

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

September 28, 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. Communication from Tim Soucy, Public Health Director, regarding the Homeless Healthcare Project as requested by the Committee.
Gentlemen, what is your pleasure?
4. Amending Resolution and Budget Authorization providing for the acceptance of additional funds in the amount of \$5,386 for CIP project #211010 Alcohol and Drug Education Program.
Gentlemen, what is your pleasure?
5. Communication from Leon LaFreniere, Director of Planning and Community Development, requesting on behalf of the Health Department that the CIP project #213908 Manchester Multi-Lingual Asthma Education and Outreach Program be extended from September 30, 2009 to September 30, 2010.
Gentlemen, what is your pleasure?
6. Amending Resolution and Budget Authorization providing for the acceptance of additional grant funds in the amount of \$81,719 from the Department of Health and Human Services Health Resources and Services Administration to provide services to the homeless CIP #210109.
Gentlemen, what is your pleasure?

7. Amending Resolution and Budget Authorization providing for the acceptance of Medicaid funds in the amount of \$19,000 from the New Hampshire Department of Health and Human Services to support the School Based Dental Services program CIP #210609.
Gentlemen, what is your pleasure?

8. Amending Resolution and Budget Authorization providing for the acceptance of grant funds in the amount of \$50,000 from the US Department of Homeland Security and Emergency Management to support the implementation of CIP #214010 H1N1 Phase II program.
Gentlemen, what is your pleasure?

9. Amending Resolution and Budget Authorization providing for the acceptance of grant funds in the amount of \$126,246 from the New Hampshire Department of Health and Human Services-Division of Public Services to support the implementation of CIP #214110 H1N1 Phase III program.
Gentlemen, what is your pleasure?

10. Amending Resolution and Budget Authorization providing for the acceptance of grant funds in the amount of \$2,285 from the Sylvie Ratelle STD/HIV Prevention Training Center of New England to support the implementation of CIP #214210 Sylvie Ratelle STD/HIV Prevention program.
Gentlemen, what is your pleasure?

11. Amending Resolution and Budget Authorization providing for the acceptance of grant funds in the amount of \$115,892 from the New Hampshire Department of Health and Human Services to support CIP #214310 Immunization Initiative program.
Gentlemen, what is your pleasure?

12. Amending Resolution and Budget Authorization providing for the initiation of the expenditure of HPRP funds in the amount of \$766,545 from HUD as part of the American Recovery and Reinvestment Act of 2009.
Gentlemen, what is your pleasure?

13. Amending Resolution and Budget Authorization providing for the acceptance of grant funds in the amount of \$350,000 from the New Hampshire Department of Environmental Services to support the Automatic Meter Reading Project requiring the City to bond \$700,000.

Gentlemen, what is your pleasure?

14. Communication from Sam Maranto, Planning & Community Development, requesting that the committee enter into a non-public session to discuss procedures for potential property acquisitions as part of the Neighborhood Stabilization Program.

A motion would be in order to enter non-public session under the provisions of RSA 91-A:3(II)(d).

A roll call vote is required on the motion.

TABLED ITEM

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

15. Discussion relative to CIP bond projects.
(Note: Report attached from William Sanders, Finance. Communication from Leon LaFreniere, Planning & Community Development, identifying the source of funding for Hackett Hill Development Project CIP # 650300. Report of the Committee on Joint School Buildings attached as per the Committee on 3/31/09. Communication from Pam Goucher, Planning & Community Development, with updated project balances on 4/10/09 and also identifying CIP Project #510807 as available for transfer to contingency. Item tabled 2/17/09. Finance Officer to provide an update.)
16. If there is no further business a motion is in order to adjourn.

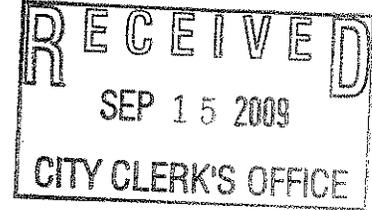
Timothy M. Soucy, MPH, REHS
Public Health Director

Anna J. Thomas, MPH
Deputy Public Health Director



BOARD OF HEALTH
Carol Bednarowski
Robert Duhaime, RN, MBA
Laura Smith Emmick, MD
William Mehan, DMD, MS
Kristin Schmidt, PA-C

CITY OF MANCHESTER
Health Department



Alderman Mike Garrity, Chairman
Committee on Community Improvement
C/o Matt Normand, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: Health Department – CIP #213810 – Homeless Healthcare – American Recovery & Reinvestment Act

Dear Chairman Garrity,

As requested by the CIP committee at their September 1, 2009 meeting, I am providing additional information on the Health Department's request to accept \$184,910 from HRSA to support capital improvements for the Healthcare for the Homeless Project. As you may recall these funds were being used to support renovations and IT infrastructure at the clinic's space located at New Horizons, 199 Manchester Street.

The \$184,910 is broken down into two projects:

Alteration/Repair/Renovation \$71,453

In summary, the renovation will build two new offices, renovate an existing exam room and add a second exam room. From the HRSA approved work plan, I have attached a description of the project, budget, budget summary, and floor plan for the renovation.

IT/Equipment \$113,457

In summary, these funds will be used to upgrade all IT equipment in the clinic space, add a T1 line and purchase and install Electronic Medical Record software (CHAN). Once again from the HRSA approved work plan, I have attached a description of the project, budget, and budget summary.

At the CIP meeting, there was also a concern raised as to any potential impact on New Horizons. I have attached a letter from Fred Robinson, Executive Director of New Horizons fully supporting the renovation / IT project.

I will be available to answer any additional questions the Committee may have, and look forward to your approval so that the project may move forward.

Sincerely,

Timothy M. Soucy, MPH, REHS
Public Health Director



FOR NEW HAMPSHIRE, INC.

SOUP KITCHEN • FOOD PANTRY • SHELTER

July 15, 2009

Marianne Savarese, Project Director
HCH program of city of Manchester, NH
@ CMC Community Health Services
195 McGregor Street (suite 312)
Manchester, NH 03102

CIP Grant #

1 C81CS14010-01-00

Title: ARRA -
Capital Improvement
Program

Ms. Savarese,

New Horizons for New Hampshire, Inc. lends full consent, support and permission to the HCH program of Manchester in its efforts to carry out Renovations and IT upgrade, as specified, within its recently awarded ARRA- federal Recovery Act - Capital Improvement Program (CIP) – HRSA grant award. It is understood that renovations entailed will include: addition of 2 new offices; conversion of one office into a second exam room; installation of computer hardware; and upgrade of IT- EMR systems.

Since 1988, the HCH program of Manchester has operated its primary care shelter clinic on these premises, in this existing space. With the additions of CIP projects, HCH Manchester will continue to maintain reasonable control of this, its clinic space and project site, within the terms of its current rent-free agreement with New Horizons to occupy space at New Horizon's facility. In addition, HCH Manchester is fully supported and permitted by New Horizons, to maintain the scope of CIP plans, and to maintain compliance with all conditions affecting this grant.

New Horizons for New Hampshire, Inc has valued the presence of this primary care shelter clinic on its premises, for the past twenty years. Expansion of clinic space and EMR capacity will enable access to health care and services for many more people who are homeless. New Horizons looks forward to the continuation of its longstanding partnership with the HCH program of Manchester, NH. Should there be any questions regarding this consent, please feel free to contact me, or Mr. Scott Colby, President of the Board of Directors at New Horizons for New Hampshire, Inc.

Thank You,

Fred Robinson, Executive Director
New Horizons for New Hampshire, Inc

199 Manchester Street, PO Box 691 • Manchester, New Hampshire 03105-0691
Telephone: (603) 668-1877 • Fax: (603) 668-2578
www.newhorizonsformh.org

Helping those in need to become self sufficient! 3-2

As of 6/1/2009 10:05:38 PM

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Budget	FOR HRSA USE ONLY		
	Application Tracking Number	Grant Number	
	00063992	H80CS00002	
	Project Number	Project Type	
	63992-01	Alteration/repair/renovation, with or without IT/equipment	
Project Title			
Renovation of the HCH Manchester shelter clinic space located at New Horizons Shelter.			
Cost Classification	Total Cost (a)	Costs Not Allowable for Participation (b)	Total Allowable Costs (c = a-b)
1. Administrative and legal expenses	\$2,313.00	\$0.00	\$2,313.00
2. Land, structures, rights-of-way, appraisals, etc.	\$0.00	\$0.00	\$0.00
3. Relocation expenses and payments	\$0.00	\$0.00	\$0.00
4. Architectural and engineering fees	\$250.00	\$0.00	\$250.00
5. Other architectural and engineering fees	\$3,000.00	\$0.00	\$3,000.00
6. Project inspection fees	\$600.00	\$0.00	\$600.00
7. Site work	\$6,295.00	\$0.00	\$6,295.00
8. Demolition and removal	\$2,095.00	\$0.00	\$2,095.00
9. Construction	\$22,333.00	\$0.00	\$22,333.00
10. Equipment	\$12,567.00	\$0.00	\$12,567.00
11. Miscellaneous	\$22,000.00	\$0.00	\$22,000.00
12. SUBTOTAL (sum of lines 1- 11)	\$71,453.00	\$0.00	\$71,453.00
13. Contingencies	\$0.00	\$0.00	\$0.00
14. SUBTOTAL (sum of lines 12 and 13)	\$71,453.00	\$0.00	\$71,453.00
15. Project (program) income	\$0.00	\$0.00	\$0.00
16. TOTAL PROJECT COSTS	\$71,453.00	\$0.00	\$71,453.00
17. Federal assistance requested			\$71,453.00
Federal Percentage Share: 100 %			

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Budget Justification: Alteration & Renovation of New Horizons Shelter Clinic
2 Year CIP project cycle – July 1, 2009 to June 30, 2011

HCH program Manchester, NH; UDS #010130; H80CS00002; HRSA 09-244; CIP-ARRA application #0063992; 06/2009

SF-424C Budget		OMB Approval No. 0348-0041	
BUDGET JUSTIFICATION—Renovation of NH Shelter Clinic – 2 year			
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case you will be notified.			
COST CLASSIFICATION	Description	HCH program In-Kind/ Pro-bono	CIP Expenditure
1. Administrative expenses	Health Center Program Manager: HCH Project Director (0.077 FTE)	5544	0
	HCH Program Assistant (0.154 FTE)	4312	0
	Construction Firm Management /Insurance	0	2313
2. Land, structures, rights-of-way, appraisals,		0	0
3. Relocation expenses		0	0
4. Architectural and engineering fees	Construction Firm – CAD drafting/floor plan design	0	250
5. Other architect & engineering fees	Environmental Impact Study and Review (0.028 FTE)	0	3000
6. Project inspection fees	Construction Firm: inspection fees/ permits	0	600
7. Site work	Construction Firm site coordination/ field supervision (0.077 FTE)	0	6295
8. Demolition and removal	Construction Firm: remove knee walls in waiting area; remove old plumbing fixtures and materials, dry wall; old existing cabinetry; in existing rooms; daily clean-up; waste removal of trade debris;	0	2095
9. Construction	Construction Firm: Frame, hang, tape for 2 new offices/rooms; insulate walls for sound; acoustical ceiling tiles and grid system in 2 new offices; miscellaneous cutting, blocking, patching; dry wall, ceiling tiles as needed, for renovation of 3 existing offices/rooms; install VCT tile flooring in 5 rooms; sprinkler heads in 2 new offices; cabinetry and counter tops in 2 Exam Rooms (new and existing); install plumbing, sink and faucets in 2 Exam Rooms; HVAC installation for all clinic offices/rooms; electric installation of lamp troffers; outlets; CAT cables; toggle switches; install paint-grade birch – hollow metal doors w/ window pane; install office/ reception area (internal) window in nurses station; window treatments in Exam Rooms and Nurse Station; painting primer and finish-all 5 rooms. To improve patient care and work-flow design; To improve productivity and efficiency; Construction workers/ personnel (0.154 FTE)	0	4858
10. Equipment	Replace old Exam Table in Existing Exam Room; fully equip newly created Exam Room; Office Furnishing – work station modules for 2 newly created offices/rooms: Counseling Room II, and new Nurses Station – which is shared by 2 RN's and Program Assistant; Office furnishing for 2 Exam Rooms: newly created Exam Room and renovated old, existing Exam Room; Replace Waiting Area Tables & Chairs To improve patient care and work-flow design; To improve productivity and efficiency;		12567

Budget Justification: Alteration & Renovation of New Horizons Shelter Clinic
2 Year CIP project cycle – July 1, 2009 to June 30, 2011

HCH program Manchester, NH; UDS #010130; H80CS00002; HRSA 09-244; CIP-ARRA application #0063992; 06/2009

11. Materials	Woods/Plastics/Cabinetry/Fasteners		5175
	Doors; window treatments		1900
	Finishes: Drywall, Painting, Acoustic Ceiling tiles, Flooring tiles		10400
12. Miscellaneous	HVAC Installation; Make-up& Air Balancing; materials (0.0192 FTE)		9300
	Plumbing; Fire Protection sprinkler system (0.011 FTE)		5900
	Electrical work and materials (0.011 FTE)		4300
	CMC Clinical Engineering: Exam Room Set up (pro-bono) (0.0192 FTE)	1382	
	Office Equip-Work station modules/ delivery & assembly (0.0192 FTE)	0	2500
	New Horizons - Facilities Manager on site (pro-bono) (0.077 FTE)	1846	
Subtotals:	HCH/CMC/ New Horizons – In-Kind /Pro-bono: Subtotal:	13,084	
	A&R - Project #1 – CIP Expenditure : Subtotal:		\$ 71,453
Contingencies:	N/A		
Project Income:	N/A		
Total Project Costs:	(HCH In-Kind) plus (CIP – A&R) = Project #1 - Total Cost:		\$ 84,537

Standard Form 424C (Rev. 7-97); Prescribed by OMB Circular A-102

team's ability to care for more patients was sorely constrained, with only one exam room and one counseling room. In '06, HCH Manchester instituted EHR, changing work-flow from paper to computer-based patterns; adding bulky hardware and data-entry staff, exacerbating overcrowded conditions. HCH Manchester has outgrown its existing space and cannot address increased demand for care without renovation and redesign.

5. Implementation

Describe proposed improvements in relation to the existing situation (e.g., current versus proposed number of exam rooms, square footage improved/added, access redesign and related patient flow improvements, enhanced services resulting from new equipment purchased, implementation of an EHR or enhanced HIT). Explain how the proposed improvements will expand or improve your organization's effectiveness, efficiency, quality of care, and patient outcomes.

Existing clinic space: 1 Exam Room (134sq ft); 1 Nurse Station (108sq ft); 1 Counseling Room (98 sq ft); Waiting area (1296sq ft). This allows only one provider (MD/NP) per session; 2 Nurses and 1 Assistant share Nurse Station; 2 Counselors share Counseling Room, breeding distraction during care coordination, and disruption when clinicians need to counsel patients in private. Renovation plans are: 1) Add / create 2 new rooms (each 144sq ft), cordoning off existing space in waiting area; one as second Counseling Room, other as new centrally located Nurse Station/Intake area (1008 sq ft remains for waiting area). 2) Renovate existing Exam and Counseling rooms. 3) Move Nurse Station from existing, to new central location. 4) Renovate old Nurse Station (adjacent to old Exam Room) creating new, second Exam Room II, adjacent to Exam Room I, in proximity to plumbing. 5) Replace, repair, install ceiling/floor tile as needed; and paint all patient care rooms. 6) Furnish and equip new Exam and new Counseling Rooms. 7) Upgrade furnishing and equipment in old Exam Room; in Nurse Station, as set-up is moved to new space; and in old Counseling Room, as needed, to improve work-flow. 8) Replace Waiting Area furniture. 9) Design, furnish and equip each exam room in similar fashion for ease of patient care/work-flow. Providers care for more patients efficiently, floating from room to room, as nurses prep patients in each exam room. Enlarged, redesigned Nurse Station promotes patient/work-flow efficiency, enhancing registration, case management and care outcomes. Two Counseling Rooms afford each counselor private space, allowing more patients to be counseled. Two Exam Rooms enable hiring a second provider, attracting new patients, generating more visits; and enable hosting more medical residents and students, increasing access to care, overseen by primary HCH providers. Renovations will improve efficiency, privacy, care outcomes and sense of dignity, for patients and staff alike.

6. Timeline

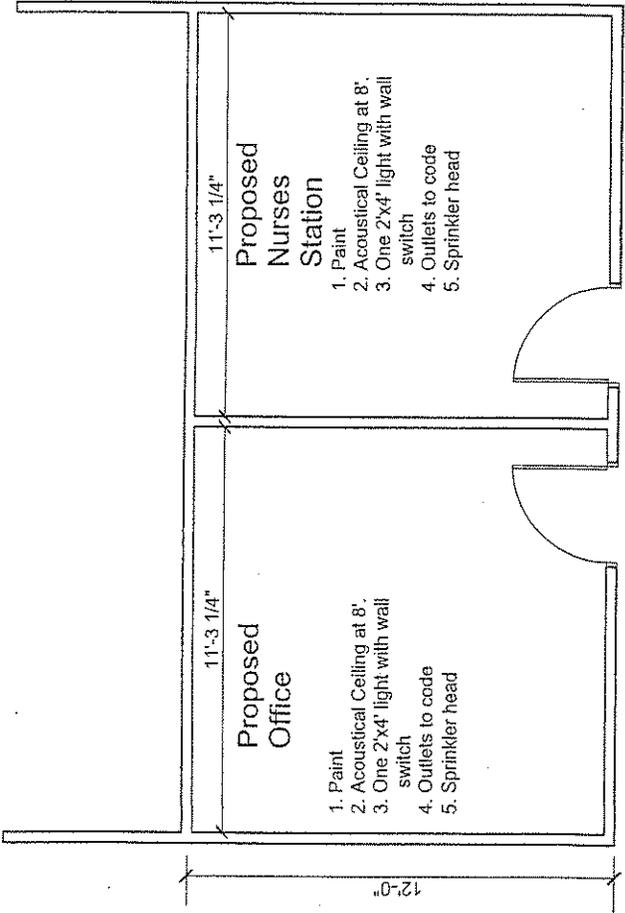
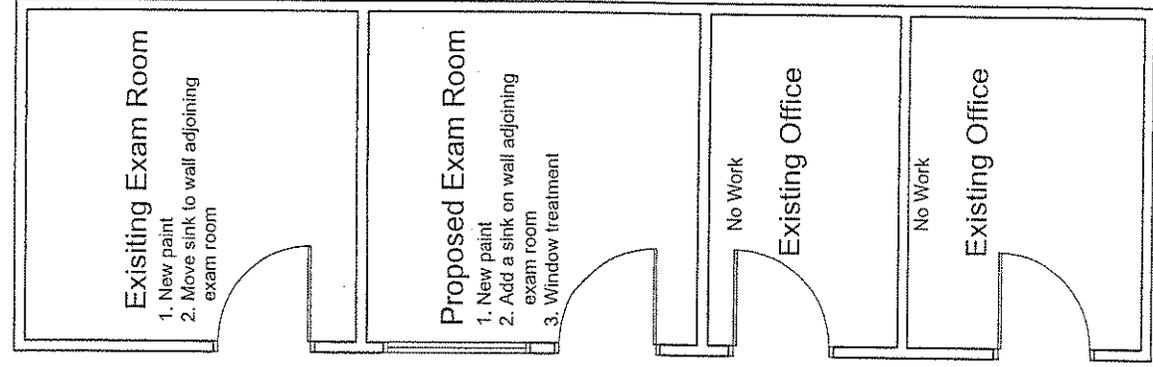
Project Completion Date (MM/YYYY)	11/2009
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Indicate the timeframe for demonstrating progress with this CIP project by identifying the start and end dates for each of the following critical milestones: planning, project development, implementation, and project completion.

Project Period = 123 days July 1, 2009 - Nov 1, 2009
 A. Planning: July 1 - July 15, 2009 NOGA Board acceptance at MHD-HCH-NH shelter; Design; Historic Preservation
 B. Development: July 15 - July 31, 2009 Discuss details w/ Staff; Procure/Select bids; Obtain Permits; Environ Review
 C. Implementation: Aug 1-Oct 15, 2009 Site prep, demolition, debris removal; Frame/Build 2 new offices; Install HVAC, Plumbing, Electric, Floors, Ceiling, Paint; Relocate Nurse Station; Re-assemble, re-equip Nurse Station set-up; Renovate old Nurse Station to create new Exam Rm; Renovate old Exam Rm; Install work station modules; Install Clinical Equip & Stock Supplies; Coordinate w/IT- Network project; Minor repair, patch, paint, tile in old Counseling Rm and Waiting Area; Install Waiting Room Area Tables & Chairs
 D. Completion: Oct 16-Nov 1, 2009 Final walk through; Inspection; Board approval by MHD-HC New Horizons; Return to full clinic operations

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New Horizons
 Medical Fitup - Lower Level
 Manchester NH
 SCALE 3/16" = 1 FOOT
 DRAWN BY
 Date: 5/11/09
 L&B Construction Management LLC
 125 Londonderry Turnpike
 Hooksett, NH 03106
 Ph 603-6451977



As of 6/1/2009 10:05:39 PM

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration Budget	FOR HRSA USE ONLY		
	Application Tracking Number	Grant Number	
	00063992	H80CS00002	
	Project Number	Project Type	
	63992-02	IT/equipment-only purchase (single site or multi-site)	
	Project Title		
	IT upgrade at HCH clinic with T-line Network and Practice Management System installation.		
Cost Classification	Total Cost (a)	Costs Not Allowable for Participation (b)	Total Allowable Costs (c = a-b)
1. Administrative and legal expenses	\$0.00	\$0.00	\$0.00
2. Land, structures, rights-of-way, appraisals, etc.	\$0.00	\$0.00	\$0.00
3. Relocation expenses and payments	\$0.00	\$0.00	\$0.00
4. Architectural and engineering fees	\$0.00	\$0.00	\$0.00
5. Other architectural and engineering fees	\$0.00	\$0.00	\$0.00
6. Project inspection fees	\$0.00	\$0.00	\$0.00
7. Site work	\$0.00	\$0.00	\$0.00
8. Demolition and removal	\$0.00	\$0.00	\$0.00
9. Construction	\$82,533.00	\$0.00	\$82,533.00
10. Equipment	\$30,924.00	\$0.00	\$30,924.00
11. Miscellaneous	\$113,457.00	\$0.00	\$113,457.00
12. SUBTOTAL (sum of lines 1- 11)	\$0.00	\$0.00	\$0.00
13. Contingencies	\$113,457.00	\$0.00	\$113,457.00
14. SUBTOTAL (sum of lines 12 and 13)	\$0.00		
15. Project (program) income	\$113,457.00	\$0.00	\$113,457.00
16. TOTAL PROJECT COSTS			
17. Federal assistance requested			\$113,457.00
Federal Percentage Share: 100 %			

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Budget Justification: IT –Equipment only @ HCH Manchester

2 Year CIP project cycle – July 1, 2009 to June 30, 2011

HCH program Manchester, NH; UDS #010130; H80CS00002; HRSA 09-244; CIP-ARRA application #0063992; 06/2009

SF-424C Budget

OMB Approval No. 0348-0041

BUDGET JUSTIFICATION—IT – EQUIPMENT ONLY – 2 year

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case you will be notified.

COST CLASSIFICATION	Description	HCH program In-Kind/ Pro-bono	CIP Expenditure
1. Administrative expenses	Health Center Program Manager: HCH Project Director (0.20FTE)	14,400	0
	HCH Program Assistant – Data/Billing Clerk (0.20FTE)	15,600	0
2. Land, structures, rights-of-way, appraisals,		0	0
3. Relocation expenses		0	0
4. Architect and engineering fees	CMC – IT Department Planning and Development: CMC Network Analyst (0.0192 FTE)	1538	
	CHAN – Planning and Development : by Exec Director and IT Manager (0.038 FTE)	3040	
5. Other architect & engineering fees		0	0
6. Project inspection fees		0	0
7. Site work	CMC –T-line - Network Closet-installation oversight CMC Network Analyst (0.057 FTE)	4560	
	CHAN – PM setup / installation oversight by Exec Director and IT Manager (0.038 FTE)	3040	
	CMC – Desk-Top and Wireless set up/ installation oversight CMC – IT Desktop Coordinator (0.038 FTE)	1900	0
8. Demolition and removal	CMC - IT to replace and remove existing DSL computer and phone line set-up and related equipment CMC - IT staff (0.0096 FTE)	480	
9. (Construction) Hardware Installation	CMC – IT Department to install Intra-net network closet; T-line connection; wireless access and routers; network docking stations for Laptops and Desktops; install one Desktop, one printer and one Laptop stations in all 5 offices/rooms; install 2 desktops in Nurse Station; re-configure existing hardware and install new hardware as needed To improve HCH Manchester's connectivity to Intra-net at host hospital (CMC) and to Internet for web-enabled EMR & PM systems at host ISDI network (CHAN); Dedicated T-Lines and wireless capacity will replace/upgrade older DSL line based system; Connectivity will be improved at both shelter clinic sites, during street outreach, and at HCH administrative office. CMC - IT staff (0.038 FTE)	1900	

Budget Justification: IT –Equipment only @ HCH Manchester

2 Year CIP project cycle – July 1, 2009 to June 30, 2011

HCH program Manchester, NH; UDS #010130; H80CS00002; HRSA 09-244; CIP-ARRA application #0063992; 06/2009

10a. Equipment Subtotal: CMC – IT	CMC-IT equipment for T-line installation, Network upgrade and hardware for EMR – PM systems approved, maintained and supported by CMC-IT department: Desk Top, printer and lap-top docking station in all 5 offices/rooms (adding 2 desk-tops, 2 Lap-tops to existing hardware); T-line network closest materials; T-line network docking stations in all 5 offices/rooms; Wireless Access point router, licensure and warranty; IT – phone system – one phone in each office/room; 2 phone lines in Nurse station.		\$ 30,233
10b. Equipment Subtotal: CHAN	CHAN – Practice Management System – billing, accounting, clinical data, business practice utilization software that works in tandem w/ Centricity EMR; fully supported and maintained by CHAN. To add/install automated Practice Management – (billing/data/performance outcome tracking) - systems which communicate w/ EMR and that function at point of care. PM system will improve efficiency and productivity at HCH Manchester as former " manual " and Access based system is replaced/upgraded.		\$52,300
Equipment Total:		Equip Total:	\$82,533
11. Miscellaneous	CMC-IT – T-Line one time installation point to point start-up fee		\$275
	CHAN-one time Electronic Data Interchange (EDI) access fee		\$1,250
	CHAN-GE-Maintenance and Support Fees for PM system @ \$ 1105 per licensed provider		\$5,525
	CHAN- Building Tables: Software / Customization of Reporting Tables CHAN Business Systems Developer (0.0192 FTE)		\$3,099
	CHAN – Training HCH Staff: re: Accounting, billing, charge management and tracking, payment, remittance, daily workflow, accounts receivable CHAN Clinical Systems Coordinator (0.0192 FTE)		\$3,099
	CHAN – " go-live" day training; and on site HCH staff oversight CHAN Clinical Systems Coordinator (0.0077 FTE)		\$2,066
	CHAN –TA and Help Line support after " go – live " (Yr 1)		\$7,330
	CHAN- Set-up separate HCH - PM locations of care		\$500
	CHAN –TA and Help Line systems support, through CIP project period year 2 , until project completion June 30,2011 (Yr 2)		\$7,780
Miscellaneous Total:		Misc Total:	\$30,924
Subtotals:	HCH / CMC-IT / CHAN In-kind and Pro-Bono	Subtotal:	\$46,458
Subtotals:	IT-only CIP Expenditures – Project #2	Subtotal:	\$113,457
Contingencies:	N/A		
Project Income:	N/A		
Total Project Costs:	(HCH/CMC-IT/CHAN In-kind) plus (CIP - IT-only) = Total Cost		\$159,915

Standard Form 424C (Rev. 7-97); Prescribed by OMB Circular A-102

connectivity, end disruptions, and add value of low-cost internet phones. EMR transition has altered patient care/work flow, pointing to wireless lap-tops, for clinicians who move room to room in clinic area, or reach out to patients in the shelter. Practice Management module for EMR was also unaffordable. Data tracking and billing has been done on Access, with manual data entry and claim submission. PM module will connect directly to EMR for data collection, billing, and quality monitoring. IT-upgrade at HCH will enable timely evaluation of clinical practice and business performance, improve productivity through expeditious EMR and network connections.

5. Implementation

Describe proposed improvements in relation to the existing situation (e.g., current versus proposed number of exam rooms, square footage improved/added, access redesign and related patient flow improvements, enhanced services resulting from new equipment purchased, implementation of an EHR or enhanced HIT). Explain how the proposed improvements will expand or improve your organization's effectiveness, efficiency, quality of care, and patient outcomes.

Existing clinic space: 1 Exam Room (134sq ft);1 Nurse Station (108sq ft);1 Counseling Room (98 sq ft); Waiting area (1296sq ft); allows one provider (MD/NP) per session; with 2 Nurses and 1Program Assistant sharing Nurses Station; and 2 Counselors sharing existing Counseling Room. Renovation will create 2 new rooms (each 144sq ft) cordoned off from space in Waiting area; one room as a second Counseling Room and the other, a Nurse Station more centrally located. Old Nurse Station room (adjacent to existing Exam Room) will be converted to a second Exam Room. New clinic set-up will consist of a large Waiting area (1008 Sq ft) and 5 patient care rooms: 2 Exam Rooms, 2 Counseling Rooms, and 1 Nurse Station, to accommodate 2 RN's and 1Program Assistant. IT-upgrade will reconfigure existing hardware and install new equipment, so that each patient care room contains: 1 Desk top; 1 Lap-top docking station; 1 printer; 1 Internet phone; and wireless hub capacity. T-lines, Data-drops and Network closet installation will connect all HCH Manchester computers directly to CMC Intranet, and upgrade the integrity of internet pathways to CHAN. Practice Management capacity will be added to all HCH computers, even those at FIT site and Administrative office, in tandem with EMR system. PM enables point of care third party billing, remittance posting, data tracking and quality measure monitoring. HCH staff will be fully trained in the use of these systems. Proposed IT improvements will design newly automated patient care/work-flow patterns. Providers will care for more patients, more efficiently, when speed and integrity of network connections improve. Reconfigured set-ups will enhance patient care/work-flow and registration efficiency, thereby improving case management and clinical care outcomes. PM assures timely claim submission and speedy revenue receipts. In addition, PM tracking enhances program evaluation in clinical and business dimensions.

6. Timeline

Project Completion Date (MM/YYYY)	06/2011
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Indicate the timeframe for demonstrating progress with this CIP project by identifying the start and end dates for each of the following critical milestones: planning, project development, implementation, and project completion.

Project:CHAN-PM:2yrs(7/1/09-6/30/11);CMC-IT:123days(7/1/09-11/1/09) A.Plan:7/1-7/15/09:NOGA Board acceptance at MHD-CMC-CHAN- HCH-NH shelter; Design; Historic Preservation;CMC-IT requests bids for Point to Point T-1 line,and quotes for Network,Desktop,IT-phone Equipment; B.Develop:7/15-8/31/09:Discuss details w/ HCH Staff; CHAN purchases licenses,software; set-up HCH "location of care";CMC -IT orders Point to Point T-1;Network,Desktop,IT-phone Equipment ordered/received; Equipment configured C.Implement:9/1/09 - 1/30/10:CHAN:installs PM(9/09;build PM tables(10/09 -1/31/10;Training staff;(2/10);Go live(3/10);Ongoing system support,training and customization YrI(4/1/10-6/30/10)& YrII(7/1/10-6/30/10);CMC-IT:installs T-1 line, Network closet,Desktop,Phones;coordinated w/A&R ptoject(10/09) D.Complete:CMC-IT Network upgrade complete (11/1/09);CHAN-PM system fully integrated(6/30/11);Final walk through;Inspection;Board approvalby MHD-HCH-NH shelter;Return to full clinic operation



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

To: Michael Garrity, Chair
CIP Aldermanic Committee

From: Leon LaFreniere, AICP, 
Director of Planning & Community Development

Date: September 21, 2009

Subject: OYS 211010 Alcohol and Drug Education Program

Marty Boldin has informed this Office that the City has been awarded an additional \$5,386 for use in the Alcohol and Drug Education Program operated through his Department. As such, we have attached for the Committee's review an amending resolution and revised budget authorization necessary for the acceptance of these funds.

We respectfully request the Committee's recommendation for approval of these documents to the full Board of Mayor and Aldermen.

Attachments:

41

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 or (603) 624-6475 Fax: (603) 624-6529 or (603) 624-6324

E-Mail: pcd@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	7/1/09
2	Program Completion	6/30/10
3		
4		
5		

Expected Completion Date:

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$44,406.00	\$0.00	\$0.00	\$44,406.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$44,406.00	\$0.00	\$0.00	\$44,406.00

Revisions

#1- Increases budget by \$5,386.

COMMENTS:

Funds received from NH Division of Community Based Services-Bureau of Drug and Alcohol Services

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Three Hundred Eighty Six Dollars (\$5,386) for the FY2010 CIP 211010 Alcohol and Drug Education 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 2010 CIP as contained in the 2010 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 additional grant funds from the NH Division of Community Based Care Services, Bureau of Drug and Alcohol Services for use in the Alcohol and Drug Education Program administered through the Office of Youth Services;

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

By increasing:

FY2010 CIP 211010 – Alcohol and Drug Education Program - \$5,386 State
(from \$39,020 to \$44,406)

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

Memo to: Members of the Committee on Community Improvement Program

From: Leon L. LaFreniere, AICP
Director of Planning and Community Development

Date: September 21, 2009

Subject: Health Department – CIP #213908 – Manchester Multi-Lingual Asthma Education and Outreach Program – Project Extension

The Health Department has requested that CIP #213908 – Manchester Multi-Lingual Asthma Education and Outreach Program be extended from 9/30/2009 to 9/30/2010. The project balance as of 9/4/2009 was \$23,098.30.

Attachments:

5-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 or (603) 624-6475 Fax: (603) 624-6529 or (603) 624-6324

E-Mail: pcd@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="10/2/2007"/>
2	Program Completion	<input type="text" value="9/30/2010"/>
3		
4		
5		

Expected Completion Date:

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$9,384.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$9,384.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$18,282.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$18,282.00"/>
TOTAL	<input type="text" value="\$27,666.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$27,666.00"/>

Revisions

Revision #1 - Extends completion date from 9/30/2009 to 9/30/2010.

COMMENTS:



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

Memo to: Members of the Committee on Community Improvement Program
From: Leon L. LaFreniere, AICP
Director of Planning and Community Development
Date: September 21, 2009
Subject: Health Department – CIP #210109 – Homeless Healthcare

The Health Department has notified us that they have been approved to receive additional grant funds totaling \$81,719 from the Department of Health and Human Services Health Resources and Services Administration. These funds will be used to allow the Manchester Health Department to provide health services to the homeless.

In order to accept the increased funding we have prepared for the Committee's review, the appropriate Amending Resolution and budget authorization forms.

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

Attachments:

CIP BUDGET AUTHORIZATION

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

Project Description:

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

Critical Events		
1	Program Initiation	<input type="text" value="2/17/2009"/>
2	Program Completion	<input type="text" value="12/31/09"/>
3		
4		
5		
Expected Completion Date:		<input type="text" value="12/31/2009"/>

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$437,639.00	\$0.00	\$0.00	\$437,639.00
TOTAL	\$437,639.00	\$0.00	\$0.00	\$437,639.00

Revisions

Revision #1 - Budget increased from \$167,553 to \$335,105 due to the receipt of additional grant funds.
 Revision #2 - Budget increased from \$335,105 to \$355,920 due to the receipt of additional grant funds.
 Revision #3 - Budget increased from \$355,920 to \$437,639 due to the receipt of additional grant funds.

COMMENTS:

Grant estimated to be \$334,376, \$167,553 initially received, \$167,552 of additional funding awarded March 2009 increasing the budget from \$167,553 to \$335,105, \$20,815 of additional funding awarded May 2009 increasing the budget from \$335,105 to \$355,920. City will receive reimbursement for expenses prior to date of execution for agreement. \$81,719 of additional funding awarded September 2009 increasing the budget from \$355,920 to \$437,639

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 Eighty One Thousand Seven Hundred Nineteen Dollars (\$81,719) for the FY2009 CIP 210109 Homeless Healthcare 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 additional grant funds from the U.S. Department of Health and Human Services Health Resources and Services Administration to implement health care services for homeless persons in Manchester;

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

By increasing:

FY2009 CIP 210109 – Homeless Healthcare Program - \$81,719 Federal
(from \$355,920 to \$437,639)

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

Memo to: Members of the Committee on Community Improvement Program
From: Leon L. LaFreniere, AICP
Director of Planning and Community Development
Date: September 21, 2009
Subject: Health Department – CIP #210609 – School Based Dental Services

The Health Department has notified us that they have been approved to receive Medicaid funds totaling \$19,000 from the State of New Hampshire Department of Health and Human Services. These funds will be used to help support the program by paying the Dental Assistant's salary.

In order to accept the increased funding we have prepared for the Committee's review, the appropriate Amending Resolution and budget authorization forms necessary for project initiation.

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

Attachments:

7-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 or (603) 624-6475 Fax: (603) 624-6529 or (603) 624-6324

E-Mail: pcd@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="7/1/2009"/>
2	Program Completion	<input type="text" value="6/30/2010"/>
3		
4		
5		
Expected Completion Date:		<input type="text" value="6/30/2010"/>

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$23,497.00	\$0.00	\$0.00	\$23,497.00
Fringes	\$13,830.00	\$0.00	\$0.00	\$13,830.00
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	\$1,673.00	\$0.00	\$0.00	\$1,673.00
TOTAL	\$39,000.00	\$0.00	\$0.00	\$39,000.00

Revisions

Revision #1 - Budget increased from \$20,000 to \$39,000 due to the receipt of Medicaid funding from the State of New Hampshire.

COMMENTS:

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 Nineteen Thousand Dollars (\$19,000) for the FY2009 CIP 210609 School Based Dental Services.”

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 additional grant funds from the State of New Hampshire Department of Health and Human Services to provide school based dental care to children in Manchester;

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

By increasing:

FY2009 CIP 210609 – School Based Dental Services - \$19,000 State
(from \$20,000 to \$39,000)

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

Memo to: Members of the Committee on Community Improvement Program
From: Leon L. LaFreniere, AICP
Director of Planning and Community Development
Date: September 21, 2009
Subject: Health Department – CIP #214010 – Public Health Preparedness for H1N1 – Phase II Program

The Health Department has notified us that the City has been approved to receive grant funds totaling \$50,000 from the United States Department of Homeland Security and Emergency Management. These funds will be used to support the implementation of H1N1 planning activities. As such, we have prepared the appropriate Amending Resolution and budget authorization forms necessary for project initiation.

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

Attachments:

8-1

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="10/7/09"/>
2	Program Completion	<input type="text" value="6/30/2010"/>
3		
4		
5		
Expected Completion Date:		<input type="text" value="6/30/2010"/>

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$50,000.00	\$0.00	\$0.00	\$50,000.00
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	\$50,000.00	\$0.00	\$0.00	\$50,000.00

Revisions

COMMENTS: Funds received from Department of Homeland Security and Emergency Management.

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Fifty Thousand Dollars (\$50,000) for the FY 2010 CIP 214010 Public Health Preparedness for H1N1 – Phase II 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 2010 CIP as contained in the 2010 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 \$50,000 from the State of New Hampshire Department of Health and Human Services – Division of Public Health Services in coordination with Homeland Security and Emergency Management for the implementation of H1N1 planning activities;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 214010 Public Health Preparedness for H1N1 – Phase II Program - \$50,000
Federal

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

Memo to: Members of the Committee on Community Improvement Program

From: Leon L. LaFreniere, AICP
Director of Planning and Community Development

Date: September 21, 2009

Subject: Health Department – CIP #214110 – Public Health Preparedness for H1N1 – Phase III Program

The Health Department has notified us that the City has been approved to receive grant funds totaling \$126,246 from the State of New Hampshire Department of Health and Human Services – Division of Public Services. These funds will be used to support the implementation of H1N1 planning activities in the region. As such, we have prepared the appropriate Amending Resolution and budget authorization forms necessary for project initiation.

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

Attachments:

9-1

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="10/7/2009"/>
2	Program Completion	<input type="text" value="6/30/2010"/>
3		
4		
5		
Expected Completion Date:		<input type="text" value="6/30/2010"/>

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	\$126,246.00	\$0.00	\$0.00	\$126,246.00
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	\$126,246.00	\$0.00	\$0.00	\$126,246.00

Revisions

COMMENTS:

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Twenty Six Thousand Two Hundred Forty Six Dollars (\$126,246) for the FY 2010 CIP 214110 Public Health Preparedness for H1N1 – Phase III 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 2010 CIP as contained in the 2010 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 \$126,246 from the State of New Hampshire Department of Health and Human Services – Division of Public Health Services for the implementation of H1N1 planning activities in the region;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 214110 Public Health Preparedness for H1N1 – Phase III Program - \$126,246 State

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

Memo to: Members of the Committee on Community Improvement Program
From: Leon L. LaFreniere, AICP
Director of Planning and Community Development
Date: September 21, 2009
Subject: Health Department – CIP #214210 – Sylvie Ratelle STD/HIV Prevention Program

The Health Department has notified us that the City has been approved to receive grant funds totaling \$2,285 from the Sylvie Ratelle STD/HIV Prevention Training Center of New England. These funds will be used to support the implementation of STD/HIV training activities. As such, we have prepared the appropriate Amending Resolution and budget authorization forms necessary for project initiation.

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

Attachments:

CIP BUDGET AUTHORIZATION

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

Project Description:

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

Critical Events		
1	Program Initiation	12/1/2009
2	Program Completion	6/30/2011
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	\$2,285.00	\$0.00	\$0.00	\$2,285.00
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	\$2,285.00	\$0.00	\$0.00	\$2,285.00

Revisions

COMMENTS:

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City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Eighty Five Dollars (\$2,285) for the FY 2010 CIP 214210 Sylvie Ratelle STD/HIV Prevention Training 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 2010 CIP as contained in the 2010 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 \$2,285 from the Sylvie Ratelle STD/HIV Prevention Training Center of New England for the implementation of training activities;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 214210 Sylvie Ratelle STD/HIV Prevention Training Program - \$2,285 Other

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

Memo to: Members of the Committee on Community Improvement Program
From: Leon L. LaFreniere, AICP
Director of Planning and Community Development
Date: September 21, 2009
Subject: Health Department – CIP #214310 – Immunization Initiative

The Health Department has notified us that the City has been approved to receive grant funds totaling \$115,892 from the State of New Hampshire Department of Health and Human Services. These funds will be used to support various immunization initiatives in the City of Manchester. As such, we have prepared the appropriate Amending Resolution and budget authorization forms necessary for project initiation.

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

Attachments:

CIP BUDGET AUTHORIZATION

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

Project Description:

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

Critical Events

1	Program Initiation	<input type="text" value="10/6/2009"/>
2	Program Completion	<input type="text" value="6/30/2011"/>
3		
4		
5		

Expected Completion Date:

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$74,253.00	\$0.00	\$0.00	\$74,253.00
Fringes	\$33,414.00	\$0.00	\$0.00	\$33,414.00
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	\$8,225.00	\$0.00	\$0.00	\$8,225.00
TOTAL	\$115,892.00	\$0.00	\$0.00	\$115,892.00

Revisions

COMMENTS: Funds received from NH Department of Health and Human Services.

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Fifteen Thousand Eight Hundred Ninety Two Dollars (\$115,892) for the FY 2010 CIP 214310 Immunization Initiative.”

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 2010 CIP as contained in the 2010 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 \$115,892 from the State of New Hampshire Department of Health and Human Services for the implementation of immunization activities in the community;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 214310 Immunization Initiative - \$115,892 State

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



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

To: Michael Garrity, Chair
CIP Aldermanic Committee

From: Sam Maranto 

Date: September 21, 2009

Subject: Homeless Prevention Rapid Re-Housing Program
(HPRP)

Attached, please find an amending resolution and budget authorization that will allow for the initiation of the expenditure of \$766,545 of HPRP Funds allocated through HUD as part of the American Recovery and Reinvestment Act of 2009. Recommendation for acceptance of these grant funds was made by this Committee and approved at a meeting of the Board of Mayor and Alderman earlier this year.

As noted previously, these funds will be used in accordance with the City's Ten Year Strategy to End Homelessness and as such will be distributed to several Manchester based non-profit organizations to be spent over a thirty month period. The agencies selected to carry out the local efforts to minimize homelessness and its effects are: Families In Transition, Child and Family Services Runaway Youth Program and The Way Home. Also, New Hampshire Legal Assistance and Southern New Hampshire Services will be contracting with The Way Home to provide their particular area of expertise (i.e. tenant representation and counsel by NH Legal Assistance, mediation with utility companies and payments of utilities through SNHS), both eligible expenses allowable under this program.

The agencies/projects selected were a result of a solicitation made for proposals that were consistent with the aims of the appropriating legislation. The selection was made in cooperation with the Mayor's Steering Committee on Homelessness and the Manchester Continuum of Care, such collaboration a requirement for HUD approval of the Substantial Amendment to the City's Annual Action Plan which was necessary for the receipt of these funds.

12-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 or (603) 624-6475 Fax: (603) 624-6529 or (603) 624-6324

E-Mail: pcd@manchesternh.gov

www.manchesternh.gov

I have attached a brief summary of the proposed HPRP for the City, should there be any questions that a Committee member might have about the proposed program please feel free to contact me.

The Committee's recommendation for approval to the full Board of the amending resolution and budget authorization is respectfully requested.

Attachments:

City of Manchester, NH
Homeless Prevention and Rapid Re-Housing Program (HPRP)
September 2009
Page 1

Manchester is receiving \$766,545 in HPRP funding from HUD. This funding is a new program aimed at housing stabilization. It provides temporary financial assistance and/or services to help people gain housing stability. This temporary assistance is meant to be a bridge to long-term stability.

The funding may be used for:

- Financial Assistance
 - Short and medium term rental assistance, security/ utility deposits, utility payments, moving assistance, motel/hotel vouchers
- Housing Relocation & Stabilization Services
 - Outreach/engagement, case management, legal services, housing search/ placement, credit repair
- Data Collection & Evaluation
 - Costs related to data collection on HPRP clients in HMIS or comparable database, as appropriate
 - Costs associated with participating in HUD's evaluation of HPRP
- Administrative Costs- limited to 5%
 - Costs related to accounting of funds, audit, preparation of HUD reports, grant administration, staff training on HPRP

People eligible for assistance through this program are:

- homeless or would be homeless but for this assistance
- can remain stably housed after this assistance ends
- have income of 50% or less of area median income
- have no other housing options
- have no financial resources or support networks to obtain or remain in housing

Eligible individuals must also have an initial consultation with appropriate funded agency to determine appropriate assistance.

The HPRP program will run a maximum of three years. If Manchester does not spend its funding in that time, it will go back to HUD. City Planning and the Manchester Continuum of Care expect to utilize funding within two years.

The Planning Department Staff has met with the Manchester Continuum of Care collectively and has met individually with the agencies proposed to be funded. The Mayor's Steering Committee to End Homelessness has been consulted as well. Funding is proposed to be distributed according to the substantial amendment submitted to HUD in May 2009—outlining a collaborative approach to using HPRP funding.

All members of the Manchester Continuum of Care have been kept informed of progress and all funded agencies shall accept qualified referrals from other agencies. In short, all

City of Manchester, NH
Homeless Prevention and Rapid Re-Housing Program (HPRP)
September 2009
Page 2

homeless care providers' clients who are eligible for this program can access this funding through the appropriate HPRP-funded agency.

Manchester will upon approval by the BMA, expend the \$766,545 over the next thirty months as follows:

- \$474,609.06 The Way Home to provide a multitude of services under the areas of financial assistance, housing relocation and stabilization services and other homelessness prevention activities. The Way Home has \$20,000 budgeted to contract with NH Legal Services as needed for clients. The Way Home will be the main referral point for other agencies' clients to access this HPRP assistance.
- \$169,483.91 Families in Transition to provide housing relocation and stabilization services to homeless individuals/families and provide short and medium term rental assistance.
- \$83,305.00 Child & Family Services to work with runaway and homeless youth 18-24, providing case management, budget counseling and housing stability skills. This funding also includes respite beds for youths at Webster House while CFS staff works with the family and youth to create/maintain a safe housing option.
- \$11,151.03* Southern NH Services to pay utilities for qualified individuals "officially" referred from other funded agencies.
- \$27,996.00 City Admin to support Program management to be accomplished by Homeless Coordinator under Heritage United Way.

* Amount of funds allocated for utilities may be revised dependent upon the documented need.

CIP BUDGET AUTHORIZATION

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

Project Description:

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

Critical Events

1	Project Initiation	<input type="text" value="10/7/09"/>
2	Project Completion	<input type="text" value="3/31/12"/>
3		
4		
5		

Expected Completion Date:

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$766,545.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$766,545.00"/>
TOTAL	<input type="text" value="\$766,545.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$766,545.00"/>

Revisions

COMMENTS: City will contract with Families in Transition, The Way Home, Child and Family Services, and Heritage United Way to carry out program.

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Sixty Six Thousand Five Hundred Forty Five Dollars (\$766,545) for the FY 2010 CIP 612310 Homeless Prevention Rapid Re-Housing 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 2010 CIP as contained in the 2010 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 \$766,545 from the Department of Housing and Urban Development allocated through the American Recovery and Reinvestment Act of 2009;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY2010 CIP 612310–Homeless Prevention Rapid Re-Housing Project-\$766,545 Federal (HPRP)

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



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

To: Michael Garrity, Chair
CIP Aldermanic Committee

From: Leon LaFreniere, AICP, 
Director of Planning & Community Development

Date: September 21, 2009

Subject: MWW Stimulus Grant Funding –Automatic Meter Reading Project

Tom Bowen has informed this Department that an additional grant application submitted for American Recovery and Reinvestment Funds has been approved by the NH Department of Environmental Services in the amount of \$350,000 representing half of the project cost. These funds will be distributed through the State's Revolving Fund requiring the City to bond \$700,000, the entire amount of the project. The grant funds will then be allocated annually to the City in an amount equal to 50% of the annual principal and interest payments on the issued bond.

In order for these projects to proceed, the attached amending resolution and bond authorization will need to be reviewed with a recommendation that they be forwarded to the full Board for their approval.

Attachments:

13-1

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 or (603) 624-6475 Fax: (603) 624-6529 or (603) 624-6324

E-Mail: pcd@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	12/1/09
2	Program Completion	12/31/11
3		
4		
5		
Expected Completion Date:		12/31/2011

Line Item Budget

	BOND			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	\$700,000.00	\$0.00	\$0.00	\$700,000.00
TOTAL	\$700,000.00	\$0.00	\$0.00	\$700,000.00

Revisions

COMMENTS: City required to allocate funding for entire cost of project with State paying half of the annual debt service.

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Amending the FY 2010 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Thousand Dollars (\$700,000) for the FY2010 CIP 712810 Automatic Meter Reader 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 2010 CIP as contained in the 2010 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 American Recovery and Reinvestment Act funding from the New Hampshire Department of Environmental Services to acquire an additional automatic meter reading unit system estimated to cost \$700,000;

NOW, THEREFORE, be it resolved that the 2010 CIP be amended as follows:

By adding:

FY 2010 CIP 712810 – Automatic Meter Reader Program - \$700,000 (\$350,000 MWW Enterprise, \$350,000 State DES)

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

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Seven Hundred Thousand Dollars (\$700,000) for the 2010 CIP Manchester Water Works 712810 Automatic Meter Reader Program.”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Seven Hundred Thousand Dollars (\$700,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
Automatic Meter Reader Program	\$700,000

It is hereby declared that the public works and improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester New Hampshire

In the year Two Thousand and Nine

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Seven Hundred Thousand Dollars (\$700,000) for the 2010 CIP Manchester Water Works 712810 Automatic Meter Reader Program.”

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

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

To: Michael Garrity, Chair
CIP Aldermanic Committee

From: Sam Maranto *SM*

Date: September 21, 2009

Subject: Neighborhood Stabilization Program Property Acquisitions

I would respectfully request that upon completion of discussion of the other CIP Agenda items the Committee enter into non-public session. The purpose of which is to discuss the potential property acquisitions as identified in the materials distributed to Committee Members by this Department and as requested by Alderman Gatsas. Additionally, since the distribution of those materials we have been contacted by a New Horizons relative to a pending foreclosure on a property of interest to that agency for which they are requesting NSP monies which warrants discussion as well.

14



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

February 11, 2009

Committee on Community Improvement
C/O Matthew Normand
One City Hall Plaza
Manchester, NH 03101

Re: Summary of CIP Bond Balances

Dear Honorable Committee Members:

As requested, attached is a summary of open CIP bond balances as of February 10, 2009. The first two pages summarize the unencumbered bond balance for each project and the Department's assessment of amounts available for reallocation. The remaining schedules comprise the input received from Department Heads.

Also attached as the last schedule is a summary of amounts due and received for federal (FEMA) and state portions for rain events in 2006 and 2007. Not included in the attached material is the fiscal 2010 \$6 million unissued bond for vehicle replacement.

Respectfully Submitted,

William E. Sanders
Finance Officer

Attachment

cc: Pam Goucher
Samuel Maranto

CIP Projects - Bonds

Dept	Project #	Project Year	Project Description	Remaining Balance	Dept Head Assessment for Reallocation	Comments
Facilities	341898	1998	City Hall Security/Audio/Visual	77.04	77.04	
Facilities	712107	2007	Municipal Facilities Improvements	35,852.83	-	Funds to be used 2/09-11/09
Facilities	810209**	2009	Strategic Planning for Facilities	1,000,000.00	-	\$400,000 - Police vehicles, \$500,000 - Toters, \$100,000 - Strategic Plan
Facilities	811203	2003	City Space Improvements	1,700.00	1,700.00	
Facilities	8112B3	2003	City Space Improvements	1,066.19	1,066.19	
Facilities	811405	2005	Building Improvements	41,015.96	-	Funds to be used 2/09-11/09
Fire	411304	2004	Facility/Equipment Improvements	8,022.04	-	Requested BMA to purchase 2 Breathing Apparatus'
Fire	411609**	2009	Police Portable Radio Replacement	9.57	9.57	
Fire	411709**	2009	SCBA Update & Replacement	197,225.00	-	80/20 match for AFG Grant
Highway	370795	1995	Sanitary Landfill Closure	88,376.02	-	Ongoing groundwater monitoring
Highway	710109	2009	Residential 50/50 Sidewalk	300,000.00	-	Funding to be matched with residents share
Highway	710205	2005	Public Works Infrastructure	-	-	Candia Road reconstruction local match
Highway	710905	2005	Parking & Traffic Improvements	1,019.37	1,019.37	
Highway	711109**	2009	Annual Bridge Rehab Prog - Biron St	29,220.00	-	Preliminary & final design of Biron Bridge
Highway	711209**	2009	Annual ROW Reconstruction Program	1,585,206.67	-	Resurfacing projects including S. Porter/S. Willow & Sundial Ave.
Highway	711507	2007	Annual Bridge Rehab Program	59,887.07	-	Queen City Bridge Joint repair & construction
Highway	711509**	2009	Sidewalk Discretionary Fund	100,000.00	-	Valley Street, Queen City Avenue, Theodore Street & Brook Street
Highway	711607	2007	Annual ROW Reconstruction	590,525.09	-	Gold Street Relocation (\$590,525)
Highway	711609**	2009	Storm Drain Infrastructure	280,622.97	-	Local match for various roads - BMA accepted state portion
Highway	711805	2005	Snow Emergency Strobe Lighting	394.00	394.00	
Highway	711807	2007	PW/Fleet Maintenance Admin	1,972,732.40	-	RFP for design services underway
Highway	711809**	2009	Street Light Safety & Rehab	1,405.00	-	Funds intended for additional downtown electrical receptacles
Highway	711907	2007	Residential 50/50 Sidewalk	5,833.96	5,833.96	
Highway	712009**	2009	Elm Street Mast Arm Replacement	149,961.84	-	Funds to replace mast arms at Merrimack, Hanover & Bridge Streets
Highway	712109**	2009	Traffic Signal Reconstruction	100,000.00	-	Funds to update traffic signals at S. Main and Varney Streets
Highway	713107**	2007	Granite Street Reconstruction - 3	145,623.93	-	Contingency until project closeout later this year
Highway	713206	2006	Street Reconstruction - So. Willow St	35,109.68	-	Funds purposed to be transferred to Candia Road
Highway	810309**	2009	Motorized & Electronic Equip Replacement	16,549.00	-	Funds for equipment replacement
Info Systems	411907	2007	Police/Fire CAD/RMS	2.73	2.73	
Info Systems	820899	1999	Land Management/Mapping/GIS	1,025.89	1,025.89	
Info Systems	810309**	2009	Motorized & Electronic Equip Replacement	37,687.44	-	Network access controls to protect City data
Info Systems	811505	2005	Information/Public Safety Upgrade	3,781.62	-	Project not yet complete, remaining funds for contingency (e.g. fire alarms)
MEDO	613402	2002	Bridge & Elm Development	5,276.62	5,276.62	
Parks	510005	2005	Park Facilities Improvement	32,500.39	-	Funds for completion of Piscataquog Trailway
Parks	510509**	2009	Rockingham Recreational Trail	100,000.00	-	Funds for completion of Rockingham Trailway
Parks	510807	2007	Park Improvement Program	1,227.18	1,227.18	
Parks	510907	2007	Park Improvement Program	79,848.06	-	Funds for completion of Rockingham Trailway
Parks	511603	2003	Recreation Facility Improvements	39,606.94	-	Funds for completion of Piscataquog Trailway
Parks	511605	2005	Veteran Park Memorial	2,115.76	2,115.76	
Parks	511607	2007	Bass Island Stabilization	38,881.97	-	Funds for completion of Bass Island
Parks	511707	2007	Piscataquog River Park Flood Damage	-	-	
Parks	511407	2007	Black Brook Dam Removal	40,000.00	-	Funds for demolition of Black Brook Dam

CIP Projects - Bonds

Dept	Project #	Project Year	Project Description	Remaining Balance	Dept Head Assessment for Reallocation	Comments
Planning	612309**	2009	Neighborhood Revitalization	200,000.00	-	\$100,000 for completion of Kelly Street, \$100,000 for nearby streets
Planning	612407	2007	Neighborhood Revitalization	89,059.20	-	Kelly Street reconstruction
Planning	811103	2003	Visitor's Signage Package	77,573.39	77,573.39	Project on hold due to staffing capacity
Planning	811502	2002	Senior Center	883.91	883.91	
Planning	830101	2001	Municipal Fac Building Acquisition	285.31	285.31	
Planning		2001	City Space Improvements	1,543.32	1,543.32	
			Totals	7,498,735.36	100,034.24	
**Unissued Bond						

FACILITIES DIVISION BOND AND CASH PROJECTS/ OPEN BALANCE REPORT

MUNICIPAL FACILITIES

CIP Res. Date	CIP Project #	Source	Project Name	Revised or Original Allocation	1/31/2009 Expenses to Date	1/31/2009 Open Encumbrances	1/31/2009 Unencumbered Balance	Available?	Timeline
6/4/2002	811203	Bond	City Space Improvements	\$285,000.00	\$283,300.00	\$0.00	\$1,700.00	Yes	
6/4/2002	8112B3	Bond	City Space Improvements	\$30,000.00	\$28,933.81	\$0.00	\$1,066.19	Yes	
6/1/1998	341898	Bond	City Hall Security/Audio/Visual	\$867,500.56	\$847,423.52	\$0.00	\$77.04	Yes	
6/1/2004	811405	Bond	City Building Improvements	\$4,440,000.00	\$4,398,984.04	\$0.00	\$41,015.96	No	2/09 - 11/09
6/12/2006	712107	Bond	Municipal Facilities Improvements	\$838,173.72	\$580,883.89	\$221,437.00	\$35,852.83	No	2/09 - 11/09
5/20/2008	810209	Bond	Strategic Planning for Facilities, Police, Fire, Highway	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00	No	
TOTALS				\$7,460,674.28	\$6,139,525.26	\$221,437.00	\$1,079,712.02		

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SCHOOL FACILITIES

CIP Res. Date	CIP Project #	Source	Project Name	Original Allocation	1/31/2009 Expenses to Date	1/31/2009 Open Encumbrances	1/31/2009 Unencumbered Balance	Available?
5/1/2001	811202	Bond	Architecture/Engineer Facilities Capital Planning	\$336,071.33	\$334,224.90	\$0.00	\$1,846.43	Yes/HGF
6/12/2006	310207	Bond	School Facility Improvements - <i>Red Valley</i>	\$1,500,000.00	\$1,478,696.30	\$0.00	\$21,303.70	Yes/HGF
TOTALS				\$1,836,071.33	\$1,812,921.20	\$0.00	\$23,150.13	

FACILITIES DIVISION BOND AND CASH PROJECTS/ OPEN BALANCE REPORT

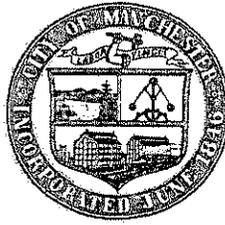
2-2-09

CIP Project #	Project Name	Project Intention	Intended Purpose for Balance
811203	City Space Improvements	Improvements to various City facilities. Library Fire Alarm Installation City Security Measures	Not earmarked
8112B3	City Space Improvements	Library HVAC Design & Engineering	Not earmarked
341898	City Hall Security/Audio/Visual	Security Improvements City Hall	Not earmarked
811405	City Building Improvements	Various improvements to City facilities. Roof Replacements City Security Measures Library HVAC/Facility Improvements Elderly Services Furnishings	Ursula Roofing under construction- \$11,808.34 For Security Improvements - \$156.99 R.Robidas Library Safety Lighting Ready to Bid - \$29,050.63
712107	Municipal Facilities Improvements	Various improvements to City Buildings	Approved for Ursula Roofing Contingency under construction
810209	Strategic Planning for Facilities, Police, Fire, Highway	Feasibility analysis & potential design/ construction of combined Police/Fire facility & Highway Recycling Program	Police vehicles (\$400k), single stream recycling tofers (\$500k) and Fire/Police/Highway master planning study (\$100K)

15-5

CIP Project #	Project Name	Project Intention	Intended Purpose for Balance
811202	Architecture/Engineer Facilities Capital Planning	School Capital Planning & Engineering	School has not earmarked
310207	School Facility Improvements	Improvements to various school facilities	JSBC approved for Highland GF Open Concept Elimination CIP Committee to approve transfer.

James A. Burkush
Chief of Department



City of Manchester
Fire Department

TO: William Sanders, Finance Director

FROM: Chief James A. Burkush

DATE: February 2, 2009

RE: Fire Bond Projects

411304 FACILITY/EQUIPMENT IMPROVEMENT-BOND-\$8,022.04

- The current balance is \$8,022.04 and the project is complete. Request to BMA to purchase 2 Self-Contained Breathing Apparatus.

411609 POLICE PORTABLE RADIO REPLACEMENT

- The current balance is \$9.57 and the project is complete.

411709 SCBA UPDATE & REPLACEMENT

- The current balance is \$197,225.00 and there is no activity in this project. The Department has applied for an AFG grant to replace our SCBA's, which has not been awarded at this date and time. The AFG grant is an 80/20 match and the estimated match for the City is \$197,225.00.

HIGHWAY

CIP Projects - Bonds
As of 01/29/2009

Department	Project #	Project Year	Project Description	Original Budget	Expenses to Date	Open Encumbrances	Remaining Balance
Highway	370795	1995	Sanitary Landfill Closure	13,059,932.36	12,969,956.34	1,600.00	88,376.02
Remaining funding to be used for ongoing groundwater monitoring and closure related activities.							
Highway	710109	2009	Residential 50/50 Sidewalk	300,000.00	-	-	300,000.00
Funding to be matched with Residents share for Spring contract for various locations.							
Highway	710205	2005	Public Works Infrastructure	1,700,000.00	1,662,158.80	37,841.20	-
Highway	710905	2005	Parking & Traffic Improvements	280,000.00	278,980.63	-	1,019.37 Available
Highway	711109	2009	Annual Bridge Rehab Program - Biron St	150,000.00	-	120,780.00	29,220.00
Remaining funding to be used on final design of Nazaire Biron Bridge.							
Highway	711209	2009	Annual Row Reconstruction Program	3,211,500.00	1,246,982.73	379,310.60	1,585,206.67
Balance to be used for Highway Dept. projects.							
Highway	711507	2007	Annual Bridge Rehab Program	300,000.00	223,890.93	16,222.00	59,887.07
Remaining funding to be used on construction repair of Queen City Bridge Joint.							
Highway	711509	2009	Sidewalk Discretionary Fund	100,000.00	-	-	100,000.00
Potential projects include several sections of Valley Street, Queen City Avenue (Brown Ave easterly), Theodore Street, and Brook Street (Elm to Chestnut)							

Highway	711607	2007 Annual Row Reconstruction	1,725,000.00	798,070.18	336,404.72	590,525.10
Remaining balance allocated to Gold Street Relocation						
Highway	711609	2009 Storm Drain Infrastructure	500,000.00	219,377.03	-	280,622.97
Projects include local match for South Cypress Street, and Bodwell Road and other drainage projects including North Beech Street (DW Highway to D.E.).						
Highway	711805	2005 Snow Emergency Strobe Lighting	22,000.00	21,606.00	-	394.00 Available
Highway	711807	2007 PW/Fleet Maintenance Admin	2,000,000.00	27,267.60	-	1,972,732.40
RFP for design services underway. Total design costs anticipated to approach \$2,000,000.						
Highway	711809	2009 Street Light Safety & Rehab	150,000.00	43,240.89	105,354.11	1,405.00
Balance of funds intended for contingency in the downtown electrical receptacles contracts.						
Highway	711907	2007 Residential 50/50 Sidewalk/Curb Program	400,000.00	394,166.04	-	5,833.96 Available
Highway	712009	2009 Elm Street Mast Arm Replacement	150,000.00	38.16	-	149,961.84
Project to replace mast arms at Merrimack, Hanover and Bridge street currently being bid.						
Highway	712109	2009 Traffic Signal Reconstruction	100,000.00	-	-	100,000.00
Project to update traffic signals at S. Main and Varney and at Elm and Brook currently being bid.						
Highway	713007	2007 Flood Damaged Infrastructure Remed	20,579.00	20,579.34	-	(0.34)
Highway	713107	2007 Granite Street Reconstruction - 3	5,300,000.00	4,793,784.80	360,591.27	145,623.93
Balance of funds should be considered as contingency until Project Closeout later this year.						

Highway	713206	2006 Street Reconstruction - So. Willow St.	80,000.00	44,890.32	-	35,109.68
Remaining funding to be used as part of Candia Road reconstruction Local match (Request to CIP Committee to transfer funds is forthcoming).						
Highway	810309	2009 Motorized & Electronic Equip Replacement	652,650.00	358,211.50	277,889.50	16,549.00
Balance of funds to be used as for FY09 MER program and ongoing purchases.						
						Available

Jennie Angell
Director, Information Services



CITY OF MANCHESTER
Information Systems Department

January 15, 2009

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

Re: Bond Balances

Here is the information on the CIP projects that you have requested.

Number	Name	Funding Source	Fund Status
811505	Public Safety Upgrade	Bond	\$213,207 – under contract \$3,781 – Contingency

The \$213,207 is contracted and must be paid to the vendor as soon as the last milestone is reached.

The \$3,781 is the last of the contingency money on this project. The project is not yet complete. We could still have unexpected expenses to complete this project.

411907	Police Fire CAD	Bond	\$49,466 – under contract \$2.73 – available
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The \$49,466 is contracted and must be paid to the vendor as soon as the last milestone is reached.

820899	GIS	Bond	\$1,025 – available
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This money can be taken back.

810309	MEER	Bond	\$37,687.44 – Required for Current projects
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This money will be used to purchase Network Access Control (NAC) which is equipment that is required to protect the city's data from unauthorized access. Failure to purchase this equipment puts the city at significant risk of being hacked which could result in identity theft and unauthorized access to non-public information.

If you have any questions, I will be at the BMA meeting on January 20th.

Sincerely,

Jennie Angell

Sanders,William

From: Minkarah,Jay
Sent: Tuesday, February 03, 2009 1:11 PM
To: Sanders,William
Cc: Palmer, Lisa
Subject: FW: MEDO Bond Projects
Attachments: MEDO Bond Projects.xls

Bill:

Based on a review of our files, this project is complete and there are no encumbrances or outstanding bills. The funds could be rededicated to other purposes.

Jay

Jay Minkarah, Director
Manchester Economic Development Office
One City Hall Plaza
Manchester, NH 03101
www.YourManchesterNH.com
Phone: (603) 624-6505
Fax: (603) 624-6308
Email: jminkarah@ManchesterNH.gov

Chuck DePrima
Acting Director



CITY OF MANCHESTER
Parks Recreation and Cemetery Department

February 10, 2009

Committee on Community Improvement
1 City Hall Plaza
Manchester, NH 03101

RE: CIP bond project update

511603 – Recreation Facility Improvements - \$39,606.94

- Funding required to complete construction of the Piscataquog Trailway
- This project is currently under contract.
- Scheduled completion date of July 2009

511605 – Veteran's Park Memorial - \$2,115.76

- This project is complete.

510005 – Park Facilities Improvement Program - \$32,500.39

- Funding required for project expenditures relating to the Piscataquog Trailway.
- This project is currently under contract.
- Scheduled completion date of July 2009

511607 – Bass Island - \$38,881.97

- This project is currently under contract.
- Project construction to commence in Spring 2009
- Scheduled completion date of August 2009

510907 – Park Improvement Program - \$79,848.06

- Funding required for the construction of a pedestrian culvert beneath Peabody Avenue to re-establish Rockingham Trail continuity
- Bidding for this project was advertised in February 2009.
- Construction to commence in Spring 2009
- Scheduled completion date of July 2009

511407 – Black Brook Dam Removal – \$40,000

- Funding required for the Black Brook Dam demolition, and associated bank stabilization and wetland restoration
- This project is currently under contract.
- This project is under construction.
- Scheduled completion date of July 2009
- Ongoing project monitoring to continue through 2011

510509 - Rockingham Recreational Trailway – \$100,000

- Funding required for the construction of a pedestrian culvert beneath Peabody Avenue to re-establish Rockingham Trail continuity
- Bidding for this project was advertised in February 2009.
- Construction to commence in Spring 2009
- Scheduled completion date of July 2009



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

Planning & Community Development
CIP Bond Balances

✓ **CIP Project #830101 – *City Space Improvements*** – This money is left over from one of the accounts for the renovation of City Hall. The remaining balance of \$1,543.32 from the original \$350,000.00 is surplus, as the project has been completed.

✓ **CIP Project #811502 – *Municipal Facility Building Acquisition*** – This money is left over from the renovation of the Rines Center. The remaining balance of \$285.31 from the original \$2,750,000.00 is surplus, as the project has been completed.

✓ **CIP Project #811103 – *Senior Center*** – This money is left over from the account for the site acquisition and construction of the new Senior Center. The remaining balance of \$883.91 from the original \$2,400,000 bond money is surplus, as the project has been completed.

(Note: In April, 2004, the administrative responsibility for this project was transferred from Planning to Highway-Building Maintenance)

CIP Project #612503 – *Visitor's Signage Package* – This money was set aside for the acquisition and installation of wayfinding signs throughout the downtown and at other significant intersections throughout the City. Of the original \$84,028.49, \$77,573.39 remains. This project was under the purview of the former Planning Director and is on hold pending staff capacity to complete.

CIP Project #612407 – *Neighborhood Revitalization* – This money was set aside to support infrastructure improvements, with the major focus on the City's targeted neighborhoods. Of the original \$200,000 bond money, a balance of \$89,059.20 remains and is required to continue the Kelly Street reconstruction. This project is ongoing with the Highway Department and should be wrapped up in late spring.

✓ **CIP Project #612309 – *Neighborhood Revitalization*** – This money was set aside as a continuation of the infrastructure and other neighborhood improvements in targeted areas across the City. Of the original \$200,000 bond money, and based upon information from the Highway Department, \$100,000 is necessary for the completion of the Kelly Street reconstruction that the Highway Department will be completing in late spring. The plan was to use the remaining balance of \$100,000 to target infrastructure improvements on other nearby targeted streets.

February 3, 2009

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

15-14

FEMA Status Report - Open Projects as of February 5, 2009

Project#	Dept	Project	Total Project Cost	FEDERAL			STATE			
				Originally Approved (75%)	Received	Balance	Amount Expected (12.5%)	Received	Balance	
		Parks & Recreation								
510807	650	Park Improvement Program	92,545.82	20,859.94	20,859.94	-	3,342.94	-	3,342.94	
511607	650	Bass Island Flood Damage Stabilization (2006)	83,293.41	62,470.00	32,067.96	30,402.04	10,411.00	-	10,411.00	
511707	650	Piscataquog River Park Flood Damage (2006)	741,232.00	555,924.00	293,042.50	262,881.50	92,664.00	-	92,664.00	
511708	650	Piscataquog River Park Flood Damage - 2 (2007)	342,000.00	256,500.00	342,000.00	(85,500.00)	85,000.00	-	85,000.00	
		Highway								
713007	500	Flood Damaged Infrastructure Remediation	164,634.00	123,476.00	72,698.48	50,777.52	20,579.00	-	20,579.00	
		TOTAL	1,423,705.23	1,019,229.94	760,668.88	258,561.06	211,986.94	-	211,986.94	

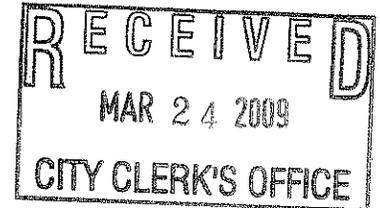


CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Planning & Land Use Management
Building Regulations
Community Improvement Program

Staff to:
Planning Board
Zoning Board of Adjustment
Heritage Commission
Millyard Design Review Committee



MEMORANDUM

To: Michael Garrity, Chair
CIP Aldermanic Committee

From: Leon L. LaFreniere, AICP
Director of Planning & Community Development

Date: March 19, 2009

Subject: CIP 650300 Hackett Hill

As directed, Staff from Planning, Finance and City Solicitor's Office met in an effort to identify the source of funds used for the Hackett Hill Development Project referenced above. It was determined that the funds were derived from the proceeds of the sale of land owned by the City on Hackett Hill which was the site of the planned UNH Campus that never materialized. As such, any unencumbered funds in this account may be used for whatever purposes the BMA deems to be in the best interest of the City. Jay Minkarah informs us that he has commitments of \$167,592.65 to be paid out leaving an unencumbered balance of \$250,671.69.

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

The Committee on Joint School Buildings respectfully recommends, after due and careful consideration, that the request for project funds to be transferred from the Parker Varney project to the Highland Goffs Falls project, be referred to the Committee on Community Improvement.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held February 3, 2009 on a motion of Alderman Lopez, duly seconded by Alderman Shea, it was voted to refer to the Committee on Community Improvement.



Acting City Clerk

CORZILIUS MATUSZEWSKI KRAUSE ARCHITECTS, P.A.

**Manchester Schools Open Concept Classroom Conversion
Highland Goffe's Falls Elementary School
Joint School Building Committee, January 22, 2009**

Highland Goffe's Falls is the third of five schools scheduled for conversion of Open Concept to traditional, enclosed classroom schools. Parker Varney, a design-duplicate to Highland Goffe's Falls was converted in the summer of 2006, The Green Acres Library was enclosed in the summer of 2007. Highland Goffe's Falls is scheduled for construction in the summer of 2009. Webster School and Beech Street Schools remain to be scheduled.

Project Scope: As with Parker Varney, the scope of work at Highland Goffe's Falls includes the erection of walls to convert the open concept classrooms to standard classroom with new doors and hardware. Other updates include white marker boards and tack boards in the classrooms, along with coat hooks and cubbies in the classrooms. New stair towers will be constructed at each end of the building, fire suppression systems, or sprinklers, will be installed. Other upgrades to the school include new mechanical ventilation systems, and energy-efficient, bright lighting. Several pricing alternates will be considered, including:

1. Operable Panel Partitions, allowing two classrooms to be opened into one.
2. Removal of existing rubber roof, and replacing it with a new PVC roof.
3. Re-finishing of the first floor corridor glazed block with a liquid applied, hard finish
4. Refinish the Parent Center rooms.
5. Addition of Controls for corridor lighting, operated by a programmable lighting control system with off-site monitoring and control.

Schedule: The design is underway at this time. Contractor prequalification packages have been received and have been reviewed. Nine General Contractors have been identified as qualified to bid on this project. General Contractor bidding of this project will take place in the winter of 2009, commencing January 26 through February 17. With successful receipt of bids, and prompt contract award, construction is scheduled to start in the spring of 2009.

Financial: \$2,775,742 is budgeted overall.

JOINT SCHOOL BUILDING COMMITTEE

HIGHWAY DEPARTMENT / PROJECT FINANCIAL REPORT

20-Jan-09

OPEN CONCEPT SCHOOL ELIMINATION -HIGHLAND GOFFES FALLS

\$2,775,742.50

FUNDING	SOURCE:	
FY09 Bond	310209	\$2,750,000.00
FY02 Bond	310402	\$25,742.50

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
CMK Architect - Highland Goffes Falls Design, Bidding, Construction & Completion	\$25,742.50	\$25,742.50	0%	\$0.00	
Sub-Total Architect Contract	\$25,742.50	\$25,742.50	0%	\$0.00	
FY09 Bond Contractor - Highland Goffes Falls					
Sub-Total HGF Contract	\$0.00	\$0.00		\$0.00	\$0.00
Contingency - Highway Union Leader Corp- News ad RFQ Contractors	\$164.69	\$0.00	100%	\$164.69	
Contingency to Date	\$164.69	\$0.00		\$164.69	

CONSTRUCTION UNCOMMITTED	\$2,749,835.31		
ENCUMBERED/EXPENDED TOTAL	\$25,907.19	\$25,742.50	\$164.69
TOTAL	\$2,775,742.50		

CORZILIUS MATUSZEWSKI KRAUSE ARCHITECTS, P. A.

**Report to the Joint School Building Committee
City of Manchester, Manchester School District
January 22, 2009**

Manchester School of Technology
Additions and Renovations
530 South Porter Street
Manchester, NH 03103

Karen White, Principal

1. Receipt of Bids, Award of Contract:
 - a. On Thursday, May 15, Bid Proposals were received and the contract for construction awarded to Eckman Construction. Work began immediately, and continues on to date. Eckman Construction will remain on site, continuously until the entire project is completed, mid-August, 2009.

2. Project Scope and Schedule:
 - a. Project scope remains as outlined in the presentation to the Building & Sites Committee and the City of Manchester 1 ½ years ago.
 - b. Phase 1, work to commenced immediately, and was completed by August, 2008. Work includes:
 - i. Site work, including relocation of utilities, storm drainage, etc. to allow the expanded Auto Tech has been constructed. The parking lots have been almost doubled in size from 172 spaces to 324 spaces. Driveways have been re-constructed. A portion of the east parking lot is currently being used by Eckman as a staging area.
 - ii. Wing A- The existing PASS classrooms have been converted to Graphics. The existing Print Shop in Wing B has been converted to PASS classrooms.
 - iii. Wing A- Renovation to the Landscape/Horticulture area has taken place.
 - c. Phase 2, work commenced immediately upon awards, and is Substantially Complete. The Auto Tech and Collision programs, and the Administration have moved to their new facilities before the Holiday break. This work includes:
 - i. Wing E- Auto Tech and Collision Expansion...new construction.
 - ii. Wing D-1 – New Administrative Offices...new construction.
 - d. Over the holiday break, some areas of B Wing have been re-carpeted, and re-painted.

- e. Beginning in January, and continuing through February, renovations will continue on the existing Auto Tech lab, readying it for occupancy for early spring.
 - f. Phase 3, commencing in January 2009, completed in May 2009:
 - i. Wing E- Convert existing Shop areas to Cosmetology. Underway is the demolition of the old Machine Shop, and Sheet Metal and Welding Shops, to convert them to Cosmetology classrooms and salon. This work is expected to reach completion in the spring. Presently, a Cosmetology classroom has relocated to the Administration wing.
 - g. Phase 4 and 5, commencing in June 2009, completed August 2009:
 - i. Wing B- Convert existing Administration to Marketing.
 - ii. Wing D- Convert existing Marketing to Intro. to Culinary Arts
 - iii. Wing A- Expand Design Communications
 - iv. Wing C- New Vestibule at Early Childhood; Convert PASS offices and Cosmetology to Public Safety and Health Science
 - v. Wing F- Convert Plumbing, Carpentry to new Lecture Quad and Plumbing Labs.
 - vi. Site work- Complete site work with final paving and work at existing modular classrooms.
 - h. 18,750 sq. ft. has been added to the existing 107,558 sq. ft., resulting in a new facility of 126,308 sq. ft. The entire building will be renovated- some areas will receive nominal renovations, Fire Alarm, painting, etc.; some areas, as noted above will receive substantial renovations.
 - i. Equipment- A limited scope of equipment was included in the Contractor's Bid Documents. Karen White has assembled equipment lists, and bidding and contracts have been awarded for equipment to Video Production, Horticulture/Landscaping, Graphics. The equipment lists and bidding continues, and is scheduled for completion within the next few months.
3. Financial:
- a. The project is approximately 68% complete through its contract value.

JOINT SCHOOL BUILDING COMMITTEE

HIGHWAY DEPARTMENT / PROJECT FINANCIAL REPORT

20-Jan-09

MANCHESTER SCHOOL OF TECHNOLOGY
RENOVATIONS AND EXPANSION PROJECT

\$10,010,120.00

FUNDING SOURCE:	
FY02 Bond	Proj.# 310402 \$110,120
FY08 State	Proj.# 310308 \$7,425,000
FY08 Bond	Proj.#310308 \$2,475,000

AUTHORIZED VENDOR DESCRIPTION AND APPROVAL DATE	BUDGET	COMMITTED	AMOUNT ENCUMBERED	PERCENT COMPLETE	AMOUNT EXPENDED	RETAINAGE HELD
CMK Architects	\$550,600.00					
Schematic Design Phase(FY02 Bond)	\$110,120.00		\$0.00	100%	\$110,120.00	
Design through Completion Phases	\$440,480.00		\$132,144.00	70%	\$308,336.00	
Architect Sub-Tota	\$550,600.00	\$0.00	\$132,144.00	76%	\$418,456.00	
Construction Administration - City	\$110,000.00					
FY08 City Administration	\$48,086.38		\$0.00	100%	\$48,086.38	
FY09 City Administration	\$61,913.62	\$61,913.62		0%		
Construction Administration Sub-Tota	\$110,000.00	\$61,913.62	\$0.00		\$48,086.38	
Construction	\$6,973,110.00				\$622,900.37	
Eckman Construction Contract						
Base Contract + Alternates 1,3,4,6,7,8,9,&11	\$6,973,110.00		\$2,581,191.02	63%	\$3,466,000.00	\$439,181.90
CO#1 Credit, Roofing Insulation Reuse	(\$102,089.00)		(\$102,089.00)	0%	\$0.00	\$0.00
CO#2 Unsuitable Building Foundation Soil, Repair Wiring, Modify Baseboard & Construct Drywall	\$3,993.00		\$0.00	100%	\$3,993.00	\$389.30
CO#3 Replace Unsuitable Materials @ So. Drive	\$4,000.00		\$0.00	100%	\$4,000.00	\$400.00
CO#4 Complete Work @ Revised CB	\$3,247.00		\$0.00	100%	\$3,247.00	\$324.70
CO#5 Remove Transite Pipe @ Automotive & Rim	\$2,736.00		\$0.00	100%	\$2,736.00	\$273.60
CO#6 Replace Unsuitables East Parking Lot	\$22,690.00		\$0.00	100%	\$22,690.00	\$2,269.00
CO#7 Abate Vinyl Tile in Rm 113	\$3,468.00		\$0.00	100%	\$3,468.00	\$346.80
CO#8 Relocate Heaters & Add Flag Pole Light	\$4,190.00		\$578.00	86%	\$3,612.00	\$361.20
CO#9 Paint Rms, Ballvalves & Data Pass	\$3,464.00		\$0.00	100%	\$3,464.00	\$346.40
CO#10 Rm B104 Two Telepoles w/Outlets	\$4,726.00		\$0.00	100%	\$4,726.00	\$472.60
CO #11 Reset Granite, Yeaton Controls	\$4,751.00		\$0.00	100%	\$4,751.00	\$475.10
CO#12 Fire Alarm Additions, Yeaton Controls	\$3,874.00		\$1,372.00	65%	\$2,502.00	\$250.20
CO#13 Communications, Trees & ACT in Rm A113	\$4,661.00		\$0.00	100%	\$4,661.00	\$466.10
CO#14 Revised Breaker at MDP, Paint Frames	\$4,806.00		\$0.00	100%	\$4,806.00	\$480.60
CO#15 Additional work in Rm A121	\$3,927.00		\$0.00	100%	\$3,927.00	\$392.70
CO#16 Additional work in Rm A107	\$4,941.00		\$3,446.00	30%	\$1,496.00	\$149.60
CO#17 Roof at Parapet, Relocate Telephone Panels	\$3,941.00		\$0.00	100%	\$3,941.00	\$394.10
CO#18 Trap Primers, Add Phone Lines, Vest Clg	\$4,367.00		\$2,779.00	36%	\$1,588.00	\$158.80
CO#19 Accent Walls, Flashing, Sills, Trap Covers	\$4,997.00		\$3,570.00	29%	\$1,427.00	\$142.70
CO#20 Corr, G135, Light Shell, Grab Bars, G107	\$4,505.00		\$1,184.00	74%	\$3,321.00	\$332.10
CO#21 Roof at Parapet, Relocate Telephone Panels	\$4,902.00		\$4,902.00	0%	\$0.00	\$0.00
Construction Sub-Tota	\$6,973,207.00	\$0.00	\$2,496,932.02		\$4,476,274.98	\$447,627.50
Equipment	\$750,000.00	\$557,081.38				
Access AV, LLC - Audio Visual Equipment	\$159,959.00		\$53,208.00	67%	\$106,751.00	
Patriot Welding - Lab Desks	\$12,600.00		\$0.00	100%	\$12,600.00	
Aubin Woodworking - Desks/ops & Countertops	\$4,685.00		\$0.00	100%	\$4,685.00	
Aubin Woodworking - Bookcases	\$3,386.00		\$0.00	100%	\$3,386.00	
Sears - 22 Cu.Ft. Refrigerator	\$1,349.99		\$0.00	100%	\$1,349.99	
Gov Connection - Network Adapters	\$7,707.00		\$0.00	100%	\$7,707.00	
WB Mason, Admin Furniture	\$3,034.00		\$295.00	90%	\$2,739.00	
Union Leader- RFP Manufacturing Equipment	\$197.63		\$0.00	100%	\$197.63	
Equipment Sub-Tota	\$192,918.62	\$557,081.38	\$53,603.00		\$139,416.62	
Testing and Miscellaneous Per Joint Mtg 6/01	\$76,000.00	\$43,662.50				
Miller Engineering - Testing & Inspection Services	\$30,000.00		\$4,303.58	86%	\$26,696.42	
Scott Lawson - Materials Testing	\$1,337.50		\$400.00	70%	\$937.50	
Testing & Misc. Sub-Tota	\$31,337.50	\$43,662.50	\$4,703.58		\$26,633.92	
Contingency > \$5,000 needs Joint Approvs	\$1,225,000.00	\$1,205,739.85				
Union Leader-Newsad Prequalification Contractors	\$154.15		\$0.00	100%	\$154.15	
Bob's Locksmith - Rekey 3 Doors for Computer Rms	\$187.00		\$0.00	100%	\$187.00	
Bob's Locksmith - Replace 3 cylinders in Cosmotology	\$100.00		\$0.00	100%	\$100.00	
Union Leader-Newsad Video Equipment	\$177.86		\$0.00	100%	\$177.86	
Robt Half Int'l - Temp labor to Move Computers	\$2,688.00		\$636.00	76%	\$2,052.00	
TNT Install Communications Cable	\$2,014.00		\$0.00	100%	\$2,014.00	
TNT Portable Comm Work	\$85.00		\$0.00	100%	\$85.00	
Fast Signs - 14 signs	\$363.50		\$0.00	100%	\$363.50	
United Oil Recovery - Dispose Oil Auto Lift Pits	\$368.34		\$0.00	100%	\$368.34	
Home Depot - Containers to Remove Photo Chemicals	\$38.74		\$0.00	100%	\$38.74	
College Bound Movers - Move Rooms	\$1,675.00		\$0.00	100%	\$1,675.00	
G.A. Lafamme - Wire Temp Power for Automotive	\$780.36		\$0.00	100%	\$780.36	
G.A. Lafamme - Install circuit for drill press/grinder	\$1,449.18		\$0.00	100%	\$1,449.18	
Delta Mechanical - Condensing Unit for Horticulture	\$4,780.00		\$0.00	100%	\$4,780.00	
Leblancs Hardware - Keys for Project	\$15.60		\$0.00	100%	\$15.60	
G.A. Lafamme - Wire RTU and Controls	\$425.36		\$0.00	100%	\$425.36	
G.A. Lafamme - Bypass Dimmers in Video Production	\$167.50		\$0.00	100%	\$167.50	
Safety Kleen - Photo Shop Fuel Removal	\$451.79		\$0.00	100%	\$451.79	
PSNH - Emergency Repairs to Light Poles	\$1,103.77		\$0.00	100%	\$1,103.77	
TNT Move Phonelines during School Break	\$2,235.00		\$2,235.00	0%		
Contingency Sub-Tota	\$19,260.15	\$1,205,739.85	\$2,871.00		\$16,389.15	

TOTAL UNCOMMITTED	\$326,313.00					
ENCUMBERED/EXPENDED TOTAL	\$9,683,807.00	\$1,868,397.35	\$2,690,153.60		\$5,125,256.05	
TOTAL	\$10,010,120.00					

15-22



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Planning & Land Use Management
Building Regulations
Community Improvement Program

Staff to:
Planning Board
Zoning Board of Adjustment
Heritage Commission
Millyard Design Review Committee

April 10, 2009

Alderman Michael Garrity, Chair
Committee on Community Improvement
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: CIP Cash & Bond Balances

Dear Chairman Garrity:

We have reviewed the open bond balances and cash balances of CIP projects, provided to us today by the Finance Department, and concur with the numbers that are shown.

Additionally, in reviewing the CIP tabled items on the most recent Finance Committee Meeting Agenda (4/7/09), we observed that CIP Project #510807 (a cash project) is not shown. While this project was on our original list of requested extensions, it appears to have been omitted when the list was transcribed to the Board's agenda. We are enclosing a copy of the extension list with updated balances. This particular project was one of three CIP cash projects that were *not* on the list of cash projects to be transferred to the contingency fund.

Should the Committee have additional questions, CIP staff will be available at the next CIP meeting.

Respectfully submitted,

Pamela H. Goucher
Deputy Director, Planning & Zoning

copy: Leon L. LaFreniere, AICP

enclosure

MEMORANDUM

To: Committee on Community Improvement Program

From: Leon LaFreniere, AICP
Planning and Community Development Director

Date: April 10, 2009

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>As of April 6, 2009 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	\$ 6,661.99
2008	CDBG	511008	Martineau Park-Parks	\$ 37,603.04
2008	CDBG	610408	Concentrated Code Enforcement-Building*	\$ 29,341.63
2008	CDBG	611408	Manchester Micro Enterprise Program-MicroCredit	\$ 2,000.00
2008	CDBG	611608	Neighborhood Pride-Business Incentive-MEDO	\$ 125,000
2008	CDBG	710508	School Sidewalk Program-Highway	\$ 12,044.45
2008	CDBG	810008	ADA Compliance-Planning	\$ 75,000
2008	CDBG	810108	Community Development Initiative-Planning	\$ 4,370.06
2008	State	810808	Vista Initiative Program-Health	\$ 132,249.91
2007	State	210607	School Based Dental Services-Health	\$ 6,902.17
2007	State	412407	Public Safety Interoperability-Fire/Police	\$ 3,409.25
2007	State	412607	Security Fiber Connections Project-Fire	\$ 87,613.24
2007	Cash	510807	Park Improvement Program-Parks	\$ 1,860.00
2007	NH DOT	510907	Parks improvement Project	\$ 390,359.21
2007	ST/FED	511407	Black Brook Dam Removal (Watershed Rest.)	\$ 96,135.13
2007	ST/FEMA	511607	Bass Island Flood Damage	\$ 683.82
2007	CDBG	611507	Revolving Loan Fund-MEDO	\$ 19,351.26
2007	CDBG	710807	School Sidewalk Program-Highway	\$ 81,896.52
2007	Cash	710907	Annual Bridge Maintenance-Highway	\$ 18,326.64
2007	CDBG	810807	Master Plan Support-Planning	\$ 31,213.74
2007	CDBG	810907	Neighborhood Revitalization/CBD Impr.-Planning	\$ 160,327.69
2006	Federal	410006	Mobile Data Terminal/AVL'S-Fire	\$ 1,726.47
2006	CDBG	612406	Neighborhood Revitalization Program-MEDO	\$ 32,457.67
2006	CDBG	810306	Economic Development/Master Plan-MEDO/Planning	\$ 1,578.44
2006	CDBG	810606	ADA Compliance-Planning	\$ 14,117.90
2000	Cash	650300	Hackett Hill Development-MEDO	\$ 418,264.34

* Budget authorization to be revised from Building Department Administration to Planning and Community Development Department.