \$138,000 | \$159,900 | \$193,005 | \$214,900 | \$240,000 | n/a | \$248,500 | \$250,000 | |
| Average Sales Price (5) | | \$196,716 | \$224,239 | \$232,981 | \$259,258 | \$265,011 | | | |
| Number of Homes Sold (5) | | 2,336 | 2,306 | 2,769 | 2,700 | 1,426 | | | |
| Foreclosures (6) | 86 | 57 | 41 | 52 | 49 | 72 | 222 | 463 | 705 |
| Median 2 BR Rent (2) | \$799 | \$943 | \$1,003 | \$984 | \$1,036 | \$1,046 | \$1,041 | \$1,005 | |
| Rental Vacancy Rate (2) | 3.1% | 0.4% | 1.7% | 2.3% | 4.5% | 4.2% | 4.9% | 5.0% | |
| SF Building Permits (2) | 1,101 | 958 | 984 | 854 | 842 | 552 | 460 | | |
| MF Building Permits (2) | 219 | 143 | 542 | 432 | 686 | 466 | 387 | | |

(1) OEP SNHPC

(2) NHHFA.ORG

(3) HUD Data

(5) NNEREN.COM

(6) Real-Data.com as of 11/21/08

3-14



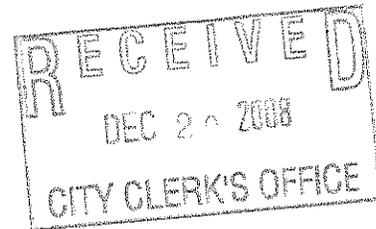
CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

MEMORANDUM



To: Michael Garrity, Chair
CIP Aldermanic Committee

From: Sam Maranto

Date: December 29, 2008

Subject: HUD Neighborhood Stabilization Program

For the past several weeks I have been working closely with other Departments (Fire, City Clerk, Police & Assessors), to identify vacant, abandoned and foreclosed upon properties throughout the City that are having negative influences upon the surrounding neighborhoods. This has been in anticipation of the State's solicitation of applications for the distribution of Neighborhood Stabilization Funds that will become available in early 2009. As you may be aware, the State has been allocated \$19.6 million dollars of HUD Neighborhood Stabilization Funds to be distributed to communities hardest hit by the high incidences of foreclosures. Manchester has been identified by the New Hampshire Community Development Finance Authority as one of five so called "Tier 1" communities throughout the State experiencing the highest levels of foreclosures and as such has been invited to submit a "pre-application to determine the level of need in the City (i.e. determining if there are a sufficient number of potential properties to acquire).

For your review I have attached to this memo a portion of the pre-application which provides a brief summary of the program and the criteria necessary to access those NSP funds. The pre-application was due on December 19th and the actual application will be received sometime in early February.

I would like to provide the Committee with a summary of this Program and answer any questions it may have at the next CIP Committee meeting prior to submission of an application on behalf of the City in February. Based upon the criteria involved the City and local based housing organizations such as Neighborworks, Families In Transition, The Way Home, etc., stand to receive a significant portion of the funds allocated to the State.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
www.manchesternh.gov

4-1

I. INTRODUCTION

The Neighborhood Stabilization Program (NSP) was created by the United States Congress under the Housing and Economic Recovery Act of 2008 (HERA). NSP has been established to provide emergency funding to state and local governments to assist in the redevelopment of neighborhoods experiencing decline from high foreclosure rates and subprime mortgage-related problems. NSP grants are considered Community Development Block Grants (CDBG), and are administered by the Department of Housing and Urban Development (HUD). As the grantee for the state of New Hampshire, the New Hampshire Community Development Finance Authority (CDFA) will receive \$19.6 Million from the total \$3.92 Billion appropriation. HUD encourages communities to use NSP funds to support stable neighborhoods that are more sustainable, competitive, and integrated into the overall metropolitan fabric, including access to transit, affordable housing, employers, and services. CDFA is awaiting approval from HUD on its NSP Substantial Amendment 2008 (NSP Action Plan) on or before February 13, 2009. The NSP Action Plan describes how CDFA will administer the state's NSP allocation. From the date that HUD approves CDFA's NSP Action Plan, CDFA has 18 months to obligate the funds and four years for sub-grantees to expend their initial allocations.

Please note that if HUD requires substantial changes to CDFA's NSP Action Plan the final application may request substantially different information than is requested in this pre-application.

| Total Funds Available | \$19,600,000 |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Administrative Set Aside of 10% | \$1,960,000 |
| Project Funds | 17,640,000 |
| <i>\$5 million of Project Funds will be allocated to projects offering service-enriched housing to households at or below 50% of median income</i> | |
| <i>\$12,640,000 of Project Funds will be allocated to other NSP-qualified projects</i> | |
| Total Funds Available | \$19,600,000 |

Purpose of Neighborhood Stabilization Program

NSP provides grants to every state and certain local communities to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes. Using NSP funds, communities can acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight. HUD expects statewide NSP grants to be focused on neighborhood activity within a limited number of high need communities. Through an extensive

program design process, conducted with wide-ranging input from community stakeholders, CDFA identified the five greatest need communities (Tier 1 communities) using three factors: number and percentage of home foreclosures, number and percentage of homes financed by sub-prime mortgages, and the likelihood of future foreclosures.

Successful applications will stabilize a cluster of distressed properties (neighborhood), ensuring that the benefits reach the community and are not limited to an individual property. All proposed activities must meet HUD's national objectives of serving individuals and households earning no more than 120% of the area median income (AMI). Additionally, at least 25% of the total allocation (\$5 million) must benefit individuals and households with less than or equal to 50% of AMI. CDFA has focused this allocation on service-enriched housing. CDFA anticipates that some applicants will primarily serve households at or below 50% of AMI, and some applicants will not serve this population at all.

CDFA encourages pre-applicants to review its NSP Action Plan for greater detail on the program and the plan. It is available on CDFA's website at:

http://www.nhcdfa.org/web/neighborhood_stabilization_program/nsp_actionplan.html.

Purpose of Pre-Application

Applicants serving Tier 1 and Tier 2 communities are invited to submit a pre-application to CDFA for NSP funds. HUD has designed this program to respond to the foreclosure crisis as quickly as possible. Organizational capacity and experience will be a key component of successful applications. CDFA encourages municipalities, developers and service providers to collaborate to best accomplish their NSP objectives within the prescribed timeframes. This pre-application will serve as a starting point for these discussions, allowing each community to collaborate and engage in a dialogue that will help to develop the best possible project.

Applications will be evaluated based on merit and funding availability. Applicants that meet minimum thresholds will be invited to submit a final application. Tier 2 communities are invited to submit this pre-application. The pre-application should be concise. As you begin developing your pre-application, please note that the requested response length for multiple sections differs for applicants in Tier 1 and 2 communities. If the applications from the Tier 1 communities significantly exceed the funds available, then it is likely that CDFA will not request final applications from organizations in Tier 2 communities at this time. However, CDFA is looking at alternate funding sources, such as recycled NSP funds (proceeds from sales of homes by initial round allocations or loan repayments), or CDFA's other funding programs to assist applicants in Tier 2 communities.

The final application will focus on implementation of the plan that is outlined in this pre-application and will flesh out the development, operational, and reporting details of the proposed activity.

Appendix A

Eligible Uses of New Hampshire NSP Funds

| NSP Eligible Use | CDBG Activity | Samples of Eligible End Use |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (A) Establish financing mechanisms for purchase and redevelopment of foreclosed upon homes and residential properties, including such mechanisms as soft-second, loan loss reserves, and shared-equity loans for low- and moderate-income homebuyers | As part of an activity delivery cost for an eligible activity as defined in 24 CFR 570.206. Also, the eligible activities listed below to the extent financing mechanisms are used to carry them out. | Create mortgage or related financing products for Low, Moderate and Middle Income (LMMI) home buyers |
| (B) Purchase and rehabilitate homes and residential properties that have been abandoned or foreclosed upon, in order to sell, rent, or redevelop such homes and properties | <ul style="list-style-type: none"> • 24 CFR 570.201 (a) Acquisition (b) Disposition, (i) Relocation, and (n) Direct homeownership assistance (as modified below); • 570.202 eligible rehabilitation and preservation activities for homes and other residential properties (HUD notes that rehabilitation may include counseling for those seeking to take part in the activity). | <p>Rental (Single Family and Multi-Family); includes Service-Enriched for 50% Area Median Income (AMI) or Less</p> <p>Home Ownership (Single Family and Multi-Family); includes Service-Enriched for 50% AMI or Less</p> |
| (C) Establish land banks for homes that have been foreclosed upon | <i>Not an eligible use in the New Hampshire plan</i> | <i>Not an eligible use in the New Hampshire plan</i> |
| (D) Demolish blighted structures | • 24 CFR 570.201(d) Clearance for blighted structures only. | Site clearance for future housing or redevelopment use. <i>If property is to be redeveloped under Use E, must be fully redeveloped within 4 years of HUD allocation to NH unless applicant is a land bank.</i> |
| (E) Redevelop demolished or vacant properties | <ul style="list-style-type: none"> • 24 CFR 570.201 (a) Acquisition, (b) Disposition, (c) Public facilities and improvements, (e) Public services for housing counseling, but only to the extent that counseling beneficiaries are limited to prospective purchasers or tenants of the redeveloped properties, (i) Relocation, and (n) Direct homeownership assistance (as modified below). • 204 Community based development organizations. | <p>Rental (Single Family and Multi-Family); includes Service-Enriched for 50% AMI or Less</p> <p>Home Ownership (Single Family and Multi-Family); includes Service-Enriched for 50% AMI or Less</p> <p>Public Facilities</p> |
| Administration | CDFA and Grantees | Administrative Costs |

Section 2: Area and Project Information

Tier 1 Communities:

- Berlin
- Derry
- Manchester
- Nashua
- Rochester

Tier 2 Communities:

- Barnstead
- Claremont
- Franklin
- Farmington
- Hillsborough
- Laconia
- Newport
- Ossipee
- Pittsfield
- Raymond
- Wakefield
- Whitefield

A. Neighborhood Description

NARRATIVE:

Applications in **Tier 1 communities** respond to the following narrative:

1. Describe the target neighborhood(s)
2. Identify neighborhood challenges
3. Describe how the neighborhood(s) qualify as high need in terms of number or percentage of foreclosures, number or percentage of homes financed by subprime mortgages, home prices, unemployment trends, percentage of households earning less than 120% of AMI and percentage earning less than 50% of AMI. If this information is not known at the neighborhood level, discuss your best approximations.

(suggested length: 1 to 2 pages)

Applications in **Tier 2 communities** respond to the following narrative: Describe the neighborhood(s) this application will focus on. Identify its challenges, and generally, why this area qualifies as high need. (suggested length: ½ - 1 page)

Historic Designations: If the neighborhood(s) you are describing above have been designated as a historic district please make a note of it below:

Name of historic neighborhood(s): _____

ATTACHMENTS:

- 1) Neighborhood Stabilization Program Properties Chart. This Excel chart is a separate attachment to this application. The chart is a list of the properties you plan to develop with your NSP request. CDFA recognizes that real estate is a changing market and that this list is your best estimate at the time this pre-application is completed.
- 2) Neighborhood Map. Attach a map of the neighborhood(s). Highlight the boundaries of the neighborhood (include street names in the boundary delineations) and identify the location of each targeted property.

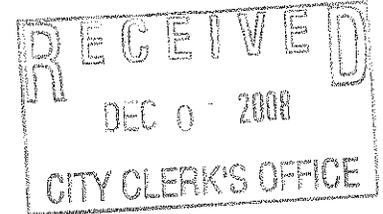
Kevin A. Sheppard, P.E.
Public Works Director

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: 12/8/2008

Re: Sewer Abatement Recommendation
230 Blodget St. / Acct. # 7465-4788

#08-124

I recommend that Mr. Owen Carey be granted an abatement in the amount of \$205.20.

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

/djv

Attach

5-1

EPD - Manchester, NH - Customer/Location Consumption History Inquiry

Functions Options Help

HTE 12/02/2008 1:44:54 PM

Customer ID: 7465 Name: CAREY, OWEN F
 Location ID: 4788 Address: 230 BLODGET ST

Data | Actual Consumption Graph | Demand Consumption Graph

Cycle/Route: 03 / 02 Amount due: \$384.50
 Initiation date: 1/01/42 Pending: \$0.00
 Termination date: 0/00/00 Customer status: A Customer/Location status: A

Select | View detail | Display comment codes

| Svc Code | Reading Type | Reading Date | Actual Consumption | Actual Demand | Days | Meter Number | Est Code | Cmnt Code |
|----------|--------------|--------------|--------------------|---------------|------|--------------|----------|-----------|
| SU | REG | 9/05/08 | 198.00 | .00 | 87 | 50705518S | C | |
| SU | REG | 6/10/08 | 48.00 | .00 | 90 | 50705518S | C | |
| SU | REG | 3/12/08 | 39.00 | .00 | 90 | 50705518S | C | |
| SU | REG | 12/13/07 | 34.00 | .00 | 97 | 50705518S | C | |
| SU | REG | 9/07/07 | 53.00 | .00 | 91 | 50705518S | C | |
| SU | REG | 6/08/07 | 42.00 | .00 | 86 | 50705518S | C | |
| SU | REG | 3/14/07 | 45.00 | .00 | 93 | 50705518S | C | |
| SU | REG | 12/11/06 | 50.00 | .00 | 89 | 50705518S | C | |

OK | Exit | Cancel | Change view | Graph History

12/2/08
 Fred
 Abatement for your
 recommendation.
 Lisa

prior 3 corresponding periods
 53, 150, 139 = 114 average

pool leaking & repaired in August
 Customer does not have a deduct meter installed

12/2/08

After review of the pool repair invoice, in conjunction w/ the 66% increase in consumption comparing to the past three years, I recommend granting the abatement.

7600 @ \$2.70 = \$205.20

JFM
 5-2

Customer ID 7465 Name CAREY, OWEN F
 Location ID 4788 Address 230 BLODGET ST

Data [Actual Consumption Graph] [Demand Consumption Graph]

Cycle/Route 03 / 02 Amount due \$364.50
 Initiation date 1/01/42 Pending \$1.00
 Termination date 0/00/00 Customer status A Customer/Location status A

Select [View detail] [Display comment codes]

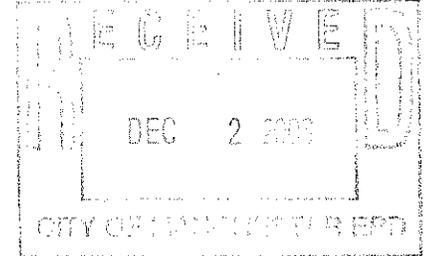
| Svc Code | Reading Type | Date | Actual Consumption | Actual Demand | Days | Meter Number | Est Code | Commt Code |
|----------|--------------|----------|--------------------|---------------|------|--------------|----------|------------|
| SU | REG | 9/13/06 | 150.00 | .00 | 89 | 50705518S | C | |
| SU | REG | 6/16/06 | 141.00 | .00 | 98 | 50705518S | C | |
| SU | REG | 3/19/06 | 86.00 | .00 | 87 | 50705518S | C | |
| SU | REG | 12/13/05 | 77.00 | .00 | 96 | 50705518S | C | |
| SU | REG | 9/08/05 | 139.00 | .00 | 92 | 50705518S | C | |
| SU | REG | 6/08/05 | 77.00 | .00 | 91 | 50705518S | C | |
| SU | REG | 3/09/05 | 69.00 | .00 | 92 | 50705518S | C | |
| SU | REG | 12/07/04 | 72.00 | .00 | 90 | 50705518S | C | |

OK [Exit] [Cancel] [Change view] [Graph History]



*Matthew Normand
Acting City Clerk*

CITY OF MANCHESTER
Office of the City Clerk



MEMORANDUM

Memo To: Lisa Hynes
Environmental Protection Division

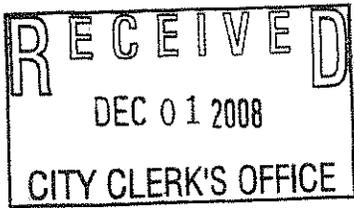
From: Heather Freeman
Administrative Assistant III *HJ*

Date: December 1, 2008

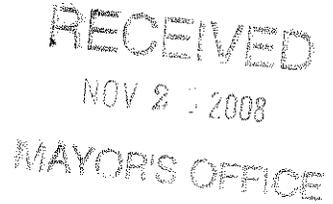
Re: Sewer Abatement Request
Owen & Esther Carey
230 Blodget Street
(Account # 7465-4788)

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 Clerks Office.

Enclosure

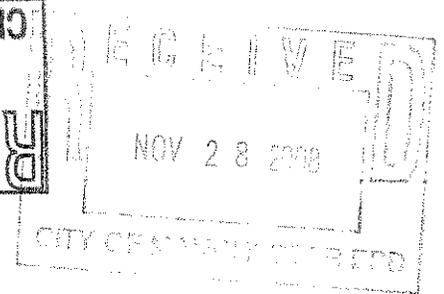
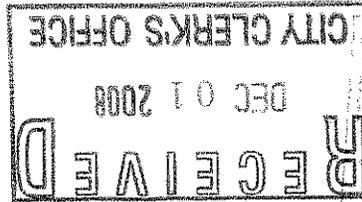


**Owen & Esther Carey
230 Blodget Street
Manchester, NH
03104**



November 24 ,2008

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



To Whom This May Concern:

Please be advised that I am requesting a sewer charge abatement for our home at 230 Blodget Street, Manchester, NH 03104 per our City of Manchester Environmental Protection Division Account Number: 7465-4788.

This is for the billing period of 6/10/08 thru 09/05/08. We were billed \$529.50 (copy attached) of which our average charge is around \$145.00. Last years amount for same billing cycle was \$133.00 (copy attached). We are requesting an abatement of \$380.00.

Our reason for this request is that we had a major water leakage problem in our outside pool. We had a gentleman named Pantalis Kotromanos come in June and he recommended and repaired the pool per our checks #2434 dated 6/3/08 and check #2436 dated 6/18/08. Upon filling the pool it quickly started draining out. Mr. Kotromanos suggested the repair of a valve on the bottom of the pool which, after all the water drained out, he replaced at no cost to us but after filling the pool, it again had a dramatic leak overnight. We were frustrated and so was he. The water again totally drained out. He contacted Advanced Gunite Pools, Inc. of 10 Vineyard Road, Westford, MA 01886 and they sent two men up on 8/12/08 (see attached bill), who after a 3 hour period of time testing the complete system, plugged three leaks in lines going to our circulator's. This fixed our problem. We refilled the pool again and this time it held the water.

Upon receiving our regular bill, we called and talked to JoAnn Bennett who gracefully sent us a letter and abridged us of this process. We have sent in our estimated periodic check of \$145.00 per our check

4294 and dated today, to the Environmental Protection Division.

We have lived at this address since January of 1993 and have never had this sort of a problem. Thank you for considering our situation and we appreciate in advance any help and/or assistance you can send our way.

Respectfully Submitted

A handwritten signature in cursive script that reads "Owen F. Carey". The signature is written in dark ink and is positioned above the printed name.

Owen F. Carey

Service Address: 230 BLODGET ST

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 7465-4788 | 03-02 | 10/22/08 | 11/21/08 |

Last Billed Amount: 146.10
 Payments: 146.10-
 Adjustments/Transfers to Tax Office: .00
 Balance Forward: .00

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER NH 03108-4600
 Phone: (603) 624-6522
 Office hours: 8 am - 5 pm, Monday-Friday
 Web Site: www.ManchesterNH.Gov/EPD

| Service | Service Period | Days | Meter | Number | Mult | Units | Current | Previous | Usage |
|-----------------------|------------------|---------|---------|-------------|-------|-------|---------|----------|--------|
| SU | 6/10/08 9/05/08 | 87 | E | 50705518S | 1.000 | CCF | 4320 | 4130 | 190 |
| SU | SEWER USAGE CHG | | | Consumption | | | Charge | | Total |
| | | | | 190.00 | | | 513.00 | | 513.00 |
| SS | SEWER SVC CHARGE | 6/10/08 | 9/05/08 | | | | 16.50 | | 16.50 |
| Total Current Charges | | | | | | | | | 529.50 |
| Past Due | | | | | | | | | .00 |
| Total Amount Due | | | | | | | | | 529.50 |

4294

DATE 11/24/08
 PAY TO Environmental Protection Division
 AMOUNT \$ 145.00
 MEMO 7465-4788
 CATEG. Utilities:Sewage
 ACCT. Joint Checking

Abatement Process =
Back up -
Lisa
Deduct meter = \$170
plumber To hook up

529.50
140.00

389.50

ENVIRONMENTAL PROTECTION DIVISION, 300 WINSTON STREET, MANCHESTER, NH 03103
 dash is part of your account number, please use it on all references.

How has your experience been with City services? Please take our survey at www.ManchesterNH.gov/survey.

Service Address: 230 BLODGET ST

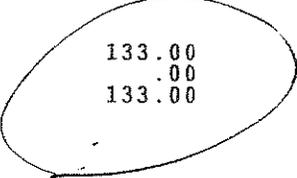
| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 7465-4788 | 03-02 | 10/23/07 | 11/22/07 |

Last Billed Amount: 108.25
 Payments: 108.25-
 Adjustments/Transfers to Tax Office: .00
 Balance Forward: .00

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER NH 03108-4600
 Phone: (603) 624-6522
 Office hours: 8 am - 5 pm, Monday-Friday
 Web Site: www.ManchesterNH.Gov/EPD

| Service | Service Period | Days | Meter | Number | Mult | Units | Current | Previous | Usage |
|-----------------------|-------------------|---------|-----------|--------|------|-------------|---------|----------|--------|
| SU | 6/08/07 - 9/07/07 | 91 E | 50705518S | 1.000 | CCF | 4009 | 3956 | 53 | |
| SU | SEWER USAGE CHG | | | | | Consumption | Charge | Total | |
| | | | | | | 53.00 | 119.25 | 119.25 | |
| SS | SEWER SVC CHARGE | 6/08/07 | 9/07/07 | | | | 13.75 | 13.75 | |
| Total Current Charges | | | | | | | | | 133.00 |
| Past Due | | | | | | | | | .00 |
| Total Amount Due | | | | | | | | | 133.00 |



3884

11/5/07
 Environmental Protection
 Division
 133.00
 7465-4788
 Utilities:Sewage
 Joint Checking

DATE
 PAY TO
 AMOUNT \$
 MEMO
 CATEG.
 ACCT.

799

Send correspondence to: ENVIRONMENTAL PROTECTION DIVISION, 300 WINSTON STREET, MANCHESTER, NH 03103
 ** The dash is part of your account number, please use it on all references.

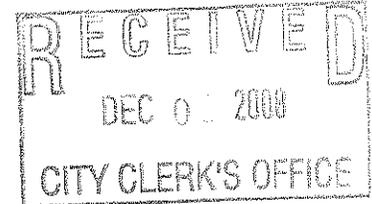
Kevin A. Sheppard, P.E.
Public Works Director

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

#08-122

From: Frederick J. McNeill, P.E.

CC: Lisa Hynes – EPD
June George – EPD

Date: 12/8/2008

Re: Sewer Abatement Recommendation
1667 Elm St. / Acct. # 837-586

I recommend that Ms. Catherine Larrivee be granted an abatement in the amount of \$656.10.

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

/djv

Attach

6-1

EPD-Manchester, NH - Customer/Location Consumption History Inquiry

Functions Options Help

HTE 12/01/2008 1:52:54 PM

Customer ID 837 Name LARRIVEE, CATHERINE F
 Location ID 566 Address 1667 ELM ST

Data Actual Consumption Graph Demand Consumption Graph

Cycle/Route 01 / 05 Amount due \$309.60
 Initiation date 1/01/42 Pending \$0.00
 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 | Cmnt Code |
|----------|--------------|----------|--------------------|---------------|------|--------------|----------|-----------|
| SU | REG | 8/22/08 | 288.00 | .00 | 85 | 50703236S | C | |
| SU | REG | 5/29/08 | 42.00 | .00 | 91 | 50703236S | C | |
| SU | REG | 2/28/08 | 39.00 | .00 | 93 | 50703236S | C | |
| SU | REG | 11/27/07 | 64.00 | .00 | 92 | 50703236S | C | |
| SU | REG | 8/27/07 | 56.00 | .00 | 95 | 50703236S | C | |
| SU | REG | 5/24/07 | 35.00 | .00 | 86 | 50703236S | C | |
| SU | REG | 2/27/07 | 41.00 | .00 | 91 | 50703236S | C | |
| SU | REG | 11/28/06 | 71.00 | .00 | 96 | 50703236S | C | |

OK Exit Cancel Change view Graph History

12/1/08

need abatement for your recommendation here

prior 3 corresponding periods

56, 59, 19 = 45 act avg

Break in irrigation system, repaired in August. Customer does not have a deduct meter installed.

12/2/08

With the documented irrigation system main line break, along w/ the documented substantial increase in consumption (640%) the abatement is recommended.

243 act @ \$2.70 = \$656.10

b-2

TJM

Customer ID 637 Name LARRIVEE, CATHERINE F
 Location ID 586 Address 1667 ELM ST

Data Actual Consumption Graph Demand Consumption Graph

Cycle/Route 01 / 05 Amount due \$909.60
 Initiation date 1/01/42 Pending \$0.00
 Termination date 0/00/00 Customer status A Customer/Location status A

Select View detail Display comment codes

| Svc Code | Reading Type | Reading Date | Actual Consumption | Actual Demand | Days | Meter Number | Est Code | Cmmt Code |
|----------|--------------|--------------|--------------------|---------------|------|--------------|----------|-----------|
| SU | REG | 8/24/06 | 59.00 | .00 | 86 | 50703236S | C | |
| SU | REG | 5/30/06 | 37.00 | .00 | 84 | 50703236S | C | |
| SU | REG | 3/07/06 | 59.00 | .00 | 99 | 50703236S | C | |
| SU | REG | 11/28/05 | 92.00 | .00 | 94 | 50703236S | C | |
| SU | REG | 8/26/05 | 19.00 | .00 | 94 | 50703236S | C | |
| SU | REG | 5/24/05 | 67.00 | .00 | 89 | 50703236S | C | |
| SU | REG | 2/24/05 | 56.00 | .00 | 92 | 50703236S | C | |
| SU | REG | 11/24/04 | 87.00 | .00 | 89 | 50703236S | C | |

OK Exit Cancel Change view Graph History



Matthew Normand
Deputy City Clerk

CITY OF MANCHESTER
Office of the City Clerk

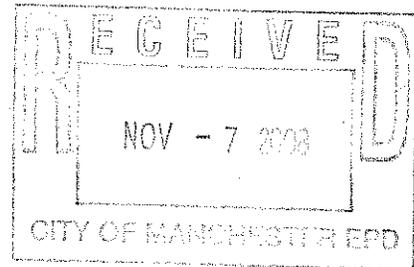
MEMORANDUM

TO: Fred McNeill
Chief Sanitary Engineer

FROM: Heather Freeman
Administrative Assistant III *HAF*

DATE: November 6, 2008

RE: Sewer Abatement Request
Catherine Larrivee
1667 Elm Street
(Account # 837-586)



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 Clerks Office. *11/12*

Enclosure

*Lisa,
For your review,
& recommendation.
Tant*

Carpenter Apartments

11 Strawberry Hill Rd
Bedford, NH 03101

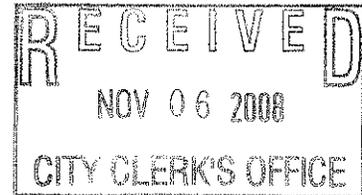
RECEIVED

NOV 05 2008

MAYOR'S OFFICE

November 2, 2008

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



Re: Customer Abatement Request for 10/7/08 Environmental Protection bill for Acct # 837-586

Dear Board of Mayor and Alderman:

This letter is written as per the customer abatement procedures for sewer bills due to extraordinary events.

Per the attached letter from NH Irrigation, we experienced a mainline leak in the sprinkler system that led to a significant increase in water used during the period. All of the excess water drained into the ground around the main line on the lawn of 1667 Elm St..

For the billing period 5/29 to 8/22, we request that the billed amount be reduced from \$909.60 to \$236.00, the amount billed from the same quarter of the previous year. Both bills are attached for your consideration.

Please let us know if you have any questions, and we appreciate your consideration of our Environmental Protection abatement request given our extraordinary circumstance.

Sincerely,

Catherine Larivee
Carpenter Apartments

New Hampshire Irrigation

Automatic Lawn Sprinkler Systems

74 ST. JAMES AVE., MANCHESTER, NH 03102
TEL (603) 668-7006 • FAX (603) 645-6302

October 25, 2008

Catherine Larrivee
11 Strawberry Hill Road
Bedford, NH 03110

RE: Carpenter Apartments
1667 Elm Street
Manchester, NH 03104

To Whom It May Concern;

On August 14, 2008 Mrs. Larrivee called our company to check out her irrigation system and to install a rain sensor to the system on 1667 Elm Street. While checking the irrigation system we found a large wet area, and proceeded to dig it up and we found that there was a mainline leak. Since this was a mainline leak the water had been continuously leaking into the ground for an unknown period of time. In September 2008, Mrs. Larrivee called again and asked if this leak could have cause her water bill go up so much. Not knowing how long it was leaking I told her it was possible this could have caused the extra water usage. I suggested to Mrs. Larrivee that maybe she should install a deduct meter in next spring so the water could be monitored going into the sprinkler system.

If there is any need to contact me, please call 668-7006 ext 14.

Sincerely,



David Hock
New Hampshire Irrigation

CUSTOMER ABATEMENT PROCEDURES

Abatements are requests to waive one or more sewer bills, usually due to an extraordinary event such as a pipe bursting, fire, etc.

Environmental Protection Division cannot credit a customer's account, they must go through the *Abatement Process*, as follows:

1. Customer must send request to:

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

2. The letter should state that you are requesting a sewer charge abatement and include the following information:
 - a) Your name and the address & the account number of the property for which abatement is requested
 - b) Billing period and amount of sewer charge abatement requested
 - c) Reason an abatement should be considered
 - d) If due to a hot water tank or a water pipe bursting, state where the water accumulated (e.g. basement) and if it was in the basement, is the floor dirt or concrete. Also, state how and where the excess water was disposed.
3. Attach to the letter any documentation to support the "extraordinary event" such a plumber's bill or inspectors report.
4. When City Clerk receives the letter, they will submit a copy to Fred McNeill, EPD Chief Sanitary Engineer, for his recommendation.
5. Fred McNeill will then send his recommendation to the Board of Mayor and Aldermen, through the Clerk. The Board will make a decision at their next meeting and forward it back to EPD. We will in turn notify the customer of the Board's decision.



Payment Mailing Address:
 ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER, NH 03108-4600

IS YOUR SEWER SERVICE BILL

Return this stub with your check made payable to:
ENVIRONMENTAL PROTECTION DIVISION

CATHERINE F LARRIVEE
 11 STRAWBERRY HILL RD
 BEDFORD NH 03110-5608

Account Number: 837 - 586
 The dash is part of your account number,
 please use it on all references.

Service Address: 1667 ELM ST
 Bill Date: 10/07/08
 Cycle-Route: 01-05
 Current Charges: 909.60
 Balance Forward: .00
Total Amount Due 909.60

Amount Paid:

NOTE: These amounts do not include any delinquent amounts due at the Tax Office (please see back of bill).

000000837000000586000000909606

Service Address: 1667 ELM ST

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 837-586 | 01-05 | 10/07/08 | 11/06/08 |

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER NH 03108-4600
 Phone: (603) 624-6522
 Office hours: 8 am - 5 pm, Monday-Friday
 Web Site: www.ManchesterNH.Gov/EPD

Last Billed Amount: 245.40
 Payments: 245.40-
 Adjustments/Transfers to Tax Office: .00
 Balance Forward: .00

| Service | Service Period | Days | Meter Number | Mult | Units | Current | Previous | Usage |
|---------|------------------|---------|-----------------------|-------|-------|-----------|----------|--------|
| SU | 5/29/08 8/22/08 | 85 E | 50703236S | 1.000 | CCF | 4372 | 4084 | 288 |
| | | | | | | USAGE FOR | 8/07 | 56.00 |
| SU | SEWER USAGE CHG | | Consumption | | | Charge | | Total |
| | | | 288.00 | | | 777.60 | | 777.60 |
| SS | SEWER SVC CHARGE | 5/29/08 | 8/22/08 | | | 132.00 | | 132.00 |
| | | | Total Current Charges | | | | | 909.60 |
| | | | Past Due | | | | | .00 |
| | | | Total Amount Due | | | | | 909.60 |

Send correspondence to: ENVIRONMENTAL PROTECTION DIVISION, 300 WINSTON STREET, MANCHESTER, NH 03103
 ** The dash is part of your account number, please use it on all references.

How has your experience been with City services? Please take our survey at www.ManchesterNH.gov/survey.

Service Address: 1667 ELM ST

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 837-586 | 01-05 | 10/09/07 | 11/08/07 |

Total Billed Amount: 188.75
 Payment: 188.75-
 Adjustments/Transfers to Tax Office: .00
 Balance Forward: .00

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER NH 03108-4600
 Phone: (603) 624-6522
 Office hours: 8 am - 5 pm, Monday-Friday
 Web Site: www.ManchesterNH.Gov/EPD

| Service | Service Period | Days | Meter Number | Mult | Units | Current | Previous | Usage |
|---------|------------------|---------|----------------|-------|-------|-------------|----------|-----------------------|
| SU | 5/24/07 | 8/27/07 | 95 E 50703236S | 1.000 | CCF | 3939 | 3883 | 56 |
| | | | | | | USAGE FOR | 8/06 | 59.00 |
| SU | SEWER USAGE CHG | | | | | Consumption | | 56.00 |
| | | | | | | Charge | | 126.00 |
| SS | SEWER SVC CHARGE | 5/24/07 | 8/27/07 | | | | | 110.00 |
| | | | | | | | | Total |
| | | | | | | | | 126.00 |
| | | | | | | | | 110.00 |
| | | | | | | | | Total Current Charges |
| | | | | | | | | 236.00 |
| | | | | | | | | Past Due |
| | | | | | | | | .00 |
| | | | | | | | | Total Amount Due |
| | | | | | | | | 236.00 |

Paid Oct 23, 07

Send correspondence to: ENVIRONMENTAL PROTECTION DIVISION, 300 WINSTON STREET, MANCHESTER, NH 03103
 ** The dash is part of your account number, please use it on all references.

6-9

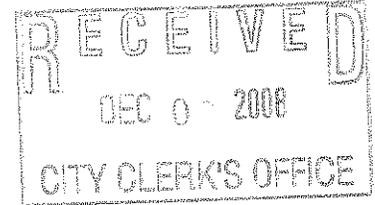
Kevin A. Sheppard, P.E.
Public Works Director

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. *FJM*

CC: Lisa Hynes – EPD
June George – EPD

Date: 12/8/2008

Re: Sewer Abatement Recommendation
220 Hackett Hill Rd. / Acct. # 140587-49600

#08-123

I recommend that the abatement request by Dalsler Realty LLC be denied.

If you have any questions, please call me at 624-6341.

/djv

Attach

7-1

EPD - Manchester, NH - Customer/Location Consumption History Inquiry

Functions Options Help

HTE 9/22/2008 4:40 PM

Customer ID 140587 Name DALSER REALTY LLC
 Location ID 49600 Address 220 HACKETT HILL RD

Data Actual Consumption Graph Demand Consumption Graph

Cycle/Route 10 / 07 Amount due \$2,857.50
 Initiation date 1/20/06 Pending \$0.00
 Termination date 0/00/00 Customer status A Customer/Location status A

Select View detail Display comment codes

| Svc Code | Reading Type | Reading Date | Actual Consumption | Actual Demand | Days | Meter Number | Est Code | Comt Code |
|----------|--------------|--------------|--------------------|---------------|------|--------------|----------|-----------|
| SU | REG | 8/01/08 | 1050.00 | .00 | 94 | 218084655 | C | |
| SU | REG | 4/29/08 | 40.00 | .00 | 82 | 218084655 | C | |
| SU | REG | 2/07/08 | 50.00 | .00 | 98 | 218084655 | C | |
| SU | REG | 11/01/07 | 290.00 | .00 | 87 | 218084655 | C | |
| SU | REG | 8/06/07 | 360.00 | .00 | 94 | 218084655 | C | |
| SU | REG | 5/04/07 | 50.00 | .00 | 87 | 218084655 | C | |
| SU | REG | 2/06/07 | 30.00 | .00 | 96 | 218084655 | C | |
| SU | REG | 11/02/06 | 40.00 | .00 | 92 | 218084655 | C | |

OK Exit Cancel Change view Graph History

12/1/08

Fred
 Abatement for your recommendation.

hisa

prior corresponding period 360 ccf
 not sure if irrigation system used all 3 months

Attached notice was mailed with all bills from 4/1/07 thru 7/1/07 with info about deduct meters. Customer would have rec'd notice w/ 6/15/07 bill.

Customer came in to enquire about deduct meter when he first got his water bill. Did not come back to purchase until 9/15/08.

I would not give credit see

City ordinance attached
 52.160(2)(3) - Credit via deduct meter

12/2/08

Appears that the customer chose not to pursue a deduct meter, i.e., per 52.160(2)(3) the abatement is denied.

7-2

JFM

Customer ID 140587 Name DALSER REALTY LLC
 Location ID 49600 Address 220 HACKETT HILL RD

Date | Actual Consumption Graph | Demand Consumption Graph |

Cycle/Route 10 / 07 Amount due \$2,857.50
 Initiation date 1/20/06 Pending \$0.00
 Termination date 000/00 Customer status A Customer/Location status A

Select | View detail | Display comment codes

| Svc Code | Reading Type | Reading Date | Actual Consumption | Actual Demand | Days | Meter Number | Est Code | Commt Code |
|----------|--------------|--------------|--------------------|---------------|------|--------------|----------|------------|
| SU | REG | 8/02/06 | 60.00 | .00 | 90 | 21808465S | C | |
| SU | REG | 5/04/06 | 10.00 | .00 | 85 | 21808465S | C | |
| SU | REG | 2/08/06 | 30.00 | .00 | 19 | 21808465S | C | |
| SU | INT | 1/20/06 | .00 | .00 | | 21808465S | | |

OK | Exit | Cancel | Change view | Graph History

**CITY OF MANCHESTER
ENVIRONMENTAL PROTECTION DIVISION (EPD)**

Direct Payment Service

EPD is pleased to announce that your sewer bill can now be paid using **Direct Payment** – a service provided by EPD to residential customers, at no additional charge, to automatically pay your sewer bill. When you subscribe to Direct Payment, you authorize EPD to collect payment for your sewer bill directly from your personal checking account.

Application forms are available at www.manchesternh.gov/epd or by calling EPD at 603-624-6522.

Simply print and complete the form, **attach a voided check**, and mail to the address shown on the form.

Schedule of Sewer Rate Increases

On February 6, 2007, the BMA authorized EPD to increase rates thru 2010 to fund several major treatment plant improvements, expand city sewer service, and implement federally mandated CSO projects. Rates will increase for both service and usage as follows:

| | <u>4/1/07</u> | <u>1/1/08</u> | <u>1/1/09</u> | <u>1/1/10</u> |
|----------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|
| <u>Quarterly Sewer Service Charges (per unit)</u> | | | | |
| Single Family | \$13.75 | \$16.50 | \$19.80 | \$22.77 |
| Duplex | \$11.25 | \$13.50 | \$16.20 | \$18.63 |
| Multi-Family | \$ 8.75 | \$10.50 | \$12.60 | \$14.49 |
| Commercial | \$18.75 | \$22.50 | \$27.00 | \$31.05 |
| Industrial | \$38.75 | \$46.50 | \$55.80 | \$64.17 |
| <u>Quarterly Sewer Usage Fees</u> | | | | |
| Per 100 cubic feet of water consumed as recorded by Manchester Water Works | \$ 2.25 | \$ 2.70 | \$ 3.24 | \$ 3.73 |

Deduct Meter Program

Do you use more water in the summer months due to outdoor water usage? Would a deduct meter save you money? User charge credits for extraneous water use are available by making application to EPD for the installation of a deduct meter. To receive detailed information about this program, please contact our business office at 603-624-6522. Our Customer Service Representatives are happy to assist you in determining if a deduct meter could be of benefit to you.

Please visit our website at www.manchesternh.gov/epd for more information on Manchester EPD and our ongoing projects and services.

7-4

Manchester, NH Code of Ordinances

- (c) Multiple structures, per dwelling unit - \$7.
- (d) Commercial establishments, per establishment - \$15.
- (e) Industrial establishments, per establishment - \$31.

(2) User charges for industrial establishments shall be computed under the usage charge formula based on the unit costs provided herein. User charges for residential and commercial premises computer under the usage charge formula on said unit costs are computed based on the number of cubic feet of water consumed on the premises as metered by the waterworks at the rates per 100 cubic feet and effective billing dates as follows:

| <u>RATE</u> | <u>EFFECTIVE BILLING DATE</u> |
|---------------|-------------------------------|
| \$1.37/100 CF | 1/01/94 |
| \$1.55/100 CF | 1/01/96 |

(B) In the case of nonmetered premises, the average consumption for comparable structures as determined by the Chief Sanitary Engineer shall be used as a basis for billing.

Such owners may have metering facilities installed at their own expense. Such installations must be requested in writing and conform to EPD policy for such installations.

(C) Unit costs under the user charge formula are established at the rates and at the effecting billing dates as follows:

| <i>Vu</i> | <i>Bu</i> | <i>Su</i> | <i>Effective Date</i> |
|---------------------|------------------|------------------|-----------------------|
| \$1.29/1000 gallons | \$12.55/100 lbs. | \$12.32/100 lbs | 1/01/94 |
| \$1.46/1000 gallons | \$14.19/100 lbs. | \$13.93/100 lbs. | 1/01/96 |

(D) User charge credits for residential customers for extraneous water use are available by making application to the EPD for the installation of a "deduct" meter. Extraneous water use is that portion of the waterworks metered water, not returning to the sewer system.

(1) To participate, the residential user must install a deduct meter in accordance with conditions established by the Environmental Protection Division of the Highway Department. Such application shall be on forms provided by EPD. Usage charges for residential customers installing a deduct meter will be computed based on the number of cubic feet of water consumed on the premises as metered by the waterworks minus the number of cubic feet of water as measured by the deduct meter at the effective rates of division (C) of this section.

(2) Failure to comply with all conditions or any attempt to defraud the billing system as determined by EPD, will result in revocation of the right to use the deduct meter and in such case billing calculations will revert to the terms described in division (C). In such case, penalties will be sought in accordance with all applicable ordinances.

(3) User charge credits for non- residential customers are available by making application to the Highway Department, Environmental Protection Division (EPD) for a deduct meter as stipulated in (1) and

Manchester, NH Code of Ordinances

(2) above and in accordance with conditions established by the Highway Department. Credits for non-residential users will be given for water used for irrigation purposes only. All other provisions of § 52.160 will apply.

(4) User charge credits for elderly, residential accounts will be given to those sewer accounts that are granted an elderly exemption by the Tax Assessor's Office. Residents qualifying for the tax exemption will be billed at the rate of 50% of the current sewer usage charge and 50% of the current sewer service charge. This credit will not apply to condominium associations or homeowners associations. All other provisions of § 52.160 will apply.

(E) User charge credits for residential accounts will be given to those sewer accounts that are granted a tax deferral by the Tax Assessor's Office for those on the Tax Deferral for Elderly and Disabled Persons Program. Residents qualifying for the tax deferral will be billed at the rate of 50% of the current sewer service charge. This credit will not apply to condominium associations or homeowners associations. The sewer usage and sewer service charges will revert back to standard rates outline in § 52.160 upon notification from the Tax Assessor's Office that the property has been removed from the Tax Assessor's Tax Deferral Program. All other provisions of § 52.160 will apply.

(Ord. passed 1-17-95; Am. Ord. passed 5-16-95; Am. Ord. passed 10-7-97; Am. Ord. passed 1-2-01; Am. Ord. passed 9-4-01)

§ 52.161 SEPTAGE SERVICE CHARGE.

There is hereby established the following service charge for the receipt of septage into the Manchester Wastewater Treatment Facility for the treatment of said septage prior to discharge thereof into the Merrimack River to be effective at the rates and billing dates as follows:

(A) For any discharge of one thousand gallons or less - \$70.00/1000 gallons.

(B) For any discharge in excess thereof, a charge of \$7.00 per multiple of 100 gallons or any part of such multiple effecting beginning 1/1/93.

(C) For any discharge as measured by the weight scale at the septage receiving facility: \$.07 per gallon (using conversion of 8.34 lb/gal), effective 1-1-93; or, \$.0085 per pound.

(Ord. passed 1-17-95; Am. Ord. passed 4-21-98)

§ 52.162 OTHER FEES.

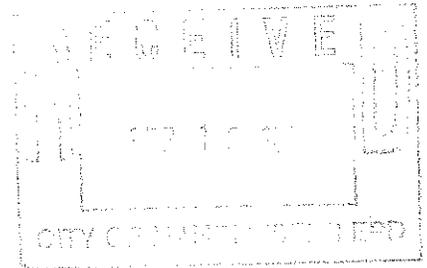
Building connection permits and inspection fees shall be established by the Manchester Highway Commission through Department regulations. Such fees shall remain in effect unless amended by further action of the Commission. Such fees shall be paid to the Department at the time the application for a building connection permit is filed.

Carol A. Johnson
City Clerk



Matthew Normand
Deputy City Clerk

CITY OF MANCHESTER
Office of the City Clerk



MEMORANDUM

TO: Fred McNeill
Chief Sanitary Engineer

FROM: Heather Freeman *#*
Administrative Assistant III

DATE: September 17, 2008

RE: Sewer Abatement Request
J.P. Sercel Associates, Inc.
220 Hackett Hill Road
(Account # 140587-49600)

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 Clerks Office.

Enclosure

9/22

Lisa,

*Can you please review
and make a ~~write~~
recommendation.....*

Thanks,



RECEIVED

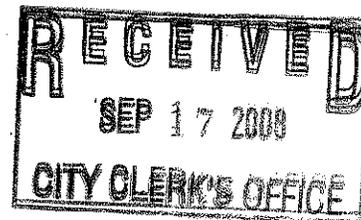
SEP 17 2008

MAYOR'S OFFICE

September 15, 2008

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

Re: Account # 140587-49600



To Whom It May Concern:

This letter is to request a sewer charge abatement for J.P. Sercel Associates, Inc., located at 220 Hackett Hill Road, Manchester, NH.

In the summer of 2007 J.P. Sercel Associates, Inc. installed a sprinkler system, which increased our water consumption. Due to this installation, water coming into the facility is now being directed into the building, and then into the sprinkler system. Therefore, the amount of excess water being disposed of into the sewer has been reduced. We are also in the process of having a meter installed, which will allow us to monitor water usage.

We are requesting your consideration for abatement of the billing period 09/09/08, in the amount of \$2,028.75.

We would also like to request your consideration for abatement for the next 3-month billing cycle (08/08-11/08). We request that the charges be consistent with the charges for that billing cycle from last year, which totaled \$671.25.

Attached please find the consumption readings for Spring 2007 (50.00), Summer 2007 (360.00), and Fall 2007 (290.00). Also attached are consumption readings for Spring 2008 (40.00) and Summer 2008 (1,050.00). As you can see, the water consumption increased dramatically from early spring to late summer once the sprinkler system was installed.

Thank you for your time and consideration of this matter. Should you have any further questions, please do not hesitate to contact us at (603) 518-3209.

Respectfully,

Scott Cormier
Sr. Controller
(603) 518-3209

Service Address: 220 HAGKEL HILL RD

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
CITY OF MANCHESTER, NH
P.O. BOX 4600
MANCHESTER NH 03108-4600
Phone: (603) 624-6522
Office hours: 8 am - 5 pm, Monday-Friday
Web Site: www.ManchesterNH.Gov/EPD

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 140587-49600 | 10-07 | 6/12/07 | 7/12/07 |

Last Billed Amount: 69.00
Payments: 69.00-
Adjustments/Transfers to Tax Office: .00
Balance Forward: .00

Service Period 5/04/07 87 E 21808465S 10.00 CCF
SU 2/06/07 5/04/07

Current Previous Usage
1536 1531 50
USAGE FOR 5/06 10.00

Service SU SEWER USAGE CHG Consumption 50.00
SS SEWER SVC CHARGE

Charge 112.50
18.75
Total 112.50
18.75

Total Current Charges 131.25
Past Due .00
Total Amount Due 131.25



7/6/07 KMD

7-9

ACCOUNT NUMBER: 140587-49600

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
CITY OF MANCHESTER, NH
P.O. BOX 4600
MANCHESTER NH 03108-4600
Phone: (603) 624-6522
Office hours: 8 am - 5 pm, Monday-Friday
Web Site: www.ManchesterNH.Gov/EPD

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 140587-49600 | 10-07 | 9/11/07 | 10/11/07 |

Last Billed Amount: 131.25

Payments: .00

Adjustments/Transfers to Tax Office: .00

Balance Forward: 131.25

| | | | | | |
|----|---------|---------|----------------|-------|-----|
| SU | 5/04/07 | 8/06/07 | 94 E 21808465S | 10.00 | CCF |
|----|---------|---------|----------------|-------|-----|

| | | | | | |
|---------|-------|-------|--------|-------------|---------|
| Service | | | | | |
| SU | SEWER | USAGE | CHG | Consumption | 360.00 |
| SS | SEWER | SVC | CHARGE | 5/04/07 | 8/06/07 |

| | | |
|-----------|----------|-------|
| Current | Previous | Usage |
| 1572 | 1536 | 360 |
| USAGE FOR | 8/06 | 60.00 |

| | |
|--------|--------|
| Charge | Total |
| 810.00 | 810.00 |
| 18.75 | 18.75 |

| | |
|-----------------------|--------|
| Total Current Charges | 828.75 |
| Past Due | 131.25 |
| Total Amount Due | 960.00 |



9/21/07 kmth

1308

Send correspondence to:

ENVIRONMENTAL PROTECTION DIVISION, 300 WINSTON STREET, MANCHESTER, NH 03103
** The dash is part of your account number, please use it on all references.



Payment Mailing Address:
 ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER, NH 03108-4600

THIS IS YOUR SEWER SERVICE BILL

Return this stub with your check made payable to:
ENVIRONMENTAL PROTECTION DIVISION

DALSER REALTY LLC
 220 HACKETT HILL RD
 MANCHESTER NH 03102-8994

Account Number: 140587-49600

The dash is part of your account number,
 please use it on all references.

Service Address: 220 HACKETT HILL RD
 Bill Date: 12/11/07
 Cycle-Route: 10-07
 Current Charges: 671.25
 Balance Forward: .00

Total Amount Due 671.25

Amount Paid:

NOTE: These amounts do not include any delinquent amounts due at the Tax Office (please see back of bill).

000140587000049600000000671254

Service Address: 220 HACKETT HILL RD

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 140587-49600 | 10-07 | 12/11/07 | 1/10/08 |

Last Billed Amount: 960.00
 Payments: 960.00-
 Adjustments/Transfers to Tax Office: .00
 Balance Forward: .00

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER NH 03108-4600
 Phone: (603) 624-6522
 Office hours: 8 am - 5 pm, Monday-Friday
 Web Site: www.ManchesterNH.Gov/EPD

Service Period Days Meter Number Mult Units
 SU 8/06/07 11/01/07 87 E 21808465S 10.00 CCF

Current Previous Usage
 1601 1572 290
 USAGE FOR 11/06 40.00

| Service | Consumption | Charge | Total |
|---------------------|------------------|--------|--------|
| SU SEWER USAGE CHG | 290.00 | 652.50 | 652.50 |
| SS SEWER SVC CHARGE | 8/06/07 11/02/07 | 18.75 | 18.75 |

Total Current Charges 671.25
 Past Due .00
 Total Amount Due 671.25

6558

POSTED
 12/18/07 DJJ

7-11



Payment Mailing Address:
 ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER, NH 03108-4600

THIS IS YOUR SEWER SERVICE BILL

POSTED
 6/13/08

Return this stub with your check made payable to:
 ENVIRONMENTAL PROTECTION DIVISION

Account Number: 140587-49600
 The dash is part of your account number,
 please use it on all references.

Service Address: 220 HACKETT HILL RD
 Bill Date: 6/10/08
 Cycle-Route: 10-07
 Current Charges: 130.50
 Balance Forward: .00

Total Amount Due 130.50

Amount Paid:

NOTE: These amounts do not include any delinquent amounts due at the Tax Office (please see back of bill).

650

DALSER REALTY LLC
 220 HACKETT HILL RD
 MANCHESTER NH 03102-8994

000140587000049600000000130507

Service Address: 220 HACKETT HILL RD

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 140587-49600 | 10-07 | 6/10/08 | 7/10/08 |

Last Billed Amount: 157.50
 Payments: 157.50-
 Adjustments/Transfers to Tax Office: .00
 Balance Forward: .00

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER NH 03108-4600
 Phone: (603) 624-6522
 Office hours: 8 am - 5 pm, Monday-Friday
 Web Site: www.ManchesterNH.Gov/EPD

| Service | Service Period | Days | Meter | Number | Mult | Units | Current | Previous | Usage |
|---------|------------------|---------|---------|-----------|-------|-------|----------------------|-----------------------|-----------------|
| SU | 2/07/08 | 4/29/08 | 82 E | 21808465S | 10.00 | CCF | 1610 | 1606 | 40 |
| SU | SEWER USAGE CHG | | | | | | Consumption 40.00 | Charge 108.00 | Total 108.00 |
| SS | SEWER SVC CHARGE | 2/07/08 | 4/29/08 | | | | 22.50 | | 22.50 |
| | | | | | | | | Total Current Charges | 130.50 |
| | | | | | | | | Past Due | .00 |
| | | | | | | | | Total Amount Due | 130.50 |

JUN 13 2008

7-12



Payment Mailing Address:
 ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER, NH 03108-4600

THIS IS YOUR SEWER SERVICE BILL

Return this stub with your check made payable to:
ENVIRONMENTAL PROTECTION DIVISION

DALSER REALTY LLC
 220 HACKETT HILL RD
 MANCHESTER NH 03102-8994

Account Number: 140587-49600

The dash is part of your account number,
 please use it on all references.

Service Address: 220 HACKETT HILL RD
 Bill Date: 9/09/08
 Cycle-Route: 10-07
 Current Charges: 2,857.50
 Balance Forward: .00

Total Amount Due 2,857.50

Amount Paid:

NOTE: These amounts do not include any delinquent amounts due at the Tax Office (please see back of bill).

000140587000049600000002857504

Service Address: 220 HACKETT HILL RD

| Account Number ** | Cycle-Route | Bill Date | Due Date |
|-------------------|-------------|-----------|----------|
| 140587-49600 | 10-07 | 9/09/08 | 10/09/08 |

Last Billed Amount: 130.50
 Payments: 130.50
 Adjustments/Transfers to Tax Office: .00
 Balance Forward: .00

Payment Mailing Address:

ENVIRONMENTAL PROTECTION DIVISION
 CITY OF MANCHESTER, NH
 P.O. BOX 4600
 MANCHESTER NH 03108-4600
 Phone: (603) 624-6522
 Office hours: 8 am - 5 pm, Monday-Friday
 Web Site: www.ManchesterNH.Gov/EPD

| Service | Service Period | Days | Meter | Number | Mult | Units | Current | Previous | Usage |
|---------|------------------|---------|---------|-------------|-------|-------|-----------------------|----------|----------|
| SU | 4/29/08 | 8/01/08 | 94 | E 21808465S | 10.00 | CCF | 1715 | 1610 | 1050 |
| | | | | | | | USAGE FOR | 8/07 | 360.00 |
| | | | | | | | Charge | | Total |
| SU | SEWER USAGE CHG | | | | | | 2,835.00 | | 2,835.00 |
| SS | SEWER SVC CHARGE | 4/29/08 | 8/01/08 | | | | 22.50 | | 22.50 |
| | | | | | | | Total Current Charges | | 2,857.50 |
| | | | | | | | Past Due | | .00 |
| | | | | | | | Total Amount Due | | 2,857.50 |

7-13

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the communication from Dick Anagnost, Trustee of Intown Manchester, regarding lighting suggestions for Granite Street be referred to the Committee on Community Improvement for recommendation.

(Unanimous vote)

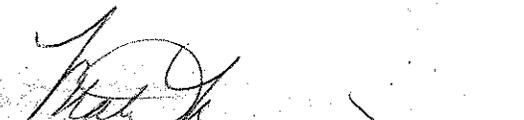
Respectfully submitted,



Clerk of Committee

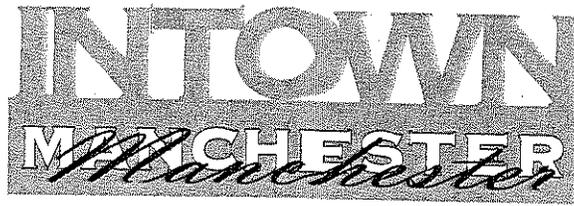
December 16, 2008. In Board of Mayor and Aldermen.

On motion of Alderman DeVries, duly seconded by Alderman O'Neil it was voted to accept, receive and adopt the report.

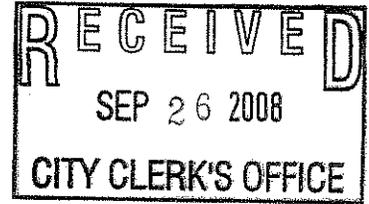


City Clerk

12/2/08 Refr to CIP



September 24, 2008
Honorable Frank Guinta and Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101



RE: Lighting on Granite Street

Dear Mayor Guinta and Aldermen,

At the September 17, 2008 meeting of the Intown Board of Trustees, the matter of decorative lighting for Granite Street was discussed. As we understand the situation, there currently is no access to electricity for this or any other civic purpose. This information came to light during our planning process for holiday lighting.

We were recently informed by Mayor Guinta that a review of the situation was being conducted by his staff and the Highway Department. We thank those involved in the review for taking this matter under immediate consideration.

Because the Granite Street project has such high visibility as the gateway into downtown, the Intown Board was concerned that the lack of decorative lighting would greatly diminish the impact of this entrance as our corridor to night life and entertainment. As it stands now, there will be neither twinkle lights in the trees along the medians nor holiday lighting on the poles.

Further, we understand that the Granite Street project is very close to being completed, and the remaining sidewalk openings will be completed in a matter of days. Because of the time constraints, the Board of Trustees felt it necessary to convey their concerns and respectfully offer some suggestions.

We understand that changes at this late stage can be costly, so the Board discussed some alternatives which you may want to consider and refer to the Land and Buildings committee.

- One suggestion was to act, before the sidewalks are completed, to install the necessary infrastructure and deal with the actual power installation at a later date. Conduits for electricity could be installed from the sidewalks to the medians, while Granite Street is still under construction.
- Another suggestion was to investigate solar power for commercial use. Such a commercial application for solar power should be powerful enough to last a minimum of 8 -10 hours and energize a few hundred lights for each tree or lamp post. These units should have the capacity to deflect (melt?) snow and ice, so energy absorption would not be diminished, and be strong enough to withstand damage in urban settings.

I will be happy to make myself available for further discussion. I can be reached at 669-6194. Thank you for your consideration.

Sincerely,

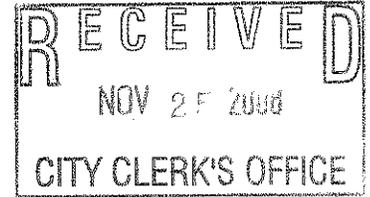
Dick Anagnost SAC

Dick Anagnost, Chairman, Intown Manchester Board of Trustees

In Board of Mayor & Aldermen
Date: October 7, 2008
On Motion of Ald. Shea
Seconded by Ald. Smith
Voted to be referred to Lands and Buildings
[Signature]
Deputy City Clerk

8-2

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

October 31, 2008

Community Improvement Committee
One City Hall Plaza
Manchester, NH 03101

Re: Requesting Funds for The State of New Hampshire Training

Dear Committee Members:

Since FY 04 the City of Manchester and the State of NH have formed a relationship to train our current supervisors and managers.

Certified Public Supervisor Program (CPSP), Level 1, is a one-year program available to all front-line supervisory staff and all employees who are not currently supervisors but who are working towards a supervisory position. Successful completion of the program results in a national CPSP certification. Certified Public Management Program (CPMP), Level II, is a two-year program available to all mid-to-senior level managers. As with Level I, successful completion of this program results in a national CPMP certification.

During the FY 09 process, HR was not allocated funding for this on-going program. However, four (4) Level I employees rolled into the Level II program in the Fall resulting in a \$3,600 expenditure, for which funds have not been approved in either the HR budget or the employees' respective departments budgets.

At this time, HR is requesting that CIP funds in the amount of \$3,600 be approved to cover the program costs for the affected employees. Your favorable consideration would be greatly appreciated. Please do not hesitate to contact me should you have any questions regarding this matter.

Sincerely,

Jane E. Gile
Human Resources Director

Cc: Ald. Mike Garrity, Chairman CIP
Ald. Shea, O'Neil, Gatsas & Smith
Sam Maranto, CIP

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov



CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

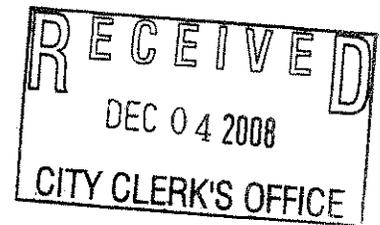
625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Steve Johnson, Clerk
Michael Worsley
Dennis Smith
Sandra Lambert
Ronald Ludwig, Director

Memorandum

To: Heather Freeman
CC: File
From: Chuck DePrima
Date: December 1, 2008
Re: Agenda item for next CIP meeting



Would you please include the attached letter on the agenda of the next CIP Committee meeting.

Please give me a call if you have any questions.

Thank you for your assistance.

Chuck DePrima
Acting Director



CITY OF MANCHESTER
Parks Recreation and Cemetery Department

December 1, 2008

Alderman Mike Garrity, Chairman
City of Manchester Community Improvement Program
One City Hall Plaza
Manchester, NH 03101

RE: 2008 Recreational Trails Grant Program

Dear Alderman Garrity:

I am pleased to inform you that our dept have been awarded a grant in the amount of \$30,000 towards the completion of the trailway extending from Main Street to Electric Street. This will be added to the funds already secured so that we can continue our efforts to construct a city wide recreational trail system that safely connects neighborhoods and business to parks.

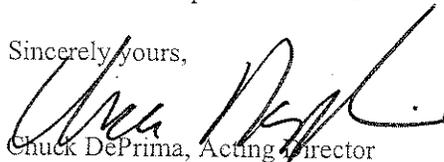
Below is a summary of funding for this project so far:

- **\$847,300** Phase 2 - (\$847,300 from Federal Highway Administration + the city's matching contribution \$169,460)
- **\$625,780** Phase 3 - (500,000 from Federal Highway Administration + the City's matching contribution of \$125,780)
- **\$30,000** - 2008 Recreational Trails Program

Total - \$ 1,503,080

In order to accept the \$30,000 we need approval from the Board of Mayor and Aldermen. Therefore, I would like to request this action.

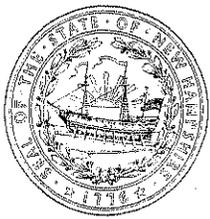
Sincerely yours,



Chuck DePrima, Acting Director

Cc: Sam Maranto, CIP
Bill Sanders, Finance Director

10-2



STATE OF NEW HAMPSHIRE
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
TRAILS BUREAU
 172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

GEORGE M. BALD
 Commissioner



Director
 603-271-3556

CHRIS GAMACHE
 Chief
 603-271-3254

September 18, 2008

FAX: (603)271-3553
 WEB: www.nhtrails.org
 E-MAIL: nhtrails@dred.state.nh.us

Dear 2008 RTP Grantee

Enclosed you will find:

Enclosed is a copy of your completed 2008 Recreational Trails Program grant contract. The original copy will be retained in your grant file at the Bureau of Trails main office. Along with your enclosed contract you will also find blank copies of the following forms (please keep these as your master copies and make additional copies as necessary):

- o Billing form
- o Match form
- o Bi-Annual Progress Report form
- o Equipment Report form (for equipment grants only)

Please be sure that all grant requirements are fulfilled before you begin your project. Beyond the requirements of the Recreational Trails Program, it is your responsibility to obtain all required permits that may be necessary through the scope of your trail project. Be sure to follow guidelines set forth in the "Best Management Practices for Erosion Control During Trail Maintenance and Construction" which is available online at www.nhtrails.org/trail-maintenance-and-guidelines/

Please contact me if you have any question regarding the information needed within the enclosed forms or if you have completed all requirements associated with your grant at (603) 271-3254 x227 or bill.gegas@dred.state.nh.us.

Thank you for your continued efforts to improve New Hampshire's recreational trail opportunities.

Sincerely,

Bill Gegas
 RTP Coordinator

enclosures

10-3

RECEIVED RECEIVED

JUL 31 2008

JUL 24 2008

D.R.E.D.

D.R.E.D.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT
BUREAU OF TRAILS
RECREATIONAL TRAILS PROGRAM
GRANT AGREEMENT

This grant, effective upon Governor and Council approval, between the State of New Hampshire, Department of Resources and Economic Development through its Commissioner, hereunto duly authorized through the Division of Parks and Recreation Director, hereinafter referred to as the "STATE" and City of Manchester-Parks, Rec & Cemetary Dept hereinafter referred to as "GRANTEE".

GENERAL PURPOSE

The grantee agrees to perform, as outlined in their application, services related to trail maintenance, restoration, development, acquisition, trailside and trail-head facilities, operation of education programs promoting safety and environmental protection or improving access and use of trails by persons with disabilities, in accordance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005.

TERM OF GRANT

This grant and the obligations of the parties hereunder, shall become effective upon Governor and Council approval. The term of this grant shall run from the commencement date until **June 30, 2009**, with any exceptions listed on page 4.

GRANT TOTAL

The maximum amount of funds available to the Grantee pursuant to this agreement shall be **\$30,000.00**. It is further understood and agreed that the Grantee shall only be reimbursed on the basis of actual costs incurred, and that the State's determination of eligible and approved costs shall be final in all cases.

It is understood and agreed that all payments of all sums by the State hereunder are contingent upon availability and continued appropriation of federal funds, and if for any reason whatsoever, such funds shall be terminated or reduced or otherwise become unavailable, the State may terminate this grant in whole or part immediately. Any payments allotted but not applied for by the Grantee on the project termination date shall lapse.

COST SHARING PROVISIONS

The grantee will be required to provide adequate documentation in a format that fully accounts for and certifies that the matching funds have been, in fact, incurred on the project. The grantee has pledged a minimum of **\$1,070,000.00** to the match requirement.

AMENDMENT

The Grantee agrees that they will not amend, revise, or change the approved application or work plan without the written consent of the State.

10-4

COMPLIANCE AND CONSTRUCTION INSPECTION REPORT

Project progress inspections may be conducted by State or Federal representatives. State representatives may, at any time, inspect the project and review the Grantee's records and files. Upon notification of project completion, the State will inspect projects and prepare a written report. Recommendations for corrective actions will be made, if appropriate. A copy of the report will be sent to the Grantee. Deficiencies, if any, shall be corrected and reported, in writing to the State within twenty-one (21) days of receipt of the inspection report. Final payment will not be made until deficiencies are corrected.

The Grantee agrees to submit to all requested inspections and audits by State and Federal officials which relate to the services and payments under this grant.

TERMINATION OF GRANT

Any failure by the Grantee to abide by or carry out any of the terms or conditions of this grant shall, at the discretion of the State, result in termination of this grant, if, after notice to the Grantee, said default is not remedied within ten (10) days. In the event of termination, no further payments shall be made by the State.

RECORD RETENTION

All program and financial records shall be retained by the Grantee for State and Federal audit purposes and available for public inspection for a period of three (3) years after the final payment on the project.

At a minimum the following records shall be maintained and made available for audit; invoices, for purchased materials and for all design and construction costs indicating check number and date paid on each invoice, cancelled checks or copies thereof, bid, solicitation, and procurement documents, work changes and change orders.

SOVEREIGN IMMUNITY AND INDEMNIFICATION

The Grantee covenants to indemnify and hold harmless the State from and against any and all losses suffered by the State and any and all claims, liability or penalties asserted against the State by or on behalf of any person on account of, based in, resulting from arising out of, (or which may be claimed to have arisen out of) the acts or omissions of the Grantee. Nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State. This covenant shall survive the termination of the grant.



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

To: Michael Garrity, Chairman
CIP Aldermanic Committee

From: Pamela H. Goucher
Interim Director of Planning

Date: December 29, 2008

Subject: CIP 510907 Parks Improvement Project

The Parks, Recreation & Cemetery Department has recently received grant funding from the Friends of Valley Cemetery in the amount of \$20,000 and the NH Department of Resources and Economic Development (DRED) in the amount of \$30,000. The funds from DRED are from its Recreational Trails Program and are to be put towards the cost of development of the Piscataquog Trail while the private funds are for assistance in the rebuilding of the Cemetery perimeter fence and/ or chapel repair.

Prior to their expenditure, the funds will need to be accepted by the full Board and in preparation for that action we have enclosed for the Committee's review the appropriate paperwork required. The Committee's recommendation to the full Board for approval of the attached amending resolution and revised budget authorization is thereby respectfully requested.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
www.manchesternh.gov

10-6

CIP BUDGET AUTHORIZATION

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

Project Description: Improvements to City Parks as per Master Plan. Funding for: Sullivan Park Playground; Crystal Lake Park; Weston Observatory; Piscataquog Park East; Junior Deb Softball Field Improvements; Valley Cemetery; Piscataquog Trail Phase III; Emergency repairs of Piscataquog field - 75% of the cost will be reimbursed through FEMA; and \$8,000 as local match for design of the Rockingham Trail. Also includes funding for security system at West Side Ice Arena & Parking at Raco Theodore Park. Also repairing Piscataquog River Park Bridge with FEMA reimbursement up to 75% of project cost.

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="06/30/09"/> |
| 3 | | |
| 4 | | |
| 5 | | |

Expected Completion Date:

Line Item Budget

| | BOND | DOT/OTHER | FEMA | 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 | \$1,975,000.00 | \$705,594.00 | \$58,516.31 | \$2,739,110.31 |
| TOTAL | \$1,975,000.00 | \$705,594.00 | \$58,516.31 | \$2,739,110.31 |

Revisions

- #1-provides an indiv. project funding I.D. #2-allocates \$8,000 for Rockingham Trail & \$142,000 for Piscataquog repair.
- #3 - Adds security system at West Side Ice Arena & parking at Raco Theodore Park.
- #4 - increases other funds by \$12,754./ #5 - increases budget by \$5,000 Other funds for Rockingham Trail.
- #6 - Funds received from FEMA in the amount of \$58,516.31 to repair flood damage Piscataquog River Park Bridge
- #7 - Adds \$30,000 for Piscataquog Trail and \$20,000 for Valley Cemetery Fence.

COMMENTS

Funds in the amount of \$12,754 received from the Friends of the Valley Cemetery to be used towards cost of the renovation of that facility. Funds in the amount of \$5,000 received from Triangle Credit Union to be used for the Rockingham Trail. \$30,000 received from NHDRED Recreational Trail Program, addition of \$20,000 from Friends of Valley Cemetery for fencing/or chapel repair

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 Fifty Thousand Dollars (\$50,000) for the FY 2007 CIP 510907 Parks Improvement 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 NHDRED Recreational Trail Program funds to assist the City in the construction of the Piscataquog Trail and;

WHEREAS, the Board of Mayor and Alderman desires to accept a donation from the Friends of the Valley Cemetery to be used toward the repairs to the Cemetery fencing and/or chapel repair;

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

By increasing:

FY 2007 CIP 510907 – Parks Improvement Project - \$50,000 (\$30,000 NHDRED, \$20,000 Other)

From \$2,739,110.31 (\$1,975,000 Bond, \$705,594 DOT/Other, \$58,516.31 FEMA)

To \$2,789,110.31 (\$1,975,000 Bond, \$755,594 DOT/Other, \$58,516.31 FEMA)

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

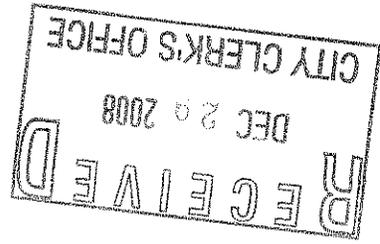
MEMORANDUM

To: Committee on Community Improvement Program

From: Pamela H. Goucher
Interim Planning Director

Date: December 29, 2008

Subject: Project Extensions



The following projects are requested to be extended until June 30, 2009:

| <u>Year</u> | <u>Fund Type</u> | <u>Project #</u> | <u>Project Name/Department</u> | <u>Balance/Encumbrance</u> |
|-------------|------------------|------------------|-------------------------------------------------|----------------------------|
| 2008 | CDBG | 212708 | New Citizen Assimilation Initiatives-Planning | \$13,418.00 |
| 2008 | State | 214008 | Cities Readiness Initiative-State | \$3,740.65 |
| 2008 | State | 214108 | Naccho Accreditation Improvement-Health | \$ 2,499.26 |
| 2008 | Federal | 410008 | Homeland Security Grant-Fire | \$ 500,000.00 |
| 2008 | State | 4100B8 | Homeland Security Grant-Fire | \$ 1,515.99 |
| 2008 | State | 4100C8 | Homeland Security Grant-Fire | \$ 35,000.00 |
| 2008 | State | 4100D8 | Homeland Security Grant-Fire | \$ 811.00 |
| 2008 | Cash | 411708 | Firesafe Intervention Program-OYS | \$ 2,099.30 |
| 2008 | Cash | 411808 | Fire Ladder Truck Repair-Fire | \$ 4,505.56 |
| 2008 | CDBG | 511008 | Martineau Park-Parks | \$78,125.79 |
| 2008 | Cash | 511208 | Hazard Tree Removal-Parks | \$3,250.00 |
| 2008 | Cash | 511308 | Millyard Maintenance-Parks | \$8,245.00 |
| 2008 | Cash | 511508 | Weston Street Neighborhood Park-Parks | \$13,810.00 |
| 2008 | Cash | 511608 | Veterans Park/Stanton Plaza-Parks | \$10,000.00 |
| 2008 | CDBG | 610408 | Concentrated Code Enforcement-Building | \$43,400.00 |
| 2008 | CDBG | 611408 | Manchester Micro Enterprise Program-MicroCredit | \$2,000.00 |
| 2008 | CDBG | 611608 | Neighborhood Pride-Business Incentive-MEDO | \$125,000.00 |
| 2008 | CDBG | 710508 | School Sidewalk Program-Highway | \$12,044.45 |
| 2008 | Cash | 710608 | Annual Bridge Maintenance Program-Highway | \$20,000.00 |
| 2008 | Cash | 713408 | Chronic Drain-Highway | \$17,115.15 |
| 2008 | CDBG | 810008 | ADA Compliance-Planning | \$71,651.87 |
| 2008 | CDBG | 810108 | Community Development Initiative-Planning | \$10,000.00 |
| 2008 | Cash | 810408 | Municipal Deferred Maintenance-HFD | \$6,867.53 |
| 2008 | State | 810808 | Vista Initiative Program-Health | \$ 187, 303.11 |
| 2007 | State | 210607 | School Based Dental Services-Health | \$ 9,994.67 |
| 2007 | Cash | 411807 | Hazard Tree Removal-Parks | \$78.77 |
| 2007 | State | 412407 | Public Safety Interoperability-Fire/Police | \$ 3,409.25 |
| 2007 | State | 412607 | Security Fiber Connections Project-Fire | \$ 85,467.83 |
| 2007 | Cash | 510807 | Park Improvement Program-Parks | \$17,495.20 |
| 2007 | NHDOT | 510907 | Parks Improvement Project-Parks/Pisc. Trail | \$22,754.00 |

| | | | Phase III | |
|------|---------|--------|---------------------------------------------------------|---------------|
| 2007 | ST/FED | 511407 | Black Brook Dam Removal (Watershed Restoration) Project | \$46,120.14 |
| 2007 | ST/FEMA | 511607 | Bass Island Flood Damage | \$8,889.22 |
| 2007 | CDBG | 611507 | Revolving Loan Fund-MEDO | \$ 19,351.26 |
| 2007 | CDBG | 710807 | School Sidewalk Program-Highway | \$81,896.52 |
| 2007 | CDBG | 710907 | Annual Bridge Maintenance-Highway | \$65,770.51 |
| 2007 | CDBG | 711207 | Downtown Miscellaneous Repairs-Highway | \$801.76 |
| 2007 | CDBG | 810707 | Community Development Initiative-Planning | \$1,963.93 |
| 2007 | Cash | 810807 | Master Plan Support-Planning | \$10,000.00 |
| 2007 | CDBG | 810807 | Master Plan Support-Planning | \$43,125.71 |
| 2007 | CDBG | 810907 | Neighborhood Revitalization/CBD Impr. - Planning | \$159,092.87 |
| 2006 | Federal | 410006 | Mobile Data Terminal/AVL'S-Fire | \$ 1,726.47 |
| 2006 | Cash | 511306 | Crystal Lake Master Plan-Parks | \$726.52 |
| 2006 | CDBG | 612406 | Neighborhood Revitalization Program-MEDO | \$ 42,053.17 |
| 2006 | Cash | 711206 | Campbell Street Traffic Study-Highway | \$5,703.86 |
| 2006 | Cash | 712706 | Discretionary Sidewalk/Curb Program | \$15,740.87 |
| 2006 | CDBG | 810306 | Economic Development/Master Plan-MEDO/Planning | \$1,578.44 |
| 2006 | CDBG | 810606 | ADA Compliance-Planning | \$22,386.01 |
| 2003 | Cash | 411103 | Hazardous Materials-Fire | \$ 2,780.30 |
| 2000 | Other | 650300 | Hacket Hill Development-MEDO | \$ 430,781.80 |

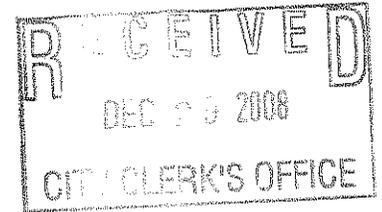


CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee



To: Michael Garrity, Chairman
CIP Aldermanic Committee

From: Pamela H. Goucher
Interim Director of Planning

Date: December 29, 2008

Subject: 610809 Manchester Emergency Housing

As part of the 2009 CIP, the City allocated \$20,000 of CDBG funds to the Manchester Emergency Housing Shelter to address various code deficiencies and carry out other needed improvements to the interior of the shelter. Subsequent to this allocation lead hazards have been identified in the shelter which place children that may be staying in that facility at risk. To completely remove all of the lead found in the interior and exterior of the building and grounds will cost \$27,466. Our Staff have recommended to the Emergency Shelter Board that the current CDBG allocation be redirected towards the immediate remediation of the interior lead hazards with the exterior lead issues being dealt with at a future date.

While the Shelter Board agrees that it is important to immediately address the lead based paint health hazards it is requesting an additional \$20,000 to take care of the repairs originally intended to be addressed prior to the lead hazards being identified. Should the Committee desire to favorably consider this request there does exist at this time sufficient uncommitted CDBG derived program income that could be used.

Attachments:

12-1
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
www.manchesternh.gov

TO: MANCHESTER EMERGENCY HOUSING, INC.

11 Liberty St.
Manchester, NH 03104

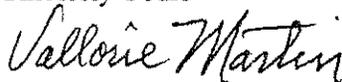
(603) 627-2636

Date: November 30, 2008
TO: Samuel Maranto
City of Manchester Planning Department

From : Vallorie Martin Director MEH

On November 21, 2008 a meeting was held at the Planning Dept. to discuss the Lead Paint problem and how we could resolve this issue. It was decided that MEH would have to use its CIP funding to hire a contractor to dispose of the Lead paint problem. The CIP funds were suppose to go for much needed repairs at the shelter. As discuss at the meeting we at Manchester Emergency Housing are requesting an additional \$20,000. for much needed repairs due to an unexpected emergency Manchester Emergency Housing had to use the original CIP funds for Lead abatement to ensure the safety of our guest and there children. Thank you for your support in resolving this matter.

Sincerely Yours


Vallorie Martin

Manchester's only family shelter

12-2



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

Planning
Community Improvement Program
Growth Management

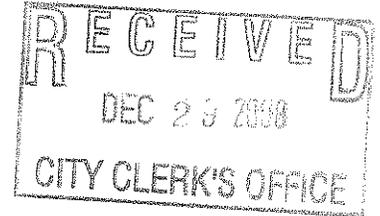
Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

To: Michael Garrity, Chairman
CIP Aldermanic Committee

From: Pamela H. Goucher
Interim Director of Planning

Date: December 29, 2008

Subject: 2009 CIP 711709 Storm Water Utility Study/Design



The Highway Department is in receipt of a \$125,000 grant from the Environmental Protection Agency. As such, we have enclosed the appropriate paperwork necessary for this grant to be accepted by the City. We respectfully request the Committee's review and consideration of a recommendation for approval to the full Board.

Attachments:

13-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
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="8/6/2008"/> |
| 2 | Program Completion | <input type="text" value="9/30/2009"/> |
| 3 | | |
| 4 | | |
| 5 | | |

Expected Completion Date:

Line Item Budget

| | BOND | EPA Grant | | 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 | \$250,000.00 | \$125,000.00 | \$0.00 | \$375,000.00 |
| 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 |
| TOTAL | \$250,000.00 | \$125,000.00 | \$0.00 | \$375,000.00 |

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 One Hundred Twenty Five Thousand (\$125,000) for the FY 2009 CIP 711709 Storm Water Utility Study/Design.”

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 the Environmental Protection Agency to assist in the completion of the City's Storm Water Utility Study/Design;

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

By increasing:

FY 2009 CIP 711709 – Storm Water Utility Study Design - \$125,000 EPA
From \$250,000 Bond to \$375,00, (\$250,000 Bond, \$125,000 EPA)

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

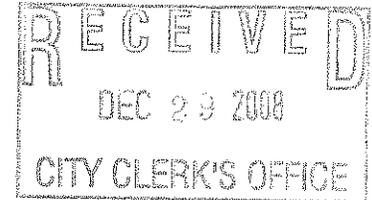


CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee



To: Michael Garrity, Chairman
CIP Aldermanic Committee

From: Pamela H. Goucher
Interim Director of Planning

Date: December 29, 2008

Subject: CIP 611709 Housing Initiatives

Attached, we have submitted for the Committee's consideration an amending resolution that adds \$160,000 of Affordable Housing Trust Funds to the 2009 Housing Initiatives Program. The funds will primarily be used in support of the City's Housing Rehabilitation and Lead Hazard Removal Program with \$15,000 of the funds replacing a HOME Fund allocation originally authorized for the Helping Hands Safe Haven Project. The additional infusion of funds is being requested in order to accommodate the significant demand of these programs.

As I believe the Committee members are aware, these funds are loan repayments from previous housing rehabilitation and lead paint hazard projects and are restricted in their use to affordable housing activities.

Attachments:

14-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
www.manchesternh.gov

CIP BUDGET AUTHORIZATION

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

Project Description: Funding to increase the supply of decent, safe and affordable housing units through new construction or rehabilitation of existing housing stock to include energy efficiency improvements. Funds to be distributed as follows: Sidoras Terrace Apartments (\$400,000), Housing and Lead Hazard Program Rehabilitation (\$228,754) Helping Hands Safe Haven (\$15,000) and Energy Efficiency Improvements (\$90,000).

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

Critical Events

| | | |
|---|--------------------|----------------------------------------|
| 1 | Program Initiation | <input type="text" value="7/1/2008"/> |
| 2 | Program Completion | <input type="text" value="6/30/2009"/> |
| 3 | | |
| 4 | | |
| 5 | | |

Expected Completion Date:

Line Item Budget

| | CDBG | HOME | AHTF | 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 | \$90,000.00 | \$483,754.00 | \$160,000.00 | \$733,754.00 |
| TOTAL | \$90,000.00 | \$483,754.00 | \$160,000.00 | \$733,754.00 |

Revisions

Revision #1 - increases budget from \$573,754 to \$733,754 through allocation of additional Affordable Housing Trust Funds

COMMENTS

Total commitment of City funds for Sidoras Terrace Apartments project is \$500,000 with \$100,000 of additional funding to come from 2010 CIP HOME allocation.

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 One Hundred Sixty Thousand Dollars (\$160,000) for the FY2009 CIP 611709 Housing Initiatives 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 budgets; 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 increase the supply of decent, safe and affordable housing as being accomplished through the operation of the City Housing Rehabilitation and Lead Paint Hazard Program;

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

1) **By increasing:**

FY 2009 CIP 611709 Housing Initiatives - \$160,000 AHTF
(Affordable Housing Trust Funds)

From \$573,754 (\$90,000 CDBG; \$483,754 HOME) to \$733,754 (\$90,000 CDBG;
\$483,754 HOME; \$160,000 AHTF)

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

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
Interim Director of Planning

Date: December 29, 2008

Subject: Police Department – CIP #412009 – Manchester Red Light Running Program

The Police Department has notified us that the City has received a grant from the State of New Hampshire Highway Safety Agency totaling \$4,984.32 for the implementation of the Manchester Red Light Running Program in the community.

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:

15-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
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 | 12/1/2008 |
| 2 | Program Completion | 12/31/2009 |
| 3 | | |
| 4 | | |
| 5 | | |

Expected Completion Date:

Line Item Budget

| | STATE | | | TOTAL |
|------------------------|-------------------|---------------|---------------|-------------------|
| Salaries and Wages | \$4,984.32 | \$0.00 | \$0.00 | \$4,984.32 |
| Fringes | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Design/Engineering | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Planning | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Consultant Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Construction Admin | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Land Acquisition | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Overhead | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Construction Contracts | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | \$4,984.32 | \$0.00 | \$0.00 | \$4,984.32 |

Revisions

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COMMENTS

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| |
|--|

15-2

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

"Amending the FY 2009 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Nine Hundred Eighty Four Dollars and Thirty Two Cents (\$4,984.32) for the FY 2009 CIP 412009 Manchester Red Light Running 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 \$4,984.32 from the State of New Hampshire Highway Safety Agency for the implementation of the Manchester Red Light Running Program;

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

By adding:

FY 2009 CIP 412009 – Manchester Red Light Running Program - \$4,984.32 State

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

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
Interim Director of Planning

Date: December 29, 2008

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

The Health Department has notified us that the City has received additional funding totaling \$105,000 from CMC, Elliot and Dartmouth Hospitals to examine access to health care for Manchester's vulnerable populations.

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

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

Attachments:

16-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
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 | 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 | \$315,000.00 | \$0.00 | \$0.00 | \$315,000.00 |
| 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 |
| TOTAL | \$315,000.00 | \$0.00 | \$0.00 | \$315,000.00 |

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.
- Budget increased from \$210,000 to \$315,000 due to the receipt of additional funding.

COMMENTS

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

116-2

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Five Thousand Dollars (\$105,000) for the FY2006 CIP 214206 Manchester Health Care Access Review 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 2006 CIP as contained in the 2006 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional donations in the amount of \$105,000 from various foundations to continue examining access to health care services in Manchester;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 214206 – Manchester Health Care Access Review Program - \$105,000 Other
(from \$210,000 to \$315,000)

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Pamela H. Goucher
Interim Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

To: Michael Garrity, Chairman
CIP Aldermanic Committee

From: Pamela H. Goucher
Interim Director of Planning

Date: December 29, 2008

Subject: OYS 6% Incentive Funds

The Office of Youth Services has received from Hillsborough County \$8,000 from the so called 6% Incentive Fund for support of its Adolescent Delinquency Prevention Program. In order that these funds may be used we have included for the Committee's review an amending resolution and budget authorization that will need to be approved. We respectfully request that the Committee make a recommendation for approval of these documents to the full Board.

Attachments:

17-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: planning@manchesternh.gov
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 - Effective | 7/1/08 |
| 2 | Program Completion | 6/30/09 |
| 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 |
| TOTAL | \$8,000.00 | \$0.00 | \$0.00 | \$8,000.00 |

Revisions

| |
|--|
| |
| |
| |

COMMENTS

Funds from Hillsborough County Incentive Program

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 214209 6% Incentive Fund 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 in support of the Office of Youth Services Adolescent Delinquency Prevention Program;

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

By adding:

FY 2009 CIP 214209 – 6% Incentive Fund Program - \$8,000 County

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

8/4/08 Tabled

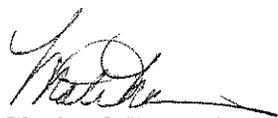
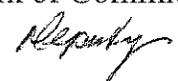
To the Board of Mayor and Aldermen of the City of Manchester:

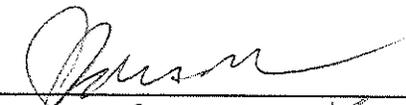
The Committee on Community Improvement respectfully advises, after due and careful consideration, that the communication from Fred Rusczek, Executive Director of Child Health Services, requesting reconsideration of the Mayor's 12% budget cut of FY2009 CIP allocations to his agency has been received and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

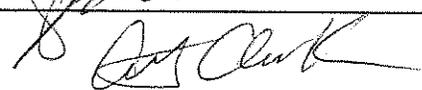
(Unanimous Vote)

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






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
Steven Paris, MD
President
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.

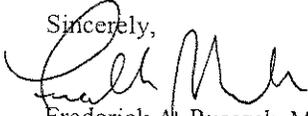
DIRECTORS
Andrea Chatfield
Marc Cullerot
Carol Frizzell
Laurie Glaude
Sandra Kinney
Ted Krantz
Kelly Lawrence
Christine Madden
Ruchelle M. Moore
Rick Phelps, MD
Christine Rosenwasser, MD
Susan Scacchi
Judy Streeter

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.

18-2



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.

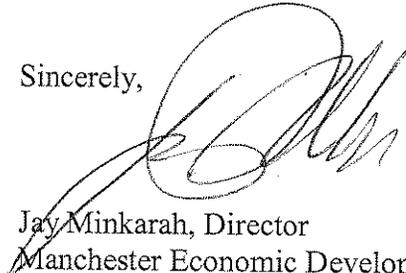
Over the past several weeks, we have remained in contact with Steve Lorentzen, Administrator of the State's Bureau of Court Facilities. Based on recent discussions with Mr. Lorentzen, we understand that they remain interested in the Pearl Street lot as a location for a new court facility; however, they 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
Haddon + I
Community Improvement Com.
6/3/08*



tabled 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.

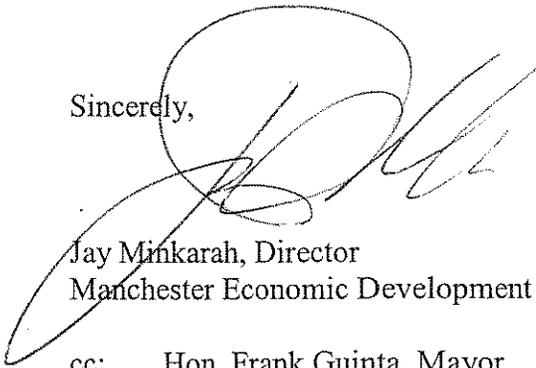
Though it appears that rehabilitation of the existing facility is the favored alternative, interest has been shown in the possibility of developing a new Court facility on the City-Owned Pearl Street Lot, possibly through an exchange of properties for the Superior Court building. Steve Lorentzen, Administrator 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

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

19-7

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

19-8