AGENDA

BOARD OF MAYOR AND ALDERMEN

December 2, 2003

7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Baines calls the meeting to order.

2. The Clerk calls the roll.

3. Presentation by Chief Kane and District Chief Campasano updating the Board on the distribution of Homeland Security grants.

CONSENT AGENDA

4. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Informational – to be Received and Filed

A. Communication from Ron Ludwig, Director of PRC, submitting the most recent updated Parks, Recreation and Cemetery Department Project Progress Report.

B. Copies of minutes of the Manchester Conservation Commission meeting held November 3, 2003.

C. Copies of minutes of the Mayor's Utility Coordinating Committee meeting held November 19, 2003.

D. Copy of a communication from State Representative John Flanders submitting the interim report of the 2001 Task Force on Re-establishing the Lawrence, MA to Manchester, NH and Concord to Lebanon Rail Service.

E. Communication from the State of NH Department of Environmental Services requesting the City submit the 2004 Local Government Financial Test for Manchester Municipal Solid Waste Unlined Landfill Permit No. DES-SW-TP-97-009 annual update within 180 days of the City's fiscal year end.

F. Copy of a communication from the State of NH Department of Environmental Services advising it has completed its preliminary review of the standard permit application for Angel Steam, LLCC/Processing/Treatment Facility in Manchester.

G. Communication from the State of NH Department of Transportation advising of contemplated awards.

H. Communication from Comcast advising of a notification in change of address.

I. Communication from Comcast advising of some pricing changes for certain services and brief updates on customer service, the competitive environment and other aspects of the business.

J. Copies of minutes of the Piscataquog River Local Advisory Committee meeting held November 6, 2003.

K. Communication from Jacqueline Malley advising the Board of circumstances surrounding her applying for assistance through the City's Welfare Department.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

L. Resolutions:

> "Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thirty Four Thousand Five Hundred Thirty Six Dollars ($134,536.00) for 2003 CIP 210503 Homeless Health Care."

"Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Four Hundred Ninety Nine Thousand Ninety Nine Dollars ($499,099) for 2003 CIP 410003 GTEAP & EPOP (Domestic Violence Funding)."

"Amending the FY2003 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Thousand Dollars ($40,000) for FY2003 CIP 511603 Recreation Facility Improvements (Leveraged) Project."

"Amending the FY1999, 2000, 2002, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Seventeen Thousand Two Hundred Six Dollars ($217,206) for FY2003 CIP 712003 FBI Recuperator Project."

"Amending the FY2003 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Ten Thousand Dollars ($110,000) for FY2003 CIP 811103 Senior Center Planning Project."

"Amending the 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Three Hundred Sixty Four Dollars ($10,364.00) for 2004 CIP 210404 Homeless Health Care."

"Amending the FY 2001, 2002, and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Thousand Dollars ($60,000) for CIP 510604 Neighborhood Playground Rehabilitation Project."

"Amending the FY2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Dollars ($12,000) for CIP 711004 Annual ROW Maintenance Project."

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

M. Advising that it has accepted the City's monthly financial statements for the four months ended October 31, 2003 and is forwarding same to the Board for informational purposes.

N. Advising that it has accepted the audit status update submitted by Kevin M. Buckley, Internal Audit Manager, and is forwarding same to the Board for informational purposes.

O. Advising that it has accepted the following Finance Department reports:
a) department legend;
b) open invoice report over 90 days by funds;
c) open invoice report (all invoices for interdepartmental billings only);
d) open invoice report (all invoices due from the School Dept. only); and
e) listing of invoices submitted to City Solicitor for legal determination
and is submitting same for informational purposes.

COMMITTEE ON ADMINISTRATION/INFORMATION SERVICES

P. Recommending that requests to enter into Septage Service Agreements with the Towns of Plaistow and Atkinson be approved, and further that the Mayor be authorized to execute same on behalf of the City, subject to the review and approval of the City Solicitor.

COMMITTEE ON BILLS ON SECOND READING

Q. Recommending that the Proposed Policy for Rezoning Petitions, attached herein, be approved.

R. Recommending that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zoning district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A."

ought to pass; and further that the Board endorse seeking to have any developer of the rezoned parcel pay for any road or traffic improvements made necessary by the development to protect the neighborhood.

COMMITTEE ON COMMUNITY IMPROVEMENT

S. Recommending that the Board authorize transfer and expenditure of funds in the amount of $134,536 (Federal) for CIP 210503 Homeless Health Care, and for such purpose a resolution and budget authorization has been submitted.

T. Recommending that the Board authorize transfer and expenditure of funds in the amount of $499,099 (Federal) for CIP 410003 GTEAP & EPOP (Domestic Violence Funding), and for such purpose a resolution and budget authorization has been submitted.

U. Recommending that the Board authorize transfer and expenditure of funds in the amount of $40,000 (Other) for CIP 511603 Recreational Facility Improvements (Leveraged) Project, and for such purpose a resolution and budget authorization has been submitted.

V. Recommending that the Board authorize transfer and expenditure of funds in the amount of $217,206 (EPD) for CIP 712003 FBI Recuperator Project, and for such purpose a resolution and budget authorization has been submitted.

W. Recommending that the Board authorize acceptance and expenditure of funds in the amount of $110,000 (Other) for CIP 811103 Senior Center Planning Project, and for such purpose a resolution and budget authorization has been submitted.

X. Recommending that the Board authorize transfer and expenditure of funds in the amount of $10,364 (Federal) for CIP 210404 Homeless Health Care, and for such purpose a resolution and budget authorization has been submitted.

Y. Recommending that the Board authorize transfer and expenditure of funds in the amount of $60,000 (CDBG) for CIP 510604 Neighborhood Playground Rehabilitation Project, and for such purpose a resolution and budget authorization has been submitted.

Z. Recommending that the Board authorize transfer and expenditure of funds in the amount of $12,000 (Other) for CIP 711004 Annual ROW Maintenance Project, and for such purpose a resolution and budget authorization has been submitted.

AA. Recommending that with regard to a petition to discontinue a portion of Hobart Street, the Board find that the subject area of the petition having never been opened, built, nor used for public travel has been released from public servitude pursuant to RSA 231:51.

LADIES AND GENTLEMEN, YOU HAVE READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

5. Nominations to be presented by Mayor Baines, if available.

6. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.

7. Mayor Baines calls the meeting back to order.

OTHER BUSINESS

8. Report of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?

9. Report of the Committee on Human Resources/Insurance, if available, regarding Drop Off Facility position.
Ladies and Gentlemen, what is your pleasure?

10. Report(s) of the Special Committee on Airport Activities, if available. (Note: anticipate forwarding under separate cover prior to meeting.)
Ladies and Gentlemen, what is your pleasure?

11. Ordinance: **(A motion is in order to read by title only.)**

> "Amending Sections 33.024, 33.025 & 33.026 (Laborer-Drop Off Facility) of the Code of Ordinances of the City of Manchester."

This Ordinance having had its second reading by title only, the question is on passing same to be Enrolled.

12. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.

13. Mayor Baines calls the meeting back to order.

14. Report of the Committee on Accounts, Enrollment and Revenue Administration, if available.
Ladies and Gentlemen, what is your pleasure?

15. Official Results of the Non-Partisan Municipal General Election held November 4, 2003 submitted by Leo R. Bernier, City Clerk.
Ladies and Gentlemen, what is your pleasure?

16. Communication from Leo Bernier, City Clerk, requesting the Board set the polling hours from 6:00 AM to 7:00 PM for the Presidential Primary to be held on Tuesday, January 27, 2004.
Ladies and Gentlemen, what is your pleasure?

17. Communication from Leo Bernier, City Clerk, advising that the Board may wish to address stipend issues for elected officials at this time.
Ladies and Gentlemen, what is your pleasure?

18. Communication from Kevin Clougherty, Finance Officer, regarding the allowance of a land acquisition reimbursement relating to the Riverfront Development Project.
Ladies and Gentlemen, what is your pleasure?

19. Ordinance: **(A motion is in order to read by title only.)**

"Amending Sections 33.024, 33.025 & 33.026 (Laborer – Drop Off Facility) of the Code of Ordinances of the City of Manchester."

This Ordinance having had its third and final reading by title only, the question is on passing same to be Ordained.

20. Resolutions: **(A motion is in order to read by titles only.)**

"Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thirty Four Thousand Five Hundred Thirty Six Dollars ($134,536.00) for 2003 CIP 210503 Homeless Health Care."

"Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Four Hundred Ninety Nine Thousand Ninety Nine Dollars ($499,099) for 2003 CIP 410003 GTEAP & EPOP (Domestic Violence Funding)."

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"Amending the FY2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Dollars ($12,000) for CIP 711004 Annual ROW Maintenance Project."

A motion is in order that the Resolutions pass and be Enrolled.

TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

21. Request for discontinuance of a portion of Millstone Avenue.
(Tabled 08/04/2003 at road hearing pending report from City Solicitor.)

22. NEW BUSINESS

a) Communications
b) Aldermen

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

CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

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

COMMISSION

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

November 21, 2003

Mr. Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Park, Recreation and Cemetery Department
Updated Project Progress Report for BMA

Dear Leo,

Could you please place the enclosed Parks, Recreation and Cemetery Department Updated Project Progress Report on the next BMA Agenda as an informmational item?

Thank you,

Ron Ludwig
Director

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NOV 24 2003
CITY CLERK'S OFFICE

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CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

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November 21, 2003

Board of Mayor and Aldermen
One City Hall Plaza
Manchester NH 03010

Re: Parks, Recreation and Cemetery Department
Updated Project Progress Report

Honorable Mayor Baines and Aldermen,

Attached for your review is the most recent Updated Parks, Recreation and Cemetery Department Project Progress Report. Hopefully this will keep the Board of Mayor and Aldermen better informed as it relates to some of the projects currently being administered by the Department. Should anyone need or require additional information I would be more than willing to provide it.

Sincerely,

Ronald E. Ludwig
Director

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CITY CLERK'S OFFICE

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PARKS, RECREATION & CEMETERY - CIP PROJECTS

CITY BOND PROJECTS

Memorial High School Athletic Facilities Phase-I

Phase-I improvements to include the central area of the Clem Lemire Sports Complex including the a new synthetic multi-sports field, 400-meter running track, parking area along Jewett Street side of the field and general site improvements.

A recommendation has been made to construct all work identified in the Master Plan through the Manchester School Facilities Improvement Project underway by Gilbane Construction. Approval from the Manchester School District and BMA is pending.

- **Consultant:** Kaestle Boos Associates
- **Bid Date:** (Proposal to include with Gilbane's Manchester School Projects)
- **Design/Engineering Percent Complete**: 100%

Livingston Park Pool & Bathhouse Project

Bids were received on Wednesday, September 10, 2003. The project involves construction of a new (11,000 sf) swimming pool and (3,000 sf) bathhouse. A new (41-space) parking lot with drop-off area is also included. Construction is underway and completion scheduled for mid-June 2004.

- **Consultant:** Bargmann Hendrie + Archetype
- **Bid Date:** September 10, 2003
- **Contractor:** FERD Construction
- **Contract Amount:** $2,178,000
- **Construction:** 20%

Raco Theodore Pool Project

Design/Engineering funds were approved to develop plans for improvements identified in the 1997 study of this aquatic facility. Funding was not appropriated in the current CIP budget for the pool project, however some funding was allocated to construct a new playground which is completed.

- **Consultant:** Kimball Chase
- **Design/Engineering Percent Complete**: 90%
- **Construction (Playground):** 100%

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PARKS, RECREATION & CEMETERY - CIP PROJECTS

Livingston Park Trails & Waterfront Improvements

Ongoing improvements for the trails around Dorrs Pond. The City was awarded a Land and Water Conservation Fund (LWCF) grant for Round #16 (2001). The amount of the award was $100,000, which was matched by another $100,000 from a local trust fund. An additional $200,000 was provided by the City for the project. The work along the pond by the Warming Hut was completed last year and the work on the trails and bridges is underway.

- **Contractor: TJB, Inc. (Ted Bantis)**
- **Contract Amount**: $400,207.50
- **Project Start**: 11/25/01
- **Project Completion:** 10/31/03
- **Percent Complete**: 90%

Livingston Park Parking Improvements

The City was awarded a Land and Water Conservation Fund (LWCF) grant for Round #19 (2003). The amount was $100,000, which was matched by another $100,000 from the City. The work will involve reconstruction of the parking area in front of the Warming Hut, drainage improvements, sidewalks and landscaping.

- **Contractor:** Quirk Construction
- **Contract Amount**: $400,207.50
- **Project Start**: 10/02/03
- **Project Completion:** 06/30/04
- **Percent Complete**: 20%

COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS

Hallsville Elementary School Improvement Project

The project involved a complete reconstruction of the school yard area, including new playground equipment, fencing, retaining wall, drainage and paving.

- **Contractor: Perm-A-Drive**
- **Contract Amount**: $150,708.22
- **Project Start**: 7/18/03
- **Project Completion:** 9/15/03
- **Percent Complete**: 100%

COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS cont.)

Sheridan-Emmett Park Phase-II

Bids were received for the park area between Union Street and Pine Street. Work will include replacement of the playground equipment, fencing and expansion of the Community Garden.

- **Consultant:** Moriece & Gary, Inc.
- **Bid Date:** September 11, 2003
- **Contractor:** Perm-A-Drive Paving
- **Project Start:** November 17, 2003
- **Project Completion:** 06/30/04

Bakersville Elementary School

Bids were received for the playground and school site improvements. Work will include replacement of the playground equipment, expansion of the staff parking lot and general site improvements.

- **Consultant:** Moriece & Gary, Inc.
- **Bid Date:** September 11, 2003
- **Project Start:** Pending additional funding in June 2004.

OTHER GRANT AND PLANNING PROJECTS - (FY' 2004)

Urban Forestry USDA Grant

The City received a grant from USDA Forest Service to address tree maintenance in the Millyard and at Valley Cemetery. Work will include tree removal, pruning and tree planting.

- **Contractor:** Dubois Tree Service
- **Project Start:** 10/15/03
- **Project Completion:** 12/15/03 (Tree Work)

Hazard Tree Removal Project

The second year of appropriations to develop specifications to contract removal of older hazardous trees in the City. This past year approximately 50 hazardous trees were removed from City right-of-ways. Work will begin in January 2004.

- **Bid Date:** 01/10/03
- **Project Start:** 11/27/03

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Recreation Enterprise Division

CIP Project Status

November 18, 2003

Derryfield Country Club

- The new maintenance building is substantially complete and a certificate of occupancy has been issued. Some minor items concerning the site remain on the punch list and will be addressed shortly.

- Upon completion of value engineering exercises it was determined that the building could not be built within budget using the existing floor plan and foundation foot print. The Architect has been instructed to work with the Construction Manager in designing a more modest building that could be constructed within the City's budgetary limits while still addressing the occupants' basic space and programming requirements. The City is also working with the restaurant manager to identify program cuts that would reduce the tenant's floor space requirements.

JFK and West Side Ice Arenas

- Energy conservation incentive rebates totaling $42,094.00 has been received from PSNH for improvements completed at both ice facilities.

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CITY CLERK'S OFFICE

Manchester Conservation Commission
Meeting Minutes
Monday, November 3rd 2003
6:15—8:10pm

Location: City Hall
Commissioners Present: Michael Poisson (chair), Jen Drociak, Kathleen Neville, Marty Gavin, Eric Skoglund
Commissioners Absent: Jo Ann O'Shaughnessy, Todd Connors
Others Present: Jane Beaulieu, Art Grindle
Submitted By: Marty Gavin

~ Next Meeting @ 6:15 on Monday, November 17th 2003 ~

Agenda

I. Minutes of Last Meeting
Minutes from the October 20th meeting were approved with the following corrections: Under **Waterford of Old Business**, Great Blue Heron was misspelled. Under **Lands and Buildings of Old Business**, Mike did not have a copy of the letter that expressed our interest of having a Conservation Easement at Crystal Lake.

II. Treasurer's Report
JoAnn O'Shaughnessy could not make the meeting.

III. Old Business

- Lands and Building meeting on Oct 21st: Conservation Easements at Crystal Lake and Riverdale were voted on and granted.

- Voting members: The board of Mayor and Alderman will be voting on Todd Connor's membership and Jane Beaulieu's alternate status on Wednesday November 5th.

- Conservation Easement postings: Jen Drociak suggested on setting another date to keep up with the postings, particularly at the Derryfield School. Mike said that we should contact Carol Johnson to get the actual dimensions of the areas.

- PSNH: On Wednesday October 22nd Kathleen Neville attended the hearing for the renewal of PSNH's hydro dam license. She said that several different organizations attended and had concerns about the application, which had a 90 day window for comments (November 11th was this deadline). Shareholders, such as the NH Rivers Council have concerns related to the flow directly above and below the dam, in regards

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to habitat, as well as fish passage. These concerns should be addressed in the recreation aspect of the application. The Commission should take a look at the wetlands portion of the application if we want to make any suggestions. Jen Drociak asked if anything had been implemented out of all the recommendations that had been made. She also asked about an intervenes status (if a concerned party made recommendations and they were not met, would they be informed). Kathleen said that PSNH seemed to be open to suggestions and she would keep us updated. A copy of this application should be at City Hall.

- The Lessard's at Pond Drive: Tom Seigle addressed the issue of the banks being stabilized by vegetation instead of "rip rap." Jane will give them a call to invite them to one of our meetings, however a site walk is no longer needed at this location

The Grindle Report

- Web page updates: Public survey and Pond cleanup results were shown on the Urban Pond web page (manchesternh.gov./urbanponds). These were compared to previous results, using the city software "webtrends," which ranks according to the sites with the most hits.

- Conservation stickers: The 4x4 "support local conservation" stickers will be done next week.

- Watershed sign project: In October, the Sign Gallery successfully erected 30 Watershed signs throughout Manchester.

- Crystal Lake: Art Grindle spoke with several key players, including Rebecca Balke who said it wouldn't be a big deal to amend the runoff permit in order to have SWAMP INC. dredge along the beach area of the lake. Water quality monitoring is all wrapped up for the season meanwhile the Crystal Lake Association is looking into ordering their own monitoring equipment.

- Dorrs Pond: Plans are underway to eliminate the discharge from the swimming pool at Livingston Park to Raybrook. Jen said that the boat ramp signs are in and that the trail work (wetland boardwalk, bank stabalization, et cetera) looks great.

- Stevens Pond: Due to the excessive amount of yard waste dumping Art and Jen are considering posting "NO YARD WASTE DUMPING" signs around the pond. They are also working on setting up an educational packet, including eutrophication facts in order to inform the public of the damage caused by dumping yard waste in and around waterways.

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- Nutts Pond: The business survey now has the support of Rich Cantu (EPD), which will help the cause immensely. Also, CEI will be joining us on November 17th to discuss the Best Management Practice for the work needed at Nutts. This will be a good opportunity, because Parks and Rec are planning on resurfacing the parking area with pervious pavers, which will allow gradual filtration of runoff rather than a direct route into the pond. Eric Skoglund has some concerns about the general maintenance of the pavers in terms of snow removal and washouts.

- More Nutts Pond: Since 1989 Sylvania has had a permit to discharge approximately 100,000 gallons of 87 degree cooling water daily into Nutts Pond, but since Zinc & Phosphorus has been added to the municipal water supply obtaining a new permit is a problem. Sylvania is now in the process of developing plans that will show how they are going to gradually get away from discharging into Nutts. The proposed design involves installing several chillers that will allow on site storage of this cooling water.

- City surplus map overlay: Art presented the Commission with a conceptual design for maintaining accurate records of City surplus land. This involves making booklets, using maps obtained from the City database, which can only be printed in sections. These would contain all relevant information (lot #, nearest waterway, etc.) about each area of interest. As we go, we can color coat the maps and have our conservation suggestions applied with the help of Jay Brennan. For easy access we can have CDM digitize them for us, sometime in the near future. Jane Beaulieu added that she had picked up a street map and is doing some placement on the green space and recreation map. Mike suggested that Jane should let us know what parcels would be of most importance.

IV. New Business

- Conservation Funds: Jane spoke with Judy Hemenger about the status of our Conservation Fund for an internship, which all depended on what Emily Welch received. Jen said that she worked for free, because her internship was cut short due to her starting at DES. Kathleen said that the remainder could be used up until July 1st. The Commission agreed to try and get a temporary employee to help with working on land conservation and City surplus land, possibly starting in February. Mike suggested that we also talk with Art and find out what areas need most attention. On another note Jane found out that there is $1000 left from a grant that she applied for in order to some work along the riverbanks of the Piscataquaog. She also said that in December there is an opportunity to apply for a grant from CIP.

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- Jen Drociak: She will be attending the Des Rivers and Watershed Conference on November 18th as well as the North American Lakes Management and Society Conference on November 4th and 7th.

- Ground Works: Jane spoke with Doug Evans (Regional Director of Ground Works), which is part of the National Parks Service, about forming a group here in Manchester. She thinks that Bass Island would be a good passive park to get started on, possibly we could have access to their grants. FYI: Bass Island is on hold, due to noncompliance with the floodway ordinance.

- SEPP: Kathleen updated us on the Environmental Education (MATTERS) curriculum for 8th grade teachers. She brought up the fact that their original goal was a five—year plan, and after reviewing the progress they decided to scale the program down, in order to accommodate those who are interested in it the most. They are going to focus more on the Science teachers and will start working with entire teams. A big factor of trying to keep the curriculum going is with each new year there is also new faculty. Kathleen suggested that the teachers could assess what is needed for curriculum requirements and fit MATTERS in accordingly. Jane suggested on getting a list together of all the teams involved to send out thank you cards and to keep in touch.

- West Environmental: They will be in for their second meeting with us on December 15th to discuss several issues, including the 30 prime wetlands that they have identified, which they want our input on mapping.

V. Mail

- Letter from Charles Deprima addressed to Michael Poisson, about the Crystal Lake Land Water Conservation Fund Grant Round 19. The Commission voted all in favor of drafting a letter of support for the construction of a playground at Crystal Lake Park.

- The Source Newsletter on Improving the Source Water Protection Grant Program.

- Letter from Dennis J Danna addressed to Gino Infascelli (Public Works Permitting Officer New Hampshire Wetlands Bureau), about a 2nd Amendment Request of a Major impact permit, which will reduce the previous impact from 44,365 to 39,892 square feet around exit 1 off of 101, Auburn—Manchester.

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VI. Other News

Mike spoke with the City Clerk, who wanted us to know the Holidays that City Hall will be observing.

Martin Luther King Day on January 19th
Presidents Day on February 16th
Independence Day which will be celebrated on July 5th
Labor Day on September 6th

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MAYOR'S UTILITY COORDINATING COMMITTEE

November 19, 2003

It would be greatly appreciated if a representative from each Department or Utility attend the monthly meetings so that any essential information could best assist and/or work with affected parties.

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The meeting was called to order by Peter Capano at 10:00 AM.

MANCHESTER HOUSING AUTHORITY

Ward

#3 89 Pine Street – Adding second floor to building, hoping to advertise in December. Construction Division moving to Pariseau Apts. in February.

#2 133 Ash Street – The Gale Home at 133 Ash Street now known as the Mary Gale Apartments, is being rehabbed with an addition to construct elderly apartments. The plan has Planning Board approval. The Architect, CMK is preparing final plans.

North Branch Construction was awarded the contract ($3,605,900.00)and scheduled to begin soon.

 # 3 Union/Grove
 # 3 Harrison/Pine – Work has begun.
 # 2 Harrison/Maple
 # 4 Lowell Street
 # 5 Central/Hall – Work has begun.

#4 MHRA is in a joint venture with Southern NH Services to construct 30 units of elderly housing on the vacant lot at #628 Hanover Street. The lot is formerly the Somascan property. Application for funding has been submitted to HUD.

#11 Brown School – Joint venture with Families In Transition to rehab as housing.

#11 Repairs O'Malley St., potholes at Kelly Falls Apts., curbing at #99 Lancaster St. Work to begin Monday, November 24th.

STATE PROJECTS

#6 Candia Road [Bypass 28-I-93] - NH Department of Transportation has developed ROW plans. The two year construction period is expected to begin with bid in Nov./Dec. '03. Construction in '04, completion in '05. Utility

work is on-going.

Ward

#9 I-293 - Roads and bridge work from South Willow St. to the Merrimack River bridge has been awarded to George Cairnes & Sons in the amount of $13,176,000 is under construction. The Brown Ave. widening and signals work is scheduled for the Spring of 2004. Eastbound bridge is now open to traffic.

#11 Granite St./F.E. Everett Trnpk Imprv. - The Department of Transportation has hired CLD Engineers to complete the design and dovetail ramp work with the City's widening of Granite Street. Work will be performed in two phases:

- Turner/Allard Sts. sewer relocation bid in May '04 and constructed in 2004.
- Bridge and ramp work to follow.

#8 Airport Access - The NH Department of Transportation is meeting the Federal Biological Assessment regarding the nesting bald eagles. Review is complete from the U.S. Fish & Wildlife, and decisions are in from Federal Highway Authority, DES Clean Water Project and the Army Corps. Construction is expected to begin late '04 or early '05. The project will be split into four contracts and construction is expected to take at least three years.

PLANNING/BUILDING

SUBDIVISIONS

#1 #80 Hamel Drive - 11 lot planned development is approved by Planning Board.

#12 1279 Goffstown Rd. - 11 lot subdivision approved by Planning Board.

#6 "Ledgewood" (Candia Road) 149 manufactured home site across from "Goldenrod's" Restaurant has been approved by the Planning Board. Construction has progressed into the third phase.

#2 Mammoth/Kennard Roads - Seven lot subdivision approved, work has begun on 3rd house.

#8 Goffs Falls Rd. - Eleven lot subdivision approved. Road is named Mollie Drive Base pavement is down. House construction is progressing well.

#9 Willow/Union Sts. - Building rehabilitated for retail.

Ward

#8 Bryant Road - Approved for both condos (56)single family housing (34). Ashwood development with Keach Nordstrom Engr. Severino Constr. has begun work on-site and on existing Bryant Road.

#12 Woodland Pond - 112 lot subdivision for single family homes approved with roads off Countryside Blvd. Work has begun.

#12 Cedar Ridge - 35-lot subdivision off Hackett Hill Rd. A portion of the Woodland Pond Subdivision sold to Reggie Moreau. Work has begun on utilities.

#8 270 Stanton St. - 4 new lots approved by Planning Board.

#8 Lilac Court - 15-lot subdivision, work is underway off Brown Ave. near Litchfield town line.

#2 820 Wellington Rd. - Walnut Terrace is under construction, eight-lot subdivision.

#8 Corning Road - Three lots approved by Planning Board.

#6 Page St. - ***Four lots approved by the Planning Board.***

SITE PLANS

#5 310 Wilson St. **(Vista Foods)** - Shopping center rehab. – 73,000 SF, new overall 171,000 SF. has Planning Board approval.

#2 166 LaGrange Ave. - Islamic Society Mosque – 13,000 SF approved by Planning.

#10 Pinard St. - 120 units of multi-family and 30 units of elderly apartments approved, work is underway.

 # 9 Manchester Commons - Loring St., Faltin Drive & Upton Lane – approximately 150,000 s.f. of retail and office development proposed including a Shaw's Supermarket, which is approaching occupancy.

#3 Bridge/Elm Sts. - Apartment building and parking garage has Planning Board approval.

#9 25 Union St. - ***Proposed F.W. Webb wholesale/retail mechanical supplier.***

Ward

#10 Carisbrooke - 38 Apts. proposed for steel frame building, approved by Planning Board.

 # 8 1300 S.Porter St. - 150,000 S.F. Furniture World proposed.

#3 795 Elm St. - TRB Construction has secured building. Rehabilitation expected soon.

 # 6 993 Candia Rd. - Sinclair Auto – work is underway.

#10 311 Q.C. Ave. - HESS Gas Station to be remodeled as convenience store.

#8 1816 S.Willow St. - Valvoline Quick-Lube is approved. Work is underway.

#10 41 Harvell St. - 20 dwelling units has Planning Board approval, work has begun.

#9 896 Goffs Falls Rd. - Eckhardt & Johnson 16,000 SF expansion is approved.

#6 1070 Holt Ave. - 179,000 S.F. Warehouse/offices has Planning Board approval.

#11 100 McGregor St. - CMC expansion well underway.

#7 195 Lincoln St. - M.L. Halle expansion proposed.

#8 510 Harvey Rd. - Bradford Oil – convenience store/gas station. Foundation permit approved. Work to begin soon.

#6 Lakeshore Rd. - Expansion of Water Treatment Plant is underway. Contractor is Pizzagalli.

#12 1602 Front St. - 10 Unit Condos, building is underway.

#6 676 Is.Pond Rd. - Comcast renovation project is underway.

Ward

#3 1525 Elm St. - Rines Center interior renovation underway.

#11 South Main St. - Senior Center plans have been submitted to Building Dept. Site work underway – building demolished.

#2 845 Mammoth Rd. - Four story, 10 unit building proposed.

#8 1250 S.Willow St. - Dobles Chevrolet to add two buildings, one for commercial sales and another for parts storage.

#3 25 Brook St. &
15-19 Temple Ct. - One new 8-unit building and conversion of 25 more into housing proposed.

Water Works Projects

Water Main Construction – by MWW (in town)

1) Spruce St. – Pine to Union	500' of 6" DIP	Completed
2) Runway – 17-35 (Airport)	1600' of 10" DIP	Completed
3) William – Milford to Riddle	480' of 6" DIP	Completed
4) Tilton – Milford to Janet Lee Ct.	460' of 6" DIP	Completed
5) Cheney Place – Elm St. to Brown	420' of 6" DIP	Completed
6) Summerside – Milford to Lewis	650' of 8" DIP	Completed
7) Nutfield Ln. -	120' of 6" DIP	Completed
8) Old Falls Rd. – Old Falls easterly	660' of 6" DIP	Completed
9) Falls Rd. – Massabesic to Spruce St.	350' of 6" DIP	Completed
10) Schuyler – Main westerly	370' of 6" DIP	Completed
11) Conant – Blucher westerly	150' of 2" PEP	9/15 thru 9/18
12) Hevey St. – Conant northerly	350' of 6" DIP	9/19 thru 9/26
13) Longwood – Woodbine to Revere	500' of 6" DIP	9/29 thru 10/13
14) Cushing – Oakland to Laydon	300' of 6" DIP	10/14 thru 10/22
15) Central – Tarrytown to Mammoth Rd.	250' of 2" PEP	10/23 thru 10/29
16) Main St. (CSO)	Fall 2003	
17) W.Bridge & Bremer St. (CSO)	Fall 2003	

Ward

PARKS & RECREATION PROJECTS

P&R PROJECTS - FY'03

#1 Livingston Pool & Bathhouse - All demolition is complete. Bargmann Hendrie design. Bid awarded to Ferd Construction for $2.17 million. Construction is underway.

#1 Livingston Park Trail & Waterfront Improv. - With DES Wetlands and Army Corps permits in hand, Ted Bantis' contract has construction started on the trails. This work will include trail renovation, w/stone dust surface and boardwalks, bridge replacement, drainage improvements and landscaping. Land Water Conservation Funds were just awarded ($100,000) to aid in the completion of final waterfront improvements. The work will include regrading, paving, drainage improvements and landscaping to existing gravel parking area next to Dorrs Pond and construction of a ramp and dock improving access to the water from the parking lot. Parking improvements bids received, awarded to Quirk Construction ($214,000), work is underway.

 # 8 Clement M. Lemire Athletic Complex - Kaestle Boos Associates was awarded the contract to design a master plan for the athletic complex at Memorial H.S. The preliminary master plan design is currently underway to make efficient use of 18 + acres of open space between Memorial High, Southside Middle and Jewett Elementary Schools. Phase 1 with construction expected in October.

#5 Gill Stadium - Rehabilitation is underway. Building permit issued based on code compliance only. Demolition work is complete. Turf work is almost complete. Rehab of columns and beams almost complete.

HIGHWAY DEPARTMENT PROJECTS

Construction Projects

#6 Candia Rd. Dry Sewer - Plans have been reviewed by NH-D.O.T. and are being revised by Hoyle, Tanner & Associates.

Ward

#10 CSO-4 - The S.Main/Boynton St. Project will soon enter into the Main Street portion. Traffic will be affected.

#4 Laurel St. - Reconstructed Maple St. to Lincoln St. Work to commence in a couple of weeks. Gas Co. is on Laurel Street.

#3/11 Notre Dame Bridge - Concrete and steel rehabilitation project awarded to SPS New England for $920,000. Work is complete. Verizon is splicing cable. Complete next month.

 # 3 Spruce St. - Pine to Union reconstruction in 2003. Base pavement is down.

#3 Spruce St. - Maple to Lincoln next Spring.

 # 4 Lowell St. - Beech to Maple reconstruction is "on hold".

#4 Manchester St. - Maple to Lincoln next Spring.

#3 Merrimack St. - Elm St. to Union, Spring 2004.

#3/5 Cedar St. - Chestnut to Maple reconstruction underway.

#12 Goffstown Back Rd. – Possible Reconstruction from Coolidge Ave. to Cemetery in 2004.

MANCHESTER AIRPORT

#8 Surface Parking - Old lot "E" construction. Project awarded to Continental Paving. Work underway. Completion expected by Thanksgiving.

#8 Brown Ave./ Airport Rd. - Project is on-going. Completion set for 2004, but majority of relocation work scheduled for Fall 2003.

Ward

#8 Terminal "C" Upgrade - Terminal "C" upgrade work is continuing, converting the commuter terminal to a 4 jet gate terminal with ticketing entrance from Airport Terminal Loop Road. Project is scheduled to be completed in January 2004. Harvey Construction is the Construction Manager.

#8 Wiggins Fuel Farm Project - New aircraft fuel farm is in review stages by the Town of Londonderry. Work is underway. Location for fuel farm is a portion of the former US Army land adjacent to new taxiway "M".

#8 Aircraft Overnite Parking Aprons - Under construction. Completion expected for October '03.

KEYSPAN ENERGY DELIVERY

PSNH

#3 Hanover St. - Changing four transformers in late Fall.

#3 Commercial St. – Changing underground cable presently.

MANCHESTER TRAFFIC DEPARTMENT

#3 Elm/Valley - Pole to be installed for walk lights.

#4 Beech/Bridge - Pole to be installed to correct blind advance.

Ward

VERIZON

#3 Hampshire Ln. - Conduit AT&T/Verizon was to be replaced by Elm St. work, may be affected by construction. Work to be performed in December.

#6 Candia Rd. – Massabesic Circle to I-93. Cable relocation to begin in November for next years' widening.

NEXT MEETING: The next MUCC meeting has been scheduled for Wednesday, Dec. 17th 2003 at 10: 00 AM in the Commissioners' Board Room at the Manchester Water Works.

Attended	Contact List		
x	Ms. Janet Kelliher	PSNH	882-5894 X5230
	Mr. Karl Franck	Building Dept.	624-6475
	Mr. Jay Davini	Manchester Highway Dept.	624-6444
x	Mr. Dick Wood	MHA	624-2180
	Mr. Guy Chabot	Manchester Water Works	624-6494
	Mr. Jim Masson	Traffic Department	624-6580
	Mr. Andy Bernier	Keyspan	641-0572
	Mr. Chris Blue	Fire Department	669-2256
	Mr. Steve Morin	Fire Department	669-2256
	Mr. Mike Venti	Airport Authority	624-6539 X318
	Mr. Ken Yergeau	Info Systems	624-6577
	Mr. Jim Hoben	Traffic Department	624-6580
x	Mr. Jody Rivard	Manchester Fire Dept .	669-2256
	Mr. Chuck DiPrema	Parks & Recreation Dept.	624-6565 X315
	Mr. Matt Wietecha	Verizon	645-2703
	Mr. Terry Harlacher	Planning Department	624-6450
x	Ms. Betty Hackett	Verizon	645-2713
x	Mr. Jim Findlay	Keyspan	231-4970

State of New Hampshire

HOUSE OF REPRESENTATIVES

CONCORD

December 1, 2003

The Honorable Craig Benson
Governor of New Hampshire
State House, Room 208
Concord, NH 03301

The Honorable Thomas Eaton
President of the Senate
State House, Room 302
Concord, NH 03301

The Honorable Gene Chandler
Speaker of the House
State House, Room 308
Concord, NH 03301

Dear Governor Benson, Senate President Eaton and Speaker Chandler:

Re: **HB 258, Chapter 271, Laws of 2001Task Force on Re-establishing the Lawrence, MA to Manchester, NH and Concord to Lebanon Rail Service**

Pursuant to HB 258, Chapter 271, Laws of 2001, enclosed please find the interim report of the task force.

Should you have any question or comments regarding the report, please do not hesitate to contact me.

Sincerely,

John W Flanders Sr

Representative John Flanders,
Chair

Enclosures
cc: Steven Winter, Senate Clerk
Karen O. Wadsworth, Clerk of the House
Michael York, State Librarian
Committee Members

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NOV 25 2003
CITY CLERK'S OFFICE

D

Interim Study Report

Task Force on Re-establishing the Lawrence, MA to Manchester, NH and Concord to Lebanon Rail Service

HB 258, Chapter 271, Laws of 2001

November 7, 2003

HB 258 (Chapter 271 of 2001) established a task force to determine the feasibility of reestablishing rail service between Lawrence, MA and Manchester, NH and also between Concord, NH and Lebanon, NH.

In meeting this objective, the task force will evaluate opportunities for intermodal transportation (particularly rail) and identify issues that are impeding a more balanced intermodal transportation network from being available. The Lawrence, MA to Manchester line was chosen for this evaluation because it is adjacent to a major highway project that could include restoration of rail service as a component of the project design or as a viable alternative to the widening project.

The task force has also collected information and testimony on the proposed high-speed rail line connecting Boston, Ma to Montreal, Quebec, Canada and the proposed extension of MBTA commuter rail service from Lowell, MA to Nashua, NH.

The task force has been meeting monthly since September 2001. Representative John Flanders is the chairman, Peter Griffin, president of the NH Railroad Revitalization Association is vice-chair, and David Juvet, vice-president of the NH Business & Industry Association is clerk.

The Lawrence MA – Manchester NH Line

An existing 28-mile rail corridor stretches between Manchester, NH and Lawrence, MA. The MBTA owns the 4-mile segment south of the MA/NH border. Most of the rest of the rail right of way is owned by the state of New Hampshire with the following exceptions.

> The town of Derry and one private owner control a 5-mile segment within Derry town lines.
>
> The Manchester Airport Authority owns a 6-mile segment of the line within the airport boundary.
>
> Guilford Rail owns a 1-mile segment of track from the state line into Salem.

D

Actual rail infrastructure, track, stations, etc. are for the most part non-existent. The entire rail line would need a complete rebuild in order to be available for passenger and/or freight service.

Usage of passenger rail is estimated to be 463,000 annual trips with annual operating costs between $3 and $5 million depending on various levels of service. Capital equipment costs are estimated to range from $16 million to $24 million.

A second rail option is also under consideration. The NHDOT has built into the I-93 project design a light rail corridor running between the north and south bound lanes of the highway. Since the project design can only accommodate light rail, a major disadvantage, from a customer service perspective, is that passengers would need to change trains in Lawrence.

Ridership projections total 889 boardings per day with annual operating costs ranging from $2 to $4 million depending on varying levels of service. Capital costs range from $25 million to $37 million.

A more comprehensive description of both rail corridors, existing conditions of the infrastructure, and ridership / cost projections are included in the *I-93 Salem-Manchester Corridor Improvements: Rail Infrastructure Report* (November 13, 2000) available from the NH Dept. of Transportation.

Key Issues

- Although the state of New Hampshire owns most of the existing rail bed between Manchester and the Stateline in Salem, it does not own all of it. The most problematic section is that piece owned by the Manchester Airport Authority. The airport has paved over the rail bed as part of its runway expansion program.
- Ridership suffers with the light rail alternative due to having to make a transfer in Lawrence to the existing heavy rail commuter line.
- Public support for rail in the impacted communities is uncertain.
- The existing rail line has 50 grade crossings.
- There is no currently available source of state funding to support rail. The state of New Hampshire is currently being sued by the NH Motor Transport Association over use of highway funds for rail projects.

Concord to Lebanon Line

GSR owns the track between Concord and Boscawen, NH. The state owns the right of way between Boscawen and Lebanon. CCRR leases 3 miles from the state in West Lebanon, which is actively used for short line operations. The rest of the right of way is trackless.

Key Issues

- This trackless right of way is a heavily used recreational corridor.
- Extensive infrastructure would be needed for almost the entire length of the corridor.
- The geometry of the corridor is unsuitable for high-speed operations.
- Low population density between Concord and Lebanon would not support commuter rail.

Boston to Montreal High-Speed Rail

In 2000 the Federal Railroad Administration (FRA) designated the Boston to Montreal rail route as one of two new High-Speed rail corridors. This designation was in response to a joint application by Vermont, New Hampshire and Massachusetts and the resulting feasibility and planning study is being managed by the Vermont Agency of Transportation in cooperation with the NH Dept. of Transportation and the Massachusetts Executive Office of Transportation and Construction.

The study is divided into two sections, Phase I and Phase II. The scope of Phase I is to provide information on three primary tasks:

- Identification of institutional and policy issues,
- Development of preliminary ridership projections,
- Inventory of basic corridor infrastructure elements.

Phase II will include the remaining elements of High-Speed Rail evaluation criteria including:

- Detailed operational analysis and planning,
- Assessment of alignment, infrastructure, and environmental requirements.
- Determination of projected capital, operating costs and revenue,
- Cost/Benefits analysis.

Phase I of the study was completed and published in April (*Boston to Montreal High-Speed Planning and Feasibility Study Phase I – Final Report, April 2003*)

D

CITY OF MANCHESTER

Office of the City Clerk

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Kevin A. Clougherty
Finance Officer

From: Leo R. Bernier
City Clerk

Date: November 24, 2003

Re: 2004 Local Government Financial Test for Manchester Municipal Solid Waste Unlined Landfill Permit No. DES-SW-TP-97-009

Enclosed please find a copy of a communication received by this office today relative to the above-referenced.

pc: Public Works Director

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ManchesterNH.gov

E

State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
(603) 271-2900 FAX (603) 271-2456

November 20, 2003

Board of Aldermen
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

RE: 2004 Local Government Financial Test for Manchester Municipal Solid Waste Unlined Landfill Permit No. DES-SW-TP-97-009

Dear Members of the Board:

As you are aware, the City of Manchester (City) has elected to satisfy its financial assurance requirements for the above noted unlined landfill through the LOGO financial test. Pursuant to 40 CFR 258.74 and the New Hampshire Solid Waste Rules (Rules) Part Env-Wm 3100 you are required to submit your annual update within 180 days of the Town's fiscal year end.

Please submit the following information to the Department of Environmental Services (Department) to my attention no later than December 31, 2003:

- CFO letter
- Annual Financial Report **(FYE 6/30/03)**
- Audit Opinion supporting the information in the CFO letter
- Audit Opinion stating audit was done in accordance with GAAP and the issuance of an unqualified opinion (or explanation of qualified opinion)
- Updated Cost Estimates for the post-closure care of all facilities

The Department is not given the authority through federal regulations to waive any of the requirements or extend the date of filing. Therefore, the above information should be filed in a timely manner, and not later than December 31, 2003.

If you have any questions regarding this matter, please do not hesitate to contact me at the Solid Waste Management Bureau at 271-2925. A sample CFO letter and explanation of required documents to be filed is attached.

Sincerely,

Myrna P. Giroux
Program Specialist III
Solid Waste Management Bureau

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CITY CLERK'S OFFICE

cc: Kevin A. Clougherty, CFO, City of Manchester
Richard S. Reed, SWMB
Patricia J. Juranty, SWMB
Town File

FINANCIAL ASSURANCE DOCUMENTATION TO BE SUBMITTED WITHIN 180 DAYS OF FISCAL YEAR END TO THE DEPARTMENT OF ENVIRONMENTAL SERVICES

1. CFO Letter (sample attached). Please make sure that all the information is included. **PLEASE NOTE, THAT ALTERNATIVE II MUST BE USED IF THE MUNICIPALITY DOES NOT HAVE A CURRENT BOND RATING, OR IS NOT PART OF A CURRENT BOND ISSUE THROUGH THE NHMBB, OR HAS A RATING BELOW INVESTMENT GRADE.**

2. Cost Estimates for the closure and post-closure care of all facilities.

3. Audit Opinion from an independent certified public accountant (or appropriate State agency). This must include an unqualified opinion or the explanation of a qualified opinion. Qualified opinions are reviewed on a case-by-case basis and may still be deemed acceptable in the Department's determination of the town's ability to show financial assurance. The opinion must state that the audit was conducted in accordance with generally accepted auditing principles.

4. Annual Financial Report (AFR). This report must contain a reference to the closure and post-closure care costs assured through the financial test. Disclosure must include the nature and source of closure and post-closure care requirements, the reported liability at the balance sheet date, the estimated total closure and post closure care cost remaining to be recognized, the percentage of landfill capacity used to date and the estimated landfill life in years.

5. An Audit Opinion is also required to confirm ALL the information found in the CFO letter.

ALL THE ABOVE INFORMATION IS REQUIRED TO BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF ENVIRONMENTAL SERVICES WITHIN 180 DAYS OF THE TOWN'S FISCAL YEAR END.

E

[Date]

Frederick J. McGarry, P.E., DEE, Chief Engineer
ATTN: Patricia J. Juranty, SWMB
Waste Management Division
New Hampshire Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, New Hampshire 03302-0095

SUBJECT: **FACILITY CLOSURE AND POST-CLOSURE FINANCIAL ASSURANCE**

Dear Mr. McGarry:

I am the Chief Financial Officer of [Municipality], with a principal place of business at [Address]. This letter is submitted in support of [Municipality's] request to demonstrate financial assurance for closure of [Facility] located at [Address] as required by New Hampshire Solid Waste Rules Env-Wm 3100 and 40 CFR Part 258 of the federal regulations.

[Use the paragraph that applies]
A or B

A. [Municipality] is the [Owner and/or Operator] of the following solid waste facilities for which financial assurance for closure and/or post-closure care is demonstrated through the financial test specified in Subpart G 40 CFR Parts 258.74 or through the use of an equivalent or substantially equivalent financial test administered by the State of New Hampshire: [List all such facilities.] The current cost estimates for the closure and/or post-closure care so guaranteed are shown for each facility: [Specify for each such facility. Guarantees through the use of the financial test cannot total over 43% of annual revenue. If multiple financial assurance mechanisms are used, list types and amounts here.]

B. [Municipality] guarantees the closure and/or post-closure care of the following solid waste facilities through the use of the guarantee specified in Subpart G of 40 CFR Parts 258.74 or through the use of an equivalent or substantially equivalent financial test administered by the State of New Hampshire. [List all applicable facilities, specifying for each the amount of current cost estimates for the closure and/or post-closure care so guaranteed. Guarantees through the use of the financial test cannot total over 43% of annual revenue. If multiple financial assurance mechanisms are used, list types and amounts here.]

The fiscal year of [Municipality] ends on [Date]. The figures for the following items marked with an asterisk are derived from [municipality's] independently audited, year-end financial statement for the latest completed fiscal year ended [Date]. The financial statements for [Municipality] were prepared in conformity with Generally Accepted Accounting Principles (GAAP) and received a [qualified/unqualified] audit opinion from an independent certified public accountant.

E

[Use the Alternative that applies.]

Alternative I

1. Total Closure and/or *Post Closure Cost of all assured facilities $_____
2. Annual Revenue $_____
3. Annual Revenue X 43% $_____
4. Is line 3 more than line 1? (Yes/No). _____ If no, how much more is line 1 than line 3? $_____ How do you plan on providing financial assurance for the difference?
5. Current bond rating:_____
6. Bond rated by: (Moody's/S&P)
7. Are you currently part of a bond issue through the New Hampshire Municipal Bond Bank? (Yes/No)_____

Alternative II

1. Total Closure and *Post Closure Cost of all assured facilities $_____
2. Total Cash and Securities $_____
3. Total Expenditures $_____
4. Annual Debt Service $_____
5. Annual Revenue $_____
6. Cash and Securities/Total Expenditures_____%
7. Annual Debt Service/Total Expenditures_____%
8. Annual Revenue X 43% $_____
9. Is line 6 $\geq$ .05? (Yes/No) _____(must be $\geq$/= .05 to pass)
10. Is line 7 $\leq$ .20? (Yes/No) _____(must be $\leq$/= .20 to pass)
11. Is line 8 more than line 1? (Yes/No) _____ If No, how much more is line 1 than line 8? $_____ How do you plan on providing financial assurance for the difference?

* Post closure cost = estimated annual cost X 30 years or remaining balance of the 30-year post closure period.

E

I hereby certify that the information provided in this letter is true and accurate. I further certify that [Municipality] is not currently in default on any outstanding general obligation bond or bond issued by the New Hampshire Municipal Bond Bank; does not have any outstanding general obligation bonds rated lower than Baa as issued by Moody's or BBB as issued by Standard and Poors; and has not operated at a deficit equal to five percent or more of total annual revenue in each of the past two fiscal years.

[Signature]

[Name]

[Title]

[Date]

E

State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
(603) 271-2900 FAX (603) 271-2456

November 17, 2003

Mr. Patrick J. Coughlin
St. Germain & Associates, Inc.
846 Main Street, Suite 3
Westbrook, Maine 04092

Subject: Standard Permit Application for Angel Steam, LLC/Processing/Treatment Facility/ Manchester, New Hampshire/WMD Log # 200300265; #200300306

Dear Mr. Coughlin:

The New Hampshire Department of Environmental Services, Waste Management Division (Department) has completed its preliminary review of the above-referenced standard permit application. In accordance with the requirements of the New Hampshire Solid Waste Rules [ref. Env-Wm 304.03], the Department has determined that the application is complete.

The review procedures provided by Env-Wm 304.07 are now in progress. In addition, a public hearing has been scheduled on Wednesday, December 3, 2003. [See enclosed notice for details].

Issuance or denial of the requested permit will occur following the Department's comprehensive technical review of the permit application and all public comments generated during the hearing process.

If you have any questions, please call me at 271-5185.

Sincerely,

Wayne A. Wheeler, P.E.,
Permitting & Design Review Section
Solid Waste Management Bureau

Enclosure
cc: Board of Mayor and Aldermen
City Clerk's Office
Richard S. Reed/Michael E. Guilfoy/Doug Kemp/SWMB files
PIP

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NEW HAMPSHIRE DEPARTMENT OF
Environmental Services

NOTICE OF PUBLIC HEARING ON PERMIT APPLICATION FOR A SOLID WASTE PROCESSING/TREATMENT FACILITY, LOCATED AT 396 PEPSI ROAD, MANCHESTER, NEW HAMPSHIRE SUBMITTED BY ANGEL STEAM, LLC

The New Hampshire Department of Environmental Services, Waste Management Division (Department), has received a permit application pursuant to RSA 149-M:9 from Angel Steam, LLC, 396 Pepsi Road, Manchester, New Hampshire, to operate a 44 ton per day solid waste processing/treatment facility. Angel Steam's proposed facility will treat regulated medical waste by low-pressure steam sterilization. Angel Steam will receive regulated medical waste from various community sources throughout New England, including hospitals, clinics, doctors' and dentists' offices, nursing homes, and laboratories. Examples of regulated medical waste include surgical dressings and gloves, tubing and other medical equipment, sharps such as needles, syringes, scalpel blades, glass slides and culture dishes, test tubes and other containers from research and medical labs. Angel Steam will not accept or treat other types of medical waste, such as pathological, liquid, or chemotherapeutic waste. Pursuant to RSA 149-M:9 and Solid Waste Administrative Rule Env-Wm 304.08, a public hearing to receive testimony on this permit application will be held in the Aldermanic Chambers, located on the 3rd floor of City Hall, One City Hall Plaza, Manchester, New Hampshire, on Wednesday, December 3, 2003 at 6:30 pm.

The permit application is available for public review during regular business hours at the City Clerk's Office, One City Hall Plaza, Manchester, New Hampshire, and in the Department's office at 29 Hazen Drive, Concord, New Hampshire.

Testimony may be submitted in writing to the Department at any time before the close of the hearing notice period in lieu of attending and/or providing oral testimony at the public hearing.

For additional information please contact Wayne Wheeler, P.E. at (603) 271-5185 or Michael Guilfoy, P.E. at (603) 271-6467, FAX (603) 271-2456, or mail to Department of Environmental Services, Waste Management Division, P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095.

Any individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disability, should contact Wayne Wheeler, Department of Environmental Services, Waste Management Division, P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095; TDD Access: Relay NH 1-800-735-2964; FAX (603) 271-2456. Notification of the need for assistance must be made no later than November 26, 2003.

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
CONCORD

Carol A. Murray
Commissioner

October 29, 2003

	Before	After Value	Awards
FARMINGTON 13379			
IRVING OIL CORPORATION OR CLERK NHBTLA	$400,000.00	$350,000.00	$50,000.00
MANCHESTER 10622A			
ALLARD FAMILY LC OR CLERK NHBTLA	$226,000.00	$103,500.00	$122,500.00
ALLARD FAMILY LC OR CLERK NHBTLA	$2,270,000.00	$2,100,000.00	$170,000.00
RONALD DUPONT AS TRUSTEE FOR BATH GRANITE TRUST OR CLERK NHBTLA	$557,000.00	$213,000.00	$344,000.00
SALEM-MANCHESTER IM-IR-093-1(174) 10418C			
CLYDE M MCKABA REVOCABLE TRUST & LESLIE J MCKABA REVOCABLE TRUST OR CLERK NHBTLA	$1,300,000.00	$1,300,000.00	$1,300,000.00
JEAN GAGNON & CONSTANCE GAGNON & FREDERICK GRIFFIN & OSVALDI VERANI & JAMES TENN & ARTHUR BURSEY JR OR CLERK NHBTLA	$700,000.00	$700,000.00	$700,000.00
WINDHAM-SALEM NHS-RS-RUR-M-STP-F-038-1(5) 10075			
JOHN DESALVO	$0.00	$0.00	$10,290.00

1 - Copy - William Gardner, Secretary of State
1 - Copy - - Internal Revenue Service
3 - Copies - Herman G. Martin, Administrator, Budget & Finance
1 - Copy - Federal Highway Administration
1 - Copy - Robert Barry, Municipal Highway Administrator
1 - Copy Councilor Raymond Burton, Woodsville
1 - Copy - Councilor Ruth L. Griffin, Portsmouth
1 - Copy - Councilor David Wheeler, Milford
1 - Copy - Mark P. Hodgdon, Sr. Asst. Attorney General
1 - Copy - Bill Boynton, Public Information Officer
1 - Copy – Michael deMartelly, Chief ROW Agent
1 - Copy - Stephen W. Gray, Maintenance Engineer
1 - Copy - Edward S. Dame, Director of Collections
1 - Copy - Councilor Peter J. Spaulding, Hopkinton
1 - Copy - Councilor Ray Wieczorek, Manchester

1 - Copy - City Clerk, Town Clerk and Tax Collector of: Farmington, Manchester, Salem, Windham

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CITY CLERK'S OFFICE

City of Manchester
Office of the City Solicitor

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6523 Fax (603) 624-6528
TTY: 1-800-735-2964
Email: solicitor@ci.manchester.nh.us

Thomas R. Clark
City Solicitor

Thomas I. Arnold, III
Deputy City Solicitor

Daniel D. Muller, Jr.
Kenneth R. Bernard
Michele A. Battaglia
Marc van Zanten

November 20, 2003

Leo Bernier, Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Comcast Notification of Change in Address

Dear Leo:

I have enclosed the original of a letter from Comcast Cable Communications, Inc. to Mayor Baines and the Board of Mayor and Aldermen notifying the City of a change in Comcast's address.

This letter should be filed with the original Cable Television Renewal Franchise, dated October 20, 2000 which you have in your records.

Thank you for your assistance.

Very truly yours,

Thomas I. Arnold, III
Deputy City Solicitor

TIA/hms

enclosure

H

Comcast

Comcast Cable Communications, Inc.
6 Campanelli Drive
Andover, MA 01810
978.683.5500 Tel
978.683.7057 Fax
www.comcast.com

November 11, 2003

RECEIVED
NOV 14 2003
MAYOR'S OFFICE

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Hon. Robert A. Baines
Board of Mayor and Alderman
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

Re: Notification of Change in Address

Dear Mayor Baines and Members of the Board:

In accordance with the "Notices" section of the current Cable Television Franchise for the City of Manchester, Comcast hereby requests that future notices to be served upon the Franchisee be delivered or sent by certified mail (postage prepaid) to the following address:

Comcast
4 Lyberty Way
Westford, MA 01886
Attn: Director of Government Affairs

With a copy to the following addresses:

Comcast
676 Island Pond Road
Manchester, NH 03109
Attn: Regional Director of Gov't Affairs

Comcast Cable Communications, Inc.
1500 Market Street
Philadelphia, PA 19102
Attn: Government Affairs Department

This letter serves as the Franchisee's notification pursuant to the aforementioned Franchise section. If you have any questions, please feel free to contact me at (978) 258-5173.

Sincerely,

Ronni Summerton

Ronni A. Summerton
Manager, Franchise Compliance

/ras
cc: Elizabeth A. Graham - Comcast Director of Government Affairs

comcast

11

Comcast Cable Communications, Inc.
676 Island Pond Road
Manchester, NH 03109
www.comcast.com

November 20, 2003

Via overnight mail

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

Dear Mayor and Members of the Board:

As part of our ongoing efforts to keep you informed about key aspects of our service, I would like to tell you about some important pricing changes that will soon go into effect for certain Comcast services. I've also provided brief updates on customer service, the competitive environment and other aspects of our business. Enclosed with this letter is a copy of the January 2004 price adjustment notice that will be mailed to all customers within the next ten days. Also enclosed are copies of state and federally required annual notices that will be mailed along with the price adjustment notices.

- **Prices:** While the company makes every effort to minimize costs and increase choice for its customers, the costs of doing business continue to rise. The upcoming price changes reflect the increased value of cable service, as well as new products and the increased cost of providing service and operating the business. While price adjustments vary from community to community, the average is only about $2.71 a month, or 9 cents a day.
- **Annual Notices:** Annually, Comcast provides its customers with the following notices that contain important information regarding company policies and procedures: *Notice to Customers Regarding Policies, Complaint Procedures & Dispute Resolution* and *Notice to Customers Regarding Equipment Compatibility.*
- **Competitive Environment:** Comcast operates in an extremely competitive environment. Virtually every customer we serve chooses Comcast from among several options for television entertainment or Internet or telephone, where available. This competitive environment demands that we work hard continually to add value to the Comcast products and services our customers choose to receive.
- **Technical Investment Value:** The primary reason Comcast is able to continue to add value to the products and services customers choose is our investment in upgraded broadband networks. This year, Comcast is completing the upgrade of our broadband network in New England, bringing Digital Cable and high-speed Internet services to all of the communities that we serve. In 2003 alone Comcast has invested millions of dollars bringing new and innovative services and products to its customers.

- **Value into the Home:** Cable television continues to be an excellent value for our customers. Comcast Digital Cable, high-definition television (HDTV) and ON DEMAND are just a few of the services New England customers are enjoying today. Taking a family of four out to dinner and the movies for one evening is more expensive than an entire month of an average Standard Cable package.
- **Customer Service Excellence**: Comcast is committed to the philosophy that we want to be the communications company that connects people to what is important in their lives. This year, Comcast is improving customer care by bringing calls back in house to ensure greater understanding and responsiveness to local issues and concerns. Comcast has invested millions in customer care, expanded personnel in our four New England call centers and is opening two new call centers (Manchester NH and Berlin CT) to improve the quality of our care.
- **Community Investment**: Comcast is committed to the local communities it serves by giving back to many local and non-profit organizations, schools and libraries. In 2003, Comcast partnered with well over 100 local and regional organizations throughout New England contributing both financially and through employee volunteerism.

Comcast is committed to offering the best value in home entertainment, with a wide variety of programming and programming packages to accommodate customers' personal preferences. And, we continue to invest in new technology to expand the programming and services that we offer, including High Speed Internet service, video on demand and high-definition television. Please do not hesitate to contact me at 978-692-1906 ext. 2001 should you have any questions about the information I have enclosed here or about our service in general.

Respectfully,

Elizabeth A. Graham

Elizabeth A. Graham
Director of Government & Community Relations

Enclosures

RECEIVED
NOV 21 2003
CITY CLERK'S OFFICE

)ear Customer:

:omcast is committed to keeping you informed about our products and services. As part of our efforts, we are providing you with advance notice of a price ıcrease for your Digital Cable Package, effective with your January bill.

	Current Price	New Name	New Price Jan. 1, 2004
)igital Bronze	$ 4.50		$ 5.95
)igital Standard	$ 12.95		$13.95
)igital Bronze with a Variety Pack	$ 9.95		$10.95
)igital Bronze + Premium Pack	$16.95		$19.95
)igital Silver	$23.95	Digital Silver (Old)	$26.95
)igital Gold	$33.95	Digital Gold (Old)	$36.95

	Current Price	New Name	New Price Jan.1, 2004
Digital Platinum	$43.95	Digital Platinum (Old)	$46.95
Premier Pack	$ 5.99	Digital Premier Pk (Old)	$ 6.95
Cable en Español	$ 6.99	Canales Selecto	$ 6.95
RTN (Russian)	$14.99		$14.95
Zee TV (South Asian)	$14.99		$14.95
Zhong Tian (Chinese)	$11.99		$11.95

you have any questions, or would like information about our current Digital Packages, please call 1-866-660-6137.

ncerely,

omcast

comcast.

12/03 B

)ear Customer:

:omcast is committed to keeping you informed about our products and services. As part of our efforts, we are providing you with advance otice of a price increase for your Digital Cable Package, effective with your January bill.

	Current Price	New Name	New Price Jan. 1, 2004
igital Starter	$3.95	Digital IPG	$ 2.95
igital Standard Movie	$9.95		$10.95
igital Standard Family	$9.95		$10.95
igital Standard Knowledge	$9.95		$10.95

	Current Price	New Name	New Price Jan.1, 2004
Digital Standard 3 Pack	$12.95		$13.95
Digital Plus Package	$29.95		$31.95
Digital Cable Select	$33.95		$36.95
Digital Ultra	$34.07	Digital Preferred Package	$43.95
Digital Cable Preferred	$40.95	Digital Preferred Package	$43.95

you have any questions, or would like information about our Digital Packages, please call 1-866-660-6137.

ncerely,

omcast

comcast.

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DIGITAL Channel Line-up

Digital Classic

- 210 National Geographic Channel
- 211 style
- 212 Independent Film Channel
- 216 G4
- 221 Discovery Kids
- 223 Noggin
- 226 Discovery Health
- 227 The Science Channel
- 229 Trinity Broadcast Network
- 235 MBC
- 236 The Word Network
- 238 EWTN
- 241 BBC America
- 243 Weatherscan Local
- 248 ESPNews

Digital Plus

- 201 Sundance
- 202 Encore Action
- 204 Encore Love Stories
- 205 Encore Mysteries
- 206 Encore True Stories
- 207 Encore Westerns
- 220 NickToons
- 222 Toon Disney
- 224 Nick GAS
- 225 WAM!
- 230 The Health Network
- 231 Inspirational Life
- 232 Discovery Home & Leisure
- 239 Fine Living
- 240 Do It Yourself Network
- 242 History International
- 243 Biography Channel
- 250 Discovery Times
- 253 Discovery Wings
- 270 Lifetime Movie Network
- 272 MTV Hits
- 273 MTV2
- 275 VH-1 Soul
- 276 VH-1 Country
- 277 VH-1 Classic
- 278 Great American Country
- 328 Encore

Digital Premier Pack

- 212 Turner Classic Movies
- 216 Oxygen
- 217 Celtic vision
- 218 Wisdom
- 244 tech tv
- 245 Bloomberg
- 250 The Speed Channel
- 251 International Channel
- 252 Outdoor Channel
- 253 Fox Sports World
- 271 fuse
- 274 BET on Jazz
- 279 Fox Movies FXM

Digital Premium Channels

- 301 HBO
- 302 HBO2
- 303 HBO Signature
- 304 HBO Family
- 305 HBO Comedy
- 306 HBO Zone
- 307 HBO Latino
- 321 STARZ!
- 322 STARZ! Theater
- 323 Black Starz!
- 324 STARZ! Family
- 325 STARZ! Cinema
- 341 Cinemax
- 342 MoreMAX
- 343 ActionMAX
- 344 ThrillerMAX
- 361 Showtime
- 362 Showtime Too
- 363 Showtime Showcase
- 364 Showtime Extreme
- 365 Showtime Beyond
- 366 Flix
- 381 The Movie Channel
- 382 TMC Xtra

High Definition Programming*

- 802 WGBH PBS (Boston**)
- 805 WCVB ABC (Boston**)
- 807 WHDH NBC (Boston**)
- 825 WFXT FOX (Boston**)
- 849 ESPN HD***
- 870 HBO HD***
- 877 Showtime HD***
- 881 INHD***
- 882 INHD2/NESN HD***

Pay-Per-View

- 401-414 Pay-Per-View
- 423-430 Pay-Per-View
- 435 Hot Choice
- 451 Playboy
- 452 Spice
- 455 Playboy Español
- 457 The Hot Network
- 458 The Hot Zone

International Channels

- 701 Zee TV
- 702 Zhong Tian
- 703 RTN

Canales Selecto Package

- 704 Supercanal
- 705 TVE Internacional
- 706 Discovery en Español
- 707 Cine Latino
- 708 Fox Sports en Español
- 709 CNN en Español
- 710 Toon Disney en Español
- 711 MTV Español
- 712 VH Uno

Digital Music

- 501 Showcase
- 502 Today's Country
- 503 Classic Country
- 504 Americana
- 506 Bluegrass
- 508 R & B and Hip-Hop
- 507 Classic R & B
- 509 Smooth R & B
- 509 Rap
- 510 Metal
- 511 Rock
- 512 Power Rock
- 513 Classic Rock
- 514 Alternative Rock
- 515 Electronica
- 516 Dance
- 517 Progressive
- 518 Soft Rock
- 519 Hit List
- 520 Party Favorites
- 521 80's
- 522 New Wave
- 523 70's
- 524 Solid Gold Oldies
- 525 Singers and Standards
- 526 Big Band and Swing
- 527 Easy Listening
- 528 Smooth Jazz
- 529 Jazz
- 530 Blues
- 531 Reggae
- 532 Soundscapes
- 533 Classical Masterpieces
- 534 Opera
- 535 Light Classical
- 536 Show Tunes
- 537 Contemporary Christian
- 538 Gospel
- 539 For Kids Only
- 540 Sounds of the Seasons
- 541 Musica Latina
- 542 Salsa Merengue
- 543 Rock 'En Español
- 544 Latin Love Songs
- 545 Mexicana

Sports: Pay-Per-View

- 600 NBA.com
- 601-611 NBA 1-11
- 621-630 MLB-NHL Game

699 Customer Education

* High-Definition (HD) channels, including local broadcast signals, are subject to availability. A High-Definition (HD) television set (not provided), cable box and remote control are required. A High Definition or Digital Cable box is required to receive Digital Cable channels. Digital Channel selections are in addition to your regular channel selections.

** HD local broadcast signals are included with Basic Service subscription and HD cable box (see equipment pricing)

INSTALLATION, SERVICE & Equipment◊

	Current Price	New Price Jan. 1, 2004
Installation Charges:		
Installation of cable, never had service before (primary outlet only)	$ 43.99	$ 45.75
Activation of cable, had service before (primary outlet only)	$ 27.99	$ 30.25
Installation/Activation of each additional outlet at time of initial installation	$ 13.99	$ 15.75
Installation/Activation of each additional outlet at any other time	$ 21.99	$ 23.99
Electronic activation of service (no home visit required)	$ 1.99	$ 1.99
Relocation of an existing cable outlet	$ 18.99	$ 20.50
Installation of amplifier at time of initial installation	$ 14.25	$ 15.25
Installation of amplifier at any other time	$ 33.25	$ 35.75
Customized installation (per hour)	$ 28.49	$ 30.75
Connection of VCR/DVD at initial installation	$ 5.99	$ 6.50
Connection of VCR/DVD at any other time	$ 12.99	$ 14.50
Service Charges & Transaction Fees:		
Returned check fee	$ 20.00	$ 20.00
Reactivation of service to overdue account	$ 15.00	$ 15.00
Change of service (requiring a visit)	$ 14.25	$ 15.25
Change of service (via computer, no visit required)	$ 1.99	$ 1.99
Digital Service or High-Definition Upgrade (requiring a visit)	$ 15.99	$ 15.99
Digital Service Upgrade (via computer, not available for High-Definition upgrades)	$ 1.99	$ 1.99
Hourly Service Charge for Technician visit (1/2 hour minimum) (connection of customers equipment includes all equipment not owned by Comcast such as game systems, home theaters, stereos, etc.)	$ 28.49	$ 30.75
Customer trouble call	$ 16.99	$ 19.99
Equipment Charges (each):		
Unreturned or Damaged Non-Digital Cable Box	$158.00	$ 55.00
Unreturned or Damaged Digital Cable Box	$318.00	$215.00
Unreturned or Damaged High-Definition Cable Box	N/A	$375.00
Unreturned or Damaged Remote Control	$ 7.19	$ 7.19
A/B Switch or RF Bypass Purchase	$ 10.00	$ 10.00
Home Amplifier Purchase	$ 44.50	$ 44.50
Monthly Charges:		
Basic Service Only Cable Box	$ 2.00	$ 2.00
Non-Digital or Digital Cable Box	$ 4.95	$ 5.20
High-Definition Cable Box	$ 6.95	$ 6.95
Remote Control	$ 0.30	$ 0.30
Service Protection Plan	$ 2.30	$ 2.30

◊ Prices do not apply to Digital Phone Service. Commercial and premium installations are priced separately. Depending on levels of service or programming taken, additional charges for equipment, time and materials may apply. Prices do not include federal, state, and local taxes, FCC user and franchise fees and related costs. HDTV capable cable box only available to customers with an HDTV capable television set (not provided by Comcast). HDTV signal subject to availability.

COMCAST High-Speed Internet*

Monthly price when purchased with Comcast Cable or Digital Phone service	$ 42.95
Monthly price when purchased without Comcast Cable or Digital Phone service	$ 57.95
Modem Monthly Rental Fee	$ 3.00
Ethernet Device Purchase	$ 49.95
Cable Modem Purchase	$139.00

Compatible cable modems can be purchased through Comcast or select retail locations.

Basic Installation	$ 49.95
Premium Installation	$ 99.95

High-Speed Internet Home Networking — *NEW!*** (including monthly High-Speed Internet service)

Introducing Comcast Home Networking. Connect up to 5 PC's to your High Speed Internet account.

Monthly price when purchased with Comcast Cable or Digital Phone service	$ 52.95
Monthly price when purchased without Comcast Cable or Digital Phone service	$ 67.95
Gateway Lease (monthly)	$ 5.00
Installation options vary	Call for details

* Basic Installation limited to standard installation of one existing cable outlet to one cable modem. Customer responsible for installation of software, Ethernet device, and connection of computer to cable modem. Premium Installation limited to standard installation of one computer to one data outlet. Ethernet device may be required for service and is available from Comcast for an additional fee. Compatible cable modems can be purchased through Comcast or at select retail locations. Additional charges apply for Comcast Bundle, Basic Service and Standard Cable.

**Home Networking terms and conditions apply. Prices vary for non-Comcast cable subscribers. Professional installation required. Limit of 5 networked computers per account. Service to equipment other than that supplied by Comcast not provided. Computers must be within 150 feet of router, and interference may occur near certain obstacles. For questions about minimum computer requirements and complete details about the service and prices call 1-800-COMCAST. Taxes and other fees may apply, with the actual amount depending on location and services ordered. ©2003. Comcast. All rights reserved.

COMCAST Digital Phone~

With one connection you can enjoy unlimited local calling and great prices on in-state and state-to-state long distance calls from home. Just choose the package that's right for you, and get the features you want combined with local and long distance calling—all at an exceptional value!

Connections Plus™*** $26.95
Includes basic line, Value Pack‡, and By The Minute Long Distance Calling Plan

Connections 180™ $36.00
Includes basic line, Value Pack‡, and 180 Block of Time Long Distance Calling Plan

Connections 300™ $45.00
Includes basic line, Value Pack‡, and 300 Block of Time Long Distance Calling Plan

Complete Plus™**** $31.95
*Includes basic line, Premium Pack**, and By The Minute Long Distance Calling Plan*

Complete 180™ $43.00
*Includes basic line, Premium Pack**, and 180 Block of Time Long Distance Calling Plan*

Complete 300™ $50.00
*Includes basic line, Premium Pack**, and 300 Block of Time Long Distance Calling Plan*

‡Value Pack: Call Waiting, Caller ID^, Call Waiting with Caller ID, LD Alert, Call Return

****Premium Pack:** Anonymous Call Rejection, Call Forwarding Selective, Call Forwarding Variable, Call Return, Call Screening, Call Waiting, Call Waiting with Caller ID, Caller ID, Repeat Dial, Speed Dial 30, Three-Way Calling

~Not available in all areas. All prices effective 8/25/03. ^Requires Caller ID equipment. ***Does not include long distance charges, a Subscriber Line Charge, a Universal Connectivity Charge, and other state and local charges that may apply. Inside wiring and outlet fees may apply. ©2003 Comcast. All Rights Reserved.

For more information
visit us at www.comcast-ne.com/information
or call us at 1-866-660-6137

Comcast.

IMPORTANT Information

Manchester, NH

SERVICE & [illegible]

Dear Customer:

Comcast is committed to keeping you informed about our products and services. As part of our efforts, we are providing you with advance notice of our 2004 prices for your cable services effective with your January billing statement. These price changes will allow us to continue to invest in the latest technology as we strive to deliver the very best in picture quality, uninterrupted service and communications products.

Comcast offers a wide variety of programming and different programming packages to accommodate customers' personal preferences. During the past year, Comcast has invested in its network to offer more choice and control in our programming, products and services. We've upgraded our network, improved customer service and launched High-Definition Television (HDTV), ON DEMAND and enhanced our High-Speed Internet service.

Please review this notification for complete and updated pricing information. If you have any questions, please call us at 1-866-660-6137. We have also designed a specialized website www.comcast-ne.com/information to provide you with more information on our prices and programming changes. In addition, we would like to hear from you with our online feedback survey.

Thank you for being our customer. We value your business.

Sincerely,

Comcast

Comcast Bundle Package Savings:

Save $25 Monthly!*
When you subscribe to: Standard Cable* • Digital Cable* • High Speed Internet* • Digital Phone*

Save $20 Monthly!*
When you subscribe to: Standard Cable* • Digital Cable* • High Speed Internet*

Save $20 Monthly!*
When you subscribe to: Standard Cable* • High Speed* Internet • Digital Phone*

Save $10 Monthly!*
When you subscribe to: Standard Cable* • Digital Cable* • Digital Phone*

Choose the Package that's right for you!
Certain restrictions apply. Services subject to availability.
Call Comcast for details about pricing and services.

* Service subject to terms of Comcast Cable Policies and Practices. Bundled packages may not be combined with other promotional discounts. Savings: Savings based on $5 per month discount off subscriber's level of service of Digital Cable and Digital Phone Service. Customer will receive a $15 discount per month off Comcast High-Speed Internet service if he/she subscribes to any level of video service or Digital Phone Service. Discount based on standard price of High-Speed Internet of $57.95 per month and monthly modem rental fee of $3.00. Certain restrictions apply. Customer must remain a qualifying subscriber in good standing with two or more Comcast services. Customer will receive a $5 discount per month off Digital Cable when he/she subscribes to the following minimum level of services: Standard Cable and Digital Cable Silver or any International Channel selection. Customer will receive a $5 discount per month off Digital Phone when he/she subscribes to the following minimum level of services: Basic line, and Value Pack and any local or long distance calling plan. All discounted services subject to any noticed price increases within discount year. Not valid with any other discount. In the event a bundled service is canceled, standard prices shall apply to any remaining service(s).

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CABLE TV PRICES

	Current Price	New Price Jan. 1, 2004
Manchester, NH		
STANDARD CABLE (Includes Basic Service and Expanded Basic Service)	$36.95	$39.95
LEVELS OF SERVICE:		
Basic Service*	$ 6.70	$ 9.20
Expanded Basic Service	$30.25	$30.75

* Discount available to qualified seniors age (65+) who are head of household and qualify for the City of Manchester's "Elderly Exemption." Restrictions apply.

^The minimum level of cable service you may purchase is BASIC SERVICE. As a cable customer, you must purchase BASIC SERVICE to subscribe to any other video service offered by the cable company. Service, programming and equipment are subject to availability. All pricing, programming and channel locations are subject to change. Other limitations may apply. Please refer to the Important Notice To Our Customers and Privacy Notice pamphlets. The purchase of premium channels, packages and a la carte services (including iN DEMAND, Pay-Per-View and On Demand) requires the appropriate Comcast cable box. Prices for these services do not include applicable regulatory, FCC user and franchise fees, federal, or state & local taxes. 2003 Comcast. All Rights Reserved.

Comcast Digital Packages

Comcast Digital Classic	Comcast Digital Plus	Comcast Digital Silver	Comcast Digital Gold	Comcast Digital Platinum
Digital Classic	Digital Plus	Any ONE Premium Pack Choice + Digital Plus	Any TWO Premium Pack Choices + Digital Plus	ALL Premium Pack Choices + Digital Plus
$4.95**	$9.95**	$23.95**	$33.95**	$46.95**

Comcast Digital Classic
Channels Include: BBC America, Discovery Health, Discovery Kids, ESPNews, EWTN, G4, Independent Film Channel, MBC, National Geographic Channel, Noggin, style, The Science Channel, The Word Network, Trinity Broadcast Network, Weatherscan Local, ESPN HD, NESN HD, INHD, INHD2, TV Guide℠ Interactive On-Screen Program Guide (IPG), Access to Digital Pay-Per-View (PPV), 45 channels of Digital Music, Access to ON DEMAND*

Comcast Digital Plus includes Digital Classic and the following channels: Biography Channel, Discovery Home & Leisure, Discovery Times, Discovery Wings, Do It Yourself Network, Encore, Encore Action, Encore Love Stories, Encore Mysteries, Encore True Stories, Encore Westerns, Fine Living, Great American Country, The Health Network, History International, Inspirational Life, Lifetime Movie Network, MTV Hits, MTV2, Nick GAS, Nick Toons, Toon Disney, VH-1 Classic, VH-1 Country, VH-1 Soul, WAMI, Sundance

Premium Pack (Choices): **HBO Pack** — *Includes:* 7 HBO channels & HBO HD*; **Cinemax Pack** — *Includes:* 4 Cinemax channels; & Cinemax HD*; **STARZ! Pack** — *Includes:* 5 STARZ! channels; **Showtime Pack** — *Includes:* 6 Showtime channels & Showtime HD*; **The Movie Channel Pack** — *Includes:* 2 channels; The Movie Channel, TMC Xtra & TMC HD*

*Subject to availability **Digital or High-Definition cable box, remote and Standard Cable not included in Digital Package pricing.

A LA CARTE Choices

	Current Price	New Price Jan. 1, 2004
HBO		$18.95
Cinemax		$18.95
Showtime		$18.95
The Movie Channel		$18.95
STARZ! & Encore		$18.95
Service Plus (Non-Digital) Charge for reception of premium service(s) or package on additional outlets. (per household)	$ 2.00	$ 2.00
Service Plus (High-Definition or Digital) Charge for reception of premium service(s) or package on additional outlets. (per outlet)	$ 2.00	$ 2.00
TV Guide℠ Weekly Digest	$ 4.20	$ 4.20
Digital Interactive Program Guide Includes: IPG, Music Choice & Pay-Per-View (per outlet)	$ 2.95	$ 2.95

DIGITAL PACKAGES*

Comcast Digital Classic	$ 4.95	$ 4.95
Comcast Digital Plus	$ 9.95	$ 9.95
Comcast Digital Silver	$21.95	$23.95
Comcast Digital Gold	$31.95	$33.95
Comcast Digital Platinum	$43.95	$46.95
Comcast Digital Platinum Plus Premier Pack	$47.95	$49.95
Comcast Digital Premier Pack	$ 6.95	$ 6.95
BET on Jazz, Bloomberg, Celticvision, Fox Sports World, Fox Movies, International Channel, fuse, Outdoor Channel, Oxygen, The Speed Channel, tech TV, Turner Classic Movies, Wisdom		
International Channels		
Canales Selecto	$ 6.99	$ 6.95
Cine Latino, CNN en Español, Discovery en Español, Fox Sports en Español, MTV Español (Music), Supercanal, Toon Disney en Español, TVE Internacional, VH Uno (Music)		
RTN (Russian)	$14.99	$14.95
ZeeTV (South Asian)	$14.99	$14.95
Zhong Tian (Chinese)	$11.99	$11.95

ON DEMAND

General Entertainment Programming	FREE	
HBO, Cinemax, Showtime, TMC, Starz! (Access included with Digital Cable subscription only.)		
Hollywood Movies	$ 2.95/Movie	$ 2.95/Movie
New Released Movies	$ 3.95/Movie	$ 3.95/Movie
Feature Length Adult Programming	$ 8.95/Movie or $11.95/Movie	$10.95/Movie $13.95/Movie

iN DEMAND Pay-Per-View

New Released Movies	$ 3.99/Movie	$ 3.95/Movie
Feature Length Adult Programming	$ 8.99/Movie or $11.99/Movie	$10.95/Movie $13.95/Movie
Live Sports Events & Concerts	Prices Vary By Event	

*These Digital Packages are the current packages offered. Packages not listed are no longer available. Certain restrictions apply. Service subject to availability

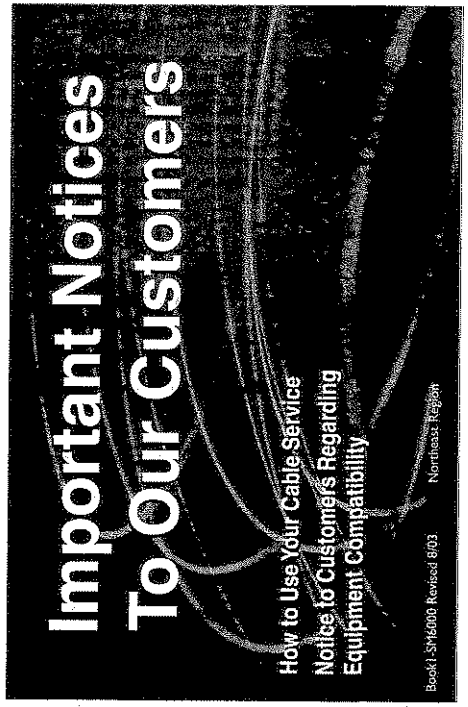
ANALOG Channel Line-up*

2	WGBH-2 (PBS)	31	TBS
3	CN8	32	Home & Garden
4	WBZ-4 (CBS)	33	TNT
5	WCVB-5 (ABC)	34	E! Entertainment
6	CKSH-9 (Canadian)	35	USA Network
7	WHDH-7 (NBC)	36	Lifetime Televisi
8	WLVI-56 (WB)	37	A&E
9	WWDP-46 (Shop NBC)	38	The Learning Ch
10	New England Cable News	39	Discovery Chann
11	WENH-11 (PBS)	40	MSNBC
12	WMUR-9 (ABC)	41	Fox News
13	WFXT-25 (FOX)	42	CNN
14	WSBK-38 (UPN)	43	CNN Headline N
15	WNEU-21 (PAX)	44	C-SPAN
16	Access Channel	45	C-SPAN2
17	WUNI-27 (IND)	46	CNBC
18	WNDS-50 (IND)	47	The Weather Ch
19	WNEU-60 (Telemundo)	48	ESPN Classic
20	WMFP-62 (IND)	49	ESPN
21	WUTF-66 (Telefutura)	50	ESPN2
22	Access Channel	51	NESN
23	Access Channel	52	Fox Sports Net
24	Disney Channel	53	Bravo
25	Nickelodeon	54	Food Network
26	ABC Family Channel	55	Spike TV
27	Court TV	56	EWTN/INSP
28	MTV	58	Women's Entertai
29	VH-1	59	AMC
30	fX	60	Cartoon Network
		61	Comedy Central

Basic Service | Expanded B
Premium | Pay-Per-Vi

Channel Name	Old Channel	Channel Chang
The Golf Channel	Digital 209	
Sundance	Digital Premier Pack	
NECN	10	

These programming service changes will be made to your chann



How To Use Your Cable Service

Congratulations on your choice of one of the world's best entertainment and information media - cable TV! We have designed our Comcast cable television service to be as simple to use as it is exciting to explore!

This information is provided to enable you to be more knowledgeable about your service and to answer any questions you may have about it.

How Cable Television Works

Cable television brings you more channels and generally better reception than off-air reception of broadcast television because the television signals travel to your home by way of cable, rather than through the air. Because, television stations are brought into your home through miles of high-technology cable, your television reception is uninterrupted by trees, buildings and other surface obstacles.

In addition to certain local television stations, communications satellites allow you to receive many additional channels through cable television. A large selection of viewing choices is available from your cable company. Here is how these channels are received:

1. Individual television programs are produced in many locations around the world.
2. These programs are transmitted to communication satellites that orbit the earth. These satellites stay in a fixed position 22,300 miles above the earth, allowing them to transmit signals to your community.
3. Local satellite dishes receive these signals.
4. The cable television control center – the "head-end" - processes these satellite signals, along with the signals from your local television stations and other sources, so they can be transmitted over our cable system to your home.
5. These quality television programs are brought to your home by way of hundreds of miles of cable, either strung on poles or buried underground.

We are dedicated to providing quality service. Following are a few suggestions to help us meet this goal.

Installation

Someone over 18 years of age must be home during the installation of your cable television service. This will ensure a thorough and complete installation and will allow you to become more familiar with your cable service and equipment.

If you are unable to be at home, written consent must be provided on your behalf for someone under 18 years of age to provide to the service person.

General Do's and Don'ts

We have installed cable in your home in a manner that is consistent with Federal Communications Commission ("FCC") rules. Here are a few tips to keep it operating safely and reliably:

1. During severe electrical storms you should unplug your television set and cable converter to avoid damage. Comcast and your set manufacturer are not responsible for damage which occurs due to acts of nature.
2. Your cable converter operates on 110 volts. Please take all the same precautions you would for any small appliance, such as checking the cord to make sure it is not worn or damaged.
3. For your own safety, do not attempt to open or otherwise tamper with your cable converter.
4. If you have someone other than Comcast install the inside wiring in your home, or if you do it yourself, you are responsible for ensuring that the installation
   a. complies with all applicable governmental regulations (FCC signal leakage rules, for example), and
   b. does not interfere with the normal operations of the cable system or any other communications systems, such as those used by police and fire departments.

Billing

Your monthly cable bill not only gives you a listing of your current charges, payments and credits, but it may also contain special messages to our customers. Take time to review your bill to make sure your name, address and other information are correct. You generally will be billed at the same time each month unless you are notified otherwise.

Your first statement will include a monthly charge for the upcoming month. It may also include:

1. your installation charge,
2. a partial charge for your first month's service if you are connected in the middle of a billing cycle; for example, if your monthly cable fee is $24.00 and you connect to cable on the tenth day of a 30-day month, you would be billed for 2/3 of a month. The amount shown next to the line entry "prorate" or "partial month" would be $16.00,
3. your payment due date,
4. an address to send any written requests in a separate letter to Comcast, and
5. all prices for services (these may be subject to applicable franchise fees and taxes).

Please refer to any materials provided to you when you were installed and subsequently that relate to billing and complaint procedures of Comcast, including the address and telephone number of the local franchise authority's cable office.

Refer to the Payment for Service section of our Policies and Practices notice for more information, which may be separately mailed or otherwise delivered to you.

Theft Of Service

The Cable Act (47 USC § 533) created both civil and criminal penalties for manufacturers, suppliers and users of unauthorized cable devices. This federal theft-of-service law supplements any existing state or local laws, and provides a federal remedy against any person who, without authorization, intercepts or receives any communication service which is provided over a cable system.

This federal law prohibits the unauthorized interception or receipt of any communications service over a cable system. This would include the theft of audio, video, textual data or other service, including data transmitted to or from a customer over a system that has interactive capability. The law applies to both manufacturers and distributors of equipment, as well as individual subscribers.

The Cable Act provides both civil and criminal penalties for theft of cable services. Under this federal legislation, a cable operator may seek substantial monetary damages for the theft of its cable services. In addition, if the violations are willful and for commercial advantage or private financial gain, the court may award damages of up to $50,000 in civil cases and a maximum of $100,000 for certain criminal violations, in addition to a maximum of five years imprisonment for subsequent offenses.

Congress enacted this legislation because it considers theft of cable service a major threat to the economic viability of cable operators and cable programmers. ***Theft of service creates unfair burdens on cable subscribers who are forced to subsidize the benefits that other individuals are getting by receiving cable service without paying for it.***

See Paragraph 7 of our Policies and Practices notice for additional information regarding unauthorized service and use of equipment, which may be separately mailed or otherwise delivered to you.

About Your Converter

Many television sets cannot receive the large number of channels offered by cable television. In order to receive these channels, as well as to descramble certain optional premium or pay-per-view services, you may require an electronic channel selection device called a "converter." A converter and a remote control are available from Comcast on a lease basis or may be purchased at certain retail outlets, including consumer appliance or electronics stores.

Availability Of Special By-Pass Equipment

Some of the channels offered on the Comcast cable system may also be scrambled and viewed only if a set-top converter is used. However, as described above, a converter may limit your ability to use certain advanced features on your television set or VCR. If you use a converter and you have problems using the special features, additional special equipment may be necessary to regain some or all of these features. Comcast will consult with you in order to determine what specific equipment may be available to solve your particular situation. This equipment may include an additional converter, or if you have a receiver that can tune our cable channels, possibly a switch (or a special converter with a switch) that will enable you to by-pass the converter and tune all unscrambled channels with your television set or VCR.

Please contact Comcast regarding your needs, and we will be happy to discuss alternative solutions with you and give you a schedule of applicable charges. In addition, you may purchase by-pass switches and additional converters at retail outlets. However, converters with descrambling capabilities should only be obtained from Comcast; in fact, cable converters that have descramblers in them (so-called "pirate boxes" or "black boxes") may be illegal to sell or use, unless authorized by Comcast. Because of the need to protect our scrambled services, we will not authorize the use of any converters, pay-per-view, and other descramblers not provided by us.

Pay-Per-View Programming

Comcast may not have the right to distribute pay-per-view programming to commercial establishments, and you may not order or request pay-per-view programming for receipt, exhibition or taping in a commercial establishment. You may neither exhibit nor assist in the exhibition of pay-per-view programming in a commercial establishment unless explicitly authorized to do so in advance by Comcast and our program provider if you fail to abide by this restriction, you will be held liable for any claims made against you or Comcast on account of any unauthorized commercial exhibition.

Remote Controls

If you use a converter with remote control capability, Comcast provides remote control devices for a monthly charge. In some areas, you may also be able to buy them from us. It is also possible the remote control that came with your TV or VCR is capable of controlling the converter box. In that case, please feel free to use it. Finally, you may choose to buy a "universal" remote control device capable of working with our converters at retail outlets, including many appliance or consumer electronics stores. Examples of compatible universal remote control devices include: Zenith, including Gemini's "Rabbit" series; the Mac-10 and the Mac-20; Memtek Memorex CP-8; Universal Electronics One Four All III; and Tandy Corporation 15902. Others may be available as well.

Any or all of the above remote control devices may not be compatible with the DCTs required for optional services voluntarily requested by you.

We hope this information has been useful. If you have any questions, please contact us. The phone number of your Comcast office is contained on your monthly bill, or in your monthly billing mailing.

selected by the customer to a low-numbered channel, typically 2, 3 or 4. Simply tune your television set to the "output" channel of the converter (for example: Ch. 3). Programs may then be selected by tuning the converter to the desired channel. Many cable-ready television sets may not require a converter to receive the non-scrambled channels.

Some television components like VCRs, cable-ready sets and remote-control devices may not be compatible with your cable television service. We encourage you to make certain components you purchase are compatible with your cable television service prior to making a purchase. For further information, please refer to the Equipment Compatibility section of this notification, or call your local Comcast office.

Converters that unscramble services also provide our customers with the option to use "parental control" to block channels they wish not to view.

It is easy to watch your television after connecting to cable. Just turn on both your television set and the converter (if your converter model has an on/off switch). Make sure that your television is tuned to the output channel of your converter (Ch. 2, 3 or 4), and then select the channel you want to watch by using the controls on either the converter or the hand-held remote control device. To ensure reliable operation, make sure the converter is plugged into a "live" electrical outlet, rather than one controlled by a light switch. Loss of power to some converters may result in a temporary loss of cable service, even after the power is restored.

IF YOUR CONVERTER IS PROVIDED BY COMCAST AND IS OWNED BY COMCAST OR OTHERS, YOU MUST RETURN IT ONCE YOU ARE NO LONGER A CUSTOMER. HOWEVER, SEE PARAGRAPH 7 OF OUR POLICIES AND PRACTICES NOTICE, WHICH MAY BE SEPARATELY MAILED OR OTHERWISE DELIVERED TO YOU, FOR IMPORTANT RESTRICTIONS RELATING TO CONVERTERS WITH DESCRAMBLING CAPABILITIES OR CALL YOUR LOCAL COMCAST CABLE OFFICE.

YOU MAY NOT MOVE YOUR CONVERTER TO ANOTHER LOCATION OR USE IT AT ANY TIME AT AN ADDRESS OTHER THAN THE LOCATION WHERE WE INSTALLED YOUR SERVICE WITHOUT THE PRIOR WRITTEN AUTHORIZATION OF COMCAST.

From time to time, you may experience a problem with your television picture. Often this can be easily fixed. Trying to fix the problem yourself will save you time and may even save you money on television repair. PLEASE refer to this list BEFORE you call Comcast's customer service department.

IMPORTANT: Is your television set dial set on the converter output channel (example: Ch. 2, 3 or 4)?

Wrong Channel

- Check television set dial and converter for channel setting.

Snow on Screen

- Check to make sure converter is plugged into a working outlet.

No Picture, No Sound

- Make sure the television set is plugged into a "live" electrical outlet, and not controlled by a wall switch.
- Push red "reset" button on back of television set, if your set has one.
- Adjust "brightness" control on television set, if your set has one.

Picture Shrinks

- May be an overloaded circuit in your television set, or
- Electric company power cutback.

- Check channel setting on converter and television set.
- Check listing to make sure channel is broadcasting during this time slot.
- Wait for the television station announcement of difficulty.
- Check other channels to compare reception.

Cable And Your VCR

If you are a VCR owner, you can use your VCR to receive additional enjoyment from your cable television service.

Comcast wants to help you understand how to make your VCR and cable television service compatible entertainment components. With your cable service and VCR combination, you can record your favorite movies and cable programs for later viewing. We want you to have maximum flexibility in watching what you want, when you want to watch it.

VCR-Cable Hookup Warnings

1. Additional equipment, such as coaxial cables, signal splitters or A/B switches, may cause picture distortion if it does not meet Comcast systems' standards. Please call our repair department before you purchase additional hookup equipment.

2. We recommend against cutting cable wire connectors. An improperly cut cable may cause picture distortion.

3. All cable connections must be fitted "wrench tight."

Installing Your VCR

Installation of your VCR can be completed through a variety of different methods depending upon your viewing and recording requirements. The various options available for connecting your VCR are described below.

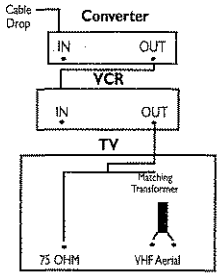
The diagram below shows how to install your VCR so you may view and record the same channel. When using this option, be sure you have both your TV and VCR set to the proper channel.

Step 1: The coaxial cable from the wall connects to the "in" terminal on the converter.

Step 2: A coaxial cable is connected from the converter "out" terminal to the "in" terminal on your VCR.

Step 3: A second coaxial cable is connected from the "out" terminal of your VCR to the back of your television set.

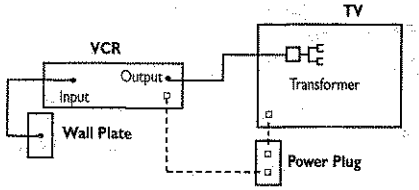
Step 4: The coaxial cable is then either attached to the 75 OHM input terminal if you have a cable-ready television, or a "matching transformer" is installed on the end of the cable connector, and the transformer is then attached to the VHF aerial terminals.



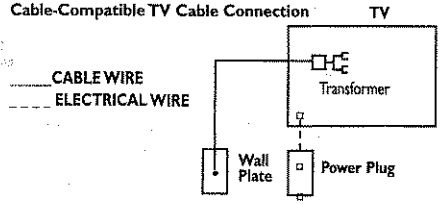
True Cable Compatibility

Please refer to the Equipment Compatibility section in this notice regarding cable compatibility, or call your Comcast office if you have questions. If your service level and your equipment are compatible, then generally you can be hooked up to cable service according to the following diagrams:

Cable-Compatible TV & VCR-Cable Connection



Cable-Compatible TV Cable Connection



Installing Digital Cable Service

Upon request for an upgrade to Comcast Digital Cable, self-installation kits and manuals for Digital Consumer Terminals ("DCT") are available from your local Comcast cable office for a separate charge. The installation and other instructions relating to DCTs differ from those set forth above due to the uniqueness of the DCT and the digital and other services and functions that may be received through it. Contact your local Comcast cable office for further details.

A Brief Note About The Services We Offer

Not all services are available in all areas. Please call your local Comcast office for details.

Basic Service

Basic Service is one of our most viewed levels of service. Basic Service may include off-air broadcast stations and franchise-required public, educational and government access channels. All such programming varies on a community-by-community basis and is subject to change at any time. Currently, our cable customers must subscribe to Basic Service in order to subscribe to any tiers of video service offered by Comcast.

Expanded Basic Service

Expanded Basic Service is the level of service that generally carries all non-premium cable channels, such as The Discovery Channel, Lifetime, ESPN, A&E, USA, TNT and, where available, regional sports services. All such programming varies on a community-by-community basis and is subject to change at any time.

Expanded Basic Service, where available, is an optional level of service above and beyond Basic Service. A customer must receive Basic Service in order to be eligible to receive Expanded Basic Service.

Premium Services

Premium Services are generally available to customers who receive Basic Service. Customers typically do not need to receive Expanded Basic Service in order to get premium channels. Premium channels generally include Home Box Office (HBO), Showtime, Cinemax, STARZ!, and Encore. All premium services may not be available in all areas. There is a separate monthly charge for each premium channel a customer receives.

Digital Cable Services

Many of our customers have chosen our newest, optional level of service, Comcast Digital Cable. It provides a digital transmission of special interest and other channels, digital music channels and access to multiple pay-per-view channels and multiplexed services, among other features, in addition to the analog service our customers already receive.

In addition, interactive television services may be available in some areas.

Other Optional Services

In addition to these programming services, we may also offer our customers the option of renting converters or remotes for an additional monthly charge; the Cable Guide, Pay-Per-View or other services, including ordering and downloading pay-per-view services; and optional interactive television services, such as e-mail and access to the Internet.

We may also have available Comcast High-Speed Internet Service for personal computers that offers content-enhanced access to the Internet; full motion video; national, regional, and local content; e-mail; personalized browsers; and other exciting features at unprecedented speed and convenience. Comcast High-Speed Internet service may not be available in all areas and is subject to certain terms and conditions.

A Note About Progamming

We receive programming from various non-cable and cable networks. We are not responsible for the content of programs aired by these networks. Programming complaints or questions should be directed to the particular cable or broadcast networks.

Moving

BEFORE YOU MOVE, please call Comcast. This is the best way for us to disconnect your service, recover your converter and arrange for cable television service in your new home. Call us in advance, and we will schedule a new installation if your new home is in our service area.

If you decide to disconnect your cable television service, converters, remote control devices and any other equipment provided by Comcast should be returned to us ***immediately***. Customers are liable for these items and will continue to be billed until the equipment is returned, or, if you have lost it or are otherwise unable to return it, paid for.

Emergencies

Emergencies such as fallen utility lines, violent storms or sub-freezing weather may interfere with reception of cable service. We will promptly have one of our crews correct an emergency situation as soon as it is safely possible.

Important Notice To Our Customers Regarding Equipment Compatibility

To our customers:

Things you should know about how your television set and VCR work when connected to our Comcast cable system.

"Cable Ready" and "Cable Compatible Equipment"

One of the reasons you may subscribe to our cable system is that we offer many more channels of programming in addition to what you may be able to receive off the air. Some of you may have television receivers or VCRs that can tune to all of the non-scrambled channels we provide. Others may have older television sets that are unable to tune in all channels available over the cable system.

Even if you have an older television set or VCR that was advertised as being "cable ready" or "cable compatible," the equipment may not perform as you expected once connected directly to the cable system. This is because previously there were no standards applicable to television set manufacturers that governed the reception of cable channels. According to new federal regulations, as of July 1997, television sets and VCRs sold in the United States cannot be designated "cable ready" or "cable compatible" unless they comply with new technical requirements adopted by the FCC, including the ability to properly tune to cable channels.

You may encounter additional problems or interference when your television set or VCR is connected directly to the cable system. For example, you may encounter co-channel interference or an inability to receive higher number channels. These problems are often solved through the use of a set-top converter. Converters are available through Comcast for a monthly fee. The set-top converter will "convert" the cable channels to a designated channel on your TV. The process of converting all of our cable channels to such a channel means that you can only receive one channel on your television set at a time through the converter. Therefore, there may be certain features of your television set or VCR that you will not be able to use (for example, taping one program while watching another, recording two or more consecutive programs appearing on different channels, or the use of picture-in-picture). These features may not be possible without additional equipment.

IMPORTANT NOTICES TO OUR CUSTOMERS

Your Local Cable Company's Policies & Practices

Notice to Customers Regarding Policies, Complaint Procedures & Dispute Resolution

Comcast®

Book II Revised 8/03
X78444 MA/NH/ME

Notice To Customers: This Document Contains Important Information Regarding Our Policies And Practices, Including Complaint Procedures, Arbitration And Dispute Resolution

This notice is being provided to you, as a new or existing customer of Comcast, LLC, to inform you of the terms and conditions governing your cable service. In addition, this notice is being provided to you in order to comply with the Company's obligations under the rules of the Federal Communications Commission (FCC), which require us to inform our customers at the time of installation and at least annually thereafter of the current terms and conditions governing our service, including with respect to the Company's billing and complaint procedures, procedures for the resolution of complaints about television signal quality, installation and service maintenance policies and the conditions of subscription to programming and other services. Other information relating to the products and services which we offer, the prices, options and channel positions of programming services we offer and instructions on how to use our cable services are provided you at installation and/or from time to time during the year under separate cover. Please read this document carefully.

For those of our customers receiving service through commercial accounts, bulk rate arrangements with multiple dwelling owners, or similar arrangements, some of the policies, procedures and services herein may not apply. Please refer to the terms and conditions of documents reflecting such separate arrangements. Where such documents are inconsistent with the policies, procedures and information relating to service set forth herein, the terms and conditions of such separate arrangements shall apply.

Comcast's Policies And Practices

The following Policies and Practices, set forth below, are terms and conditions that apply to you when you accept our cable television and other cable Services. We may change them in the future and will notify you if that occurs. We will continue to review our Policies and Practices as part of our commitment to continually review and improve the quality of Services we provide. We will send you a written, electronic, or other appropriate notice informing you of any changes and the Effective Date. If you find the change unacceptable, you have the right to cancel your Service. However, if you continue to receive Service after the Effective Date of the change, we will consider this your acceptance of the change.

1. DEFINITIONS

As used in these Policies and Practices:

"**We**", "**Company**", "**us**", or "**our**" means Comcast, LLC and all affiliated entities using the brand name "Comcast", including your local cable company, its employees, authorized agents, and its parents, subsidiaries and affiliated companies.

"**You**", "**your**" or "**Customer**" means the customer identified on the work order that was signed to begin your cable TV service and any other person using the Services provided to you or authorized by you to access or modify your account.

"**Home**" means the place you live, including a single-family home, apartment, other residence, or any other type of dwelling unit, where your Service is installed.

"**Service(s)**" means the cable TV programming and any other cable service we provide to you, and cable Internet access.

"**Hourly service charge**" means the hourly charge you pay us for certain services. The hourly service charge is calculated using the rules and regulations of the Federal Communications Commission ("FCC"). It is designed to recover the costs of servicing, installing and maintaining customer equipment.

"**Installed**" means either installed or activated.

"**Inside Wire**" or "**Inside Wiring**" means the cable that runs inside your home to a point 12 inches outside of your home, and includes any extra outlets, splitters, connections, fittings or wall plates attached to it.

"**Equipment**" means one or more of the following: cable modem, digital consumer terminal or digital receiver ("DCT"), converter, converter-descrambler, remote control unit, security device, addressable control module, A/B switch, coaxial cable ("cable") which is not inside wiring, parental lock-out device, or any other device installed in or around your home, whether or not provided by us, necessary or convenient for you to receive cable TV programming or other Services from us. Inside wiring is not Equipment.

2. PAYMENT FOR SERVICE

If you are a new customer, we may conduct a customer risk assessment and require a deposit before we install service. Comcast shall not discriminate in the application of its local risk assessment and deposit policy on the basis of race, color, sex, creed, religion, nationality, sexual orientation, or marital status. Any risk assessments conducted by either Comcast or its third party credit bureau will be done in conformance with the requirements of all applicable state or federal laws.

We provide Service to you on a month-to-month basis, unless you have otherwise agreed. Charges for Service start within 24 hours after Service is installed. The charges for one month's Service, any deposits, and any installation or equipment lease fees are payable when Service is installed. After that, we will bill you each month in advance for Service (except for pay-per-view movies or events, which are sometimes billed after they are provided to you).

The bills you receive will show the total amount due and the payment due date. You agree to pay us monthly, in full, by the payment due date for that Service and for any other charges due us, including any administrative late fee(s) and related fees, charges and assessments due to late payments or nonpayments, and any returned check fees, plus other separate and additional charges as described below.

If we do not receive your payment by the due date stated on the bill, you may be charged such fees, charges and assessments, plus the other separate and additional charges.

The administrative fee(s), charges and assessments related to late payment and nonpayment are intended to be reasonable advance estimates of costs resulting from late payments or nonpayments of our customers. We will tell you the amount of these fees and other separate or additional charges at or before the time you subscribe to and receive our Services, prior to the time we implement or assess new ones, and in our annual mailings to you thereafter. You may avoid these fees and other separate or additional charges relating to late payment and nonpayment by making sure that your payment is received by us on or before the due date on the bill. If your payment is not received by the due date on the bill, you agree to voluntarily pay these fees and any other separate and additional charges, fees, and assessments as a condition of receiving our Services.

We do not anticipate that you will make partial payments or pay your bill late, and the administrative late fee(s) and other related charges, fees, and assessments related to late payment and nonpayment are set in advance because it would be difficult to know in advance: (a) whether or not you will pay your bill on time, (b) if you do pay late, when you will actually pay your bill, if ever, and (c) what costs we will incur because of your late payment or nonpayment. We do not extend credit to our customers and the administrative fee(s), related fees, charges and assessments are not interest, a credit service charge or a finance charge. Our late fee practices may be revised to comply with applicable law.

Charges for your Service may be billed to you together with other Services that you receive from us or our affiliated companies. Payment of any such bill for multiple Services is due in full on the indicated payment due date. Any failure to pay such bill in its entirety after the due date may result in administrative or late fees and/or disconnection of Service with respect to any or all of the Services billed. Any partial payment of a bill will be allocated by us among and between such Services and amounts charged at our discretion, subject only to applicable law.

If you change the Services you receive, we may charge you a change of service fee such as upgrade or downgrade charge. The amount of such fee may vary by office location. If you have any questions, please contact your local cable company identified on your bill in your monthly billing mailings or ask the representative you talk to when requesting a change in Service. A listing is also provided to our customers annually in a mailing or bill stuffer.

You may pay your bill by mailing payment to the address specified on your bill. We do not assume the risk of undelivered mail. Payment shall be deemed made on the business day received by us, except that, if payment is received on a day that is not a business day, it shall be deemed received on the next business day. If we have an office that we have designated as a payment center in your area, you may deliver your payment to the payment center, and it will be deemed received when delivered or, if not on a regular business day, on the next such day. If our representative collects payment from you at your home, there may be an additional charge for that service.

You agree to pay all taxes, franchise fees, and other charges, if any, which are now or in the future may be assessed because you receive our Service.

If there are any billing errors or other requests for credit, you must bring those to our attention within six (6) months of the time you receive the bill for which you are seeking correction, unless applicable law provides for a longer period which cannot be waived or otherwise modified.

Payments received from you will be deemed to be paid voluntarily.

3. COMPANY CHANGES IN SERVICES AND CHARGES

Subject to applicable law, we have the right to change our Service and Equipment and our prices or fees, at any time. We also may rearrange, delete, add to or otherwise change the Service provided on our Basic Service or other levels of Service. If the change affects you, we will provide you notice of the change and its Effective Date. The notice may be provided on your monthly bill, as a bill insert, in a newspaper or by other reasonable method of communication. If you find the change unacceptable, you have the right to cancel your Service. However, if you continue to receive Service after the Effective Date of the change, we will consider this your acceptance of the change. Please take the time to read the monthly messages and to review your bill carefully to make sure your name and address are correct. You will generally be billed at the same time each month.

After notice to you of a retiering of our Services or a price increase, you may obtain changes in service tiers at no additional charge. Otherwise, changes by you of the Services you receive may result in upgrade, downgrade or change of service charges. Please refer to the Products and Services Price List we have supplied to you for details or call us at the number on your monthly bill if you have questions. A list of charges is also provided to our customers annually in a mailing or bill stuffer.

4. TERMINATION OF SERVICE

You may not assign or transfer the service without our written consent.

The provisions of these Policies and Practices, including the dispute resolution process (Section 10) shall survive termination, amendment or expiration of your relationship with the Company, your receipt of Services, or any other relationship between us.

a. Voluntary Termination. Unless you have otherwise agreed (such as where you have agreed in advance to receive Service over a specified period of time), you have the right to cancel your Service for any reason at any time by giving us notice. We will refund any balance due to you approximately thirty (30) days of the later of (i) your notice to us of the discontinuance of Service or (ii) the return of any Equipment you may have.

b. Involuntary Termination/Effect on other Comcast Services. Subject to applicable law, if you fail to pay your bill when it is due or fail to comply with any provision contained in these Policies and Practices, we have the right to terminate your Service or any other Service included within your bill. We may also, without limitation, require you to pay all past due charges, an installation charge, a deposit and a minimum of one month's advance charges before we reconnect your Service. Further, if you do not reconnect, any rental equipment must be returned to us. A handling fee may be charged for returned checks.

In either termination event, if you have a payment credit for any reason (including, without limitation, an unreturned security deposit or prepayment) at the time of your termination of service, such payment credit will be set off against any amounts which you owe us before its remittance to you.

5. EQUIPMENT

Except for the Inside Wiring which we consider your property regardless of who installed it, the Equipment installed by us or provided to you by us belongs to us or other third parties, unless you have purchased it. We may, at our option, supply new or reconditioned Equipment to you.

You must have our prior written consent to sell or give away our Equipment, and our Equipment may only be used in your home.

If you cease to be our customer, you are responsible for returning our Equipment to us or our designee. If you move, do not leave our Equipment in your vacant home or with anyone else. Our Equipment must be returned to us or one of our representatives in working order,

normal wear and tear excepted, or you will be charged the amount set forth in the current Products and Services Price List, or the revised amount of which you have subsequently been given notice, or if no amount has been specified for the particular model of Equipment involved, our replacement costs for such unreturned Equipment.

You are responsible for preventing the loss of or damage to our Equipment within your home. We suggest that our Equipment in your possession be covered by your homeowners, renters, or other insurance. You will be directly responsible for repair, replacement and other costs, damages, fees and charges if you do not return our Equipment to us in an undamaged condition.

If you have us repair or maintain the Inside Wiring, we will charge you additionally, either by the hour or flat fee, for that service. We are not responsible for problems with the operation of your television or television-related equipment. We do not service television receivers or any other television-related equipment (such as VCR's, home antennas, or other cable-compatible equipment) not owned by us, even if it is attached to the cable or Equipment.

None of the Equipment supplied by us nor any of our cable placed outside your home or property in connection with the installation of the Equipment and service shall be deemed fixtures, or in any way part of your real property, unless you purchase our cable to the extent permitted by applicable law when Service ends. The Equipment supplied by us may be removed by us, at our option, at any time during or following the termination of your Service, and you agree to allow us access to your home for such purposes.

We consider Inside Wiring to be your property, regardless of who may have installed it. Unless otherwise agreed upon by Company and you in writing, you will continue to be responsible for the repair and maintenance of the Inside Wire. You may install Inside Wiring, such as additional cable wiring and outlets. Regardless of who does the work, the internal wiring within your home must not interfere with the normal operations of your local cable system. Inside Wire maintenance may not be your responsibility if you rent your home. Contact your landlord or building manager to determine responsibility.

NOTICE OF AVAILABILITY OF CONVERTERS FOR ADDITIONAL OUTLETS.

Subscribers who install their own additional receiver connections may not be able to receive all stations carried on our cable system without additional equipment. For those television sets that are not truly compatible with the cable system, some television stations may not be receivable without additional equipment.

6. ACCESS TO CUSTOMERS' HOMES

You authorize us or our designees to enter into your home, in your or your representative's presence, or upon your property during normal business hours or by appointment, to install, inspect, maintain, replace, remove or otherwise deal with the Service and Equipment supplied by us. This authorization includes allowing us or such designee to be on your property outside your home at reasonable times even if you are not at home. You authorize us or our designee to make connections and perform other tasks that are necessary or desirable to enable us to provide Service to you or others, including connecting and making necessary attachments to your Inside Wiring. If you are not the owner of your home, you are responsible for obtaining any necessary approval from the owner to allow us into your home to perform the functions specified above. In addition, you agree to supply us or our designee, if we ask you to, with: (a) the owner's name, address and phone number; (b) proof that you may give us access on the owner's behalf; or (c) consent from the owner of the home. You can be assured that our employees or designees are easily identified by their I.D. badges and our vehicles are clearly marked so they're easy to spot.

7. PRIVATE VIEWING OF UNAUTHORIZED SERVICE AND USE OF EQUIPMENT

We provide Service to you for your private home viewing, use and enjoyment. You agree that the programming provided over the cable system will not be viewed in areas open to the public. The programming may not be rebroadcast, transmitted or performed, nor may admission be charged for its viewing without first obtaining written consent, in advance, from us and our programming supplier(s). This consent may be withheld at the sole discretion of either of us.

Your local cable company may not have the right to distribute pay-per-view programming to commercial establishments. You may not order or request pay-per-view programming for receipt, exhibition or taping in a commercial establishment. You may neither exhibit nor assist in the exhibition of pay-per-view programming in a commercial establishment unless explicitly authorized to do so, in advance, by us and our program provider(s). You may not move your converter to another location or use it at any time at an address other than your home or location where Service was installed by us without our prior written authorization. If you fail to abide by this restriction, you will be held liable for any claims made against you or Company on account of any unauthorized commercial exhibition.

You agree not to attach any unauthorized device to our Equipment. If you make any unauthorized connection or modification to the Equipment or any other part of the cable TV system, you will be in breach of these Policies and Practices, and we may terminate your Service and recover such damages as may arise as a result of your breach.

Much of the Equipment necessary to receive our Services is available both from us and others. Regardless of whether you purchase such Equipment or lease such Equipment from us, you are responsible for assuring that such Equipment does not interfere with the normal operations of our local cable system and other communications systems and devices. For example, you agree not to install anything to intercept or receive or to assist in intercepting or receiving, or which is capable of intercepting or receiving any Service offered over our cable system, unless specifically authorized to do so by us. You are responsible to pay for all Services received or otherwise provided to your household. You also agree that you will not attach anything to the Inside Wire or Equipment, whether installed by you or us, which singly or together results in a degradation of our cable system's signal quality or strength. You may not attach any device or equipment to your Inside Wiring in a way that impairs the integrity of our local cable system, such as creating signal leakage, which may cause a violation of government regulations, or attaching devices or equipment which, alone or together, result in a degradation of signal quality. Further, Services or signals provided by us which are carried on or transmitted through the Inside Wire or Equipment provided by us may not be commingled with signals or services provided by others.

We can recover damages from you as provided by applicable law for tampering with any of our Equipment or any other part of our cable system or for receiving unauthorized service.

You must return our Equipment when you are no longer a customer. In the future, you may also choose to buy Equipment from an independent store. However, should you see advertisements for cable converters with descramblers in them (so-called "pirate boxes or black boxes") you should understand that these devices may be illegal to sell or use, unless authorized by us. Because of the need to protect our scrambled Services, we will not authorize the use of any converter/descrambler which does not conform to all required signal security specifications. A digital converter/descrambler purchased at a retail store must be authorized by us through the use of a special security device. People who use illegal converters/descramblers may be stealing cable service. This practice may unfairly result in increased prices to our honest customers."

8. LIMITED 30-DAY WARRANTY AND LIMITATION OF LIABILITY

EXCEPT AS EXPLICITLY SET FORTH IN THE TERMS AND CONDITIONS OF SPECIFIC SERVICES WE PROVIDE TO YOU, WE WARRANT FOR A PERIOD OF 30 DAYS FROM THE DATE OF OUR INSTALLATION OR REPAIR AT YOUR HOME THAT OUR SERVICE AND THE EQUIPMENT WE HAVE INSTALLED OR REPAIRED WILL MEET ACCEPTED INDUSTRY STANDARDS AND BE FREE FROM DEFECTS IN MATERIALS OR WORKMANSHIP. IF YOU REPORT ANY FAILURE TO CONFORM TO THIS WARRANTY TO US WITHIN THAT 30-DAY-PERIOD, WE WILL REPERFORM THE NONCONFORMING SERVICES AND REPAIR OR REPLACE THE NONCONFORMING EQUIPMENT. SUCH REPERFORMANCE OF WORK OR REPAIR OR REPLACEMENT OF NONCONFORMING EQUIPMENT SHALL CONSTITUTE OUR ENTIRE LIABILITY AND YOUR SOLE REMEDY UNDER THIS WARRANTY, WHETHER CLAIMS OR REMEDIES ARE SOUGHT IN CONTRACT OR TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE, STRICT

LIABILITY, OR OTHERWISE).
THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN OR IMPLIED, IN FACT OR IN LAW. WE, TO THE EXTENT PERMITTED BY APPLICABLE LAW, DISCLAIM ANY AND ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

EXCEPT AS EXPRESSLY REQUIRED BY APPLICABLE LAW, WE WILL NOT BE LIABLE FOR ANY DELAY OR FAILURE TO PERFORM OUR OBLIGATIONS, INCLUDING INTERRUPTIONS IN SERVICE, IF SUCH DELAY OR NONPERFORMANCE ARISES IN CONNECTION WITH ANY ACTS OF GOD, FIRES, EARTHQUAKES, FLOODS, STRIKES OR OTHER LABOR DISPUTES, UNUSUALLY SEVERE WEATHER, ACTS OF ANY GOVERNMENTAL BODY, OR ANY OTHER CAUSE BEYOND OUR REASONABLE CONTROL.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS.

IN NO EVENT SHALL WE OR OUR EMPLOYEES OR AGENTS HAVE ANY LIABILITY FOR PUNITIVE, TREBLE, EXEMPLARY, SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM OUR PROVISION OF OR FAILURE TO PROVIDE ANY EQUIPMENT OR SERVICES TO YOU, OR FROM ANY FAULT, FAILURE, DEFICIENCY OR DEFECT IN SERVICE, LABOR, MATERIALS, WORK OR EQUIPMENT FURNISHED TO YOU, OR FROM OUR BILLING, ADVERTISING OR OTHER PRACTICES WHICH ARE IN ANY WAY RELATED TO OUR OFFERING OR PROVISION OF SERVICES OR EQUIPMENT TO YOU. SUCH LIMITATION OF LIABILITY APPLIES IN ALL CIRCUMSTANCES, REGARDLESS OF WHETHER SUCH DAMAGES MAY BE AVAILABLE UNDER APPLICABLE LAW, AND THE PARTIES HEREBY WAIVE THEIR RIGHTS, IF ANY, TO RECOVER ANY SUCH DAMAGES.

YOUR SOLE AND EXCLUSIVE REMEDIES UNDER THIS AGREEMENT ARE AS EXPRESSLY SET FORTH IN THIS AGREEMENT, UNLESS APPLICABLE LAW PROVIDES THAT CERTAIN REMEDIES, DAMAGES AND/OR WARRANTIES CANNOT BE WAIVED, LIMITED OR OTHERWISE MODIFIED. IF CERTAIN REMEDIES, DAMAGES AND /OR WARRANTIES CANNOT BE WAIVED, LIMITED OR OTHERWISE MODIFIED, THE LIABILITY OF THE COMPANY AND ITS AFFILIATES IS LIMITED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

9. CUSTOMER COMPLAINT PROCEDURES

If you have any complaint regarding the Service, including billing service and quality of the television signals we deliver, you should contact us at the telephone number on your monthly bill or in writing to inform us. If you can see images or hear sound from scrambled premium or adult channels that you do not subscribe to, you may have these channels blocked free of charge. We also maintain a local business office that is open weekdays, except holidays, for customer visits. We will promptly try to resolve the problem. If you are dissatisfied with our resolution of the complaint, you may notify the responsible official for your community (please refer to your cable bill for the agency's name and address).

We maintain a toll-free telephone access line that will be available to you 24 hours a day, seven days a week, every day of the year. When you call about a service problem, a customer service representative (CSR) will attempt to determine the nature of the problem. If possible, the CSR will help you resolve the problem over the telephone. If the problem cannot be resolved during the call, the CSR will schedule a service technician to visit your home. If our workload permits, the service technician will be dispatched the same day. Our CSRs and service technicians are well-trained and have authority to attempt to resolve a customer's problem, including replacement of any non-operating equipment, in order to provide quality service.

We offer an "appointment window" for installation, service calls, or other installation activities that is either a specific time, or, at a maximum, a four-hour time block during normal business hours. We commit to a policy to not cancel our appointment with you after the close of business in the business day prior to a scheduled appointment. If we are running late for an appointment, we will attempt to contact you and will, as necessary, attempt to reschedule to a time that is convenient for you.

Emergencies that affect signal quality, such as fallen utility poles, violent storms or very cold weather, may interfere with reception of cable Service. We are committed to have one of our crews promptly correct outages or other service-related problems occurring as a result of an emergency situation. We pledge a prompt response at any time if a large area of the system is experiencing technical difficulties.

We will maintain complaint records for at least a one-year-period. In addition, those records will be available for inspection by the franchise authority or the FCC.

We urge you to call us at the phone number printed on your bill any time you have questions or concerns about your Service, including VCR hookup questions or problems.

If you are unsatisfied with our handling of your complaint, you may contact the local franchising authority. The address of the responsible officer for your franchising authority is noted in section 15.

10. MANDATORY AND BINDING ARBITRATION

IF WE ARE UNABLE TO RESOLVE INFORMALLY ANY CLAIM OR DISPUTE RELATED TO OR ARISING OUT OF THIS AGREEMENT OR THE SERVICES PROVIDED, WE HAVE AGREED TO BINDING ARBITRATION EXCEPT AS PROVIDED BELOW. YOU MUST CONTACT US WITHIN ONE (1) YEAR OF THE DATE OF THE OCCURRENCE OF THE EVENT OR FACTS GIVING RISE TO A DISPUTE (EXCEPT FOR BILLING DISPUTES WHICH ARE SUBJECT TO PARAGRAPH 2, RATES AND CHARGES, ABOVE), OR YOU WAIVE THE RIGHT TO PURSUE A CLAIM BASED UPON SUCH EVENT, FACTS OR DISPUTE.

THERE SHALL BE NO RIGHT OR AUTHORITY FOR ANY CLAIMS TO BE ARBITRATED ON A CLASS ACTION OR CONSOLIDATED BASIS OR ON BASES INVOLVING CLAIMS BROUGHT IN A PURPORTED REPRESENTATIVE CAPACITY ON BEHALF OF THE GENERAL PUBLIC (SUCH AS A PRIVATE ATTORNEY GENERAL), OTHER SUBSCRIBERS, OR OTHER PERSONS SIMILARLY SITUATED UNLESS YOUR STATE'S LAWS PROVIDE OTHERWISE.

As the first step in the arbitration process, you may select an arbitration organization from the choices below to preside over your dispute with the Company:

a) American Arbitration Association ("AAA")
335 Madison Ave., Floor 10
New York, NY 10017-4605
1-800-778-7879
www.adr.org

AAA will apply the Supplementary Procedures for Consumer-Related Disputes and the Consumer Dispute Resolution Procedures in arbitrating claims between you and the Company.

b) Judicial Arbitration & Mediation Service ("JAMS")
1920 Main Street, Suite 300
Irvine, CA 92614
(949) 224-1810
www.jamsadr.com

JAMS will arbitrate your dispute with the Company under either the Streamlined Arbitration Rules & Procedures or the Comprehensive Arbitration Rules & Procedures, depending on the amount of the claim in dispute.

c) National Arbitration Forum ("NAF")
P.O. Box 50191
Minneapolis, MN 55405-0191
1-800-474-2371
www.arbitration-forum.com

NAF will resolve all disputes brought before it using the NAF Code of Procedures.

The arbitration will take place at a location, convenient to you, in the area where you receive service from us. The Company will pay for all reasonable arbitration filing fees and arbitrator's costs and expenses, except that YOU ARE RESPONSIBLE FOR ALL COSTS THAT YOU INCUR IN THE ARBITRATION, INCLUDING, BUT NOT LIMITED TO, YOUR EXPERT WITNESSES OR ATTORNEYS. We have agreed that a single arbitrator will resolve the dispute. Moreover, participating in arbitration may result in limited discovery.

WE HAVE AGREED THAT THE FOLLOWING WILL NOT BE SUBJECT TO ARBITRATION: (1) ANY CLAIM FILED BY THE COMPANY TO COLLECT OUTSTANDING BALANCES FOR UNPAID SERVICE OR THE THEFT OF ANY SERVICE OR EQUIPMENT; (2) ANY DISPUTE OVER VALIDITY OF EITHER PARTY'S INTELLECTUAL PROPERTY RIGHTS OR OUR LICENSES TO OPERATE OUR BUSINESS; AND (3) ANY DISPUTE INVOLVING VIOLATIONS OF 47 U.S.C. § 551 (WHICH RELATES TO PROTECTION OF SUBSCRIBER PRIVACY), OR 18 U.S. C. §§ 2510-2521 (WHICH RELATES TO UNLAWFUL INTERCEPTION OF COMMUNICATIONS).

11. NOTICE

Except as provided in paragraph 3 above or otherwise permitted by law, if we send you notice, it will be considered given when deposited in the U.S. mail, addressed to you at your last-known address, or hand delivered to you or to your home. We may provide electronic or telephone notice to you, which shall be deemed given when left with you. If you give notice to us, it will be deemed given when received by us.

12. CHANGES TO POLICIES AND PRACTICES

These Policies and Practices are subject to amendment, modification or termination if required by law or regulation. We will notify you of changes to these Policies and Practices. Any changes proposed by you will only be effective when accepted in writing by one of our senior officers, within their sole discretion.

13. ENFORCEABILITY AND SURVIVAL

If any portion of these Policies and Practices is determined to be illegal or unenforceable, then the remainder of such Policies and Practices shall be given full force and effect. The provisions of these Policies and Practices shall service termination, amendment or expiration of this Agreement.

14. PRODUCTS AND SERVICES PRICE LIST

Please note that our Products and Services Price List changes from time to time. The current version of our Products and Services Price List was provided to our existing customers earlier this year and is available from us under separate cover.

15. IMPORTANT INFORMATION

We urge you to call the Comcast cable office at the phone number printed on your bill any time you have questions or concerns about your service, VCR hookup questions or problems, or any other aspect of the cable television service, which we take pride in providing to you.

If you are unable to get a problem resolved to your satisfaction at the local level, you may write or call the Comcast Corporate Offices with concerns and complaints.

Comcast
1500 Market Street
Philadelphia, PA 19102

In addition, if you are unsatisfied with our handling of your complaint, you may contact the local franchising authority.

In Massachusetts you may contact **the Consumer Division of the Department of Telecommunications and Energy** toll-free at 1 800-392-6066, or write at One South Station, Boston, MA 02110. Your local franchise authority is the Cable Division of the Department of Telecommunications and Energy, One South Station, Boston MA 02110.

NEW HAMPSHIRE AND MAINE CUSTOMERS

The Offices of the Attorney General, Consumer Protection and Antitrust Bureau have the authority to enforce Consumer Protection Laws and provide assistance in the mediation of consumer complaints. Customers should file written complaints concerning any alleged misrepresentations and unfair or deceptive practices of the cable company:
Office of the Attorney General, Department of Consumer Fraud and Antitrust, State House Station #6, Augusta ME 04333
Office of the Attorney General, Consumer Protection and Antitrust Bureau, 25 Capital Street, Concord, NH 03301.

Piscataquog River Local Advisory Committee

c/o Southern New Hampshire Planning Commission
438 Dubuque Street · Manchester, NH 03102
Phone: 603-669-4664 ◆ ◆ ◆ ◆ ◆ Fax: 603-669-4350

RECEIVED
NOV 19 2003
CITY CLERK'S OFFICE

PISCATAQUOG RIVER LOCAL ADVISORY COMMITTEE (PRLAC)

Meeting #100
November 6, 2003

MINUTES

Convened 6:35 PM by Ron Johnson, at the Weare Library, Emma Sawyer Room

Members in attendance: Jan Falcone, Goffstown / Ron Johnson, Manchester / John Turcotte, Goffstown

Others in attendance: None

MINUTES:

Due to the lack of a quorum, the minutes of October 2, 2003 were deferred for approval until the December, 2003 meeting.

PERMIT APPLICATION REVIEWS:

None received.

CORRESPONDENCE:

None received.

OLD BUSINESS:

Jennifer Czysz of the SNHPC has made the PowerPoint presentation on the Piscataquog River Management Plan to the towns of Weare and New Boston. She will conclude these presentations with Goffstown on (11/13) and Manchester on (11/20).

NEW BUSINESS:

Ron Johnson updated the committee members on the rail-trail project between Manchester and Goffstown. The Friends of the Greenway, a Goffstown-based community group is working on the project. They have convened several meeting this fall to organize and gain support for purchasing the abandoned rail corridor and planning for it's future use.

The PRLAC will receive a $3,000 appropriation from NHDES. These funds have been designated to assist the Friends of the Greenway on their rail-trail project. There has been some discussion in regards to hosting a charrette in Goffstown to brainstorm with the local community on their ideas for the trail. Details still need to be worked out, but a Saturday in February was mentioned as a possible time for the event. Ron will keep members posted on the date and times for the charrette.

NEXT MEETING
The next meeting is on **Thursday, December 11, 2003**, at 6:30 PM in the Weare Library.

By copy of these minutes the PRLAC requests the SNHPC contact the towns and city to post the meeting time and location.

Adjourned 7:45 PM

Respectfully submitted,
Ron Johnson

Jacqueline Malley
53 Lafayette Street, Apt. 2
Manchester, NH 03102
(603) 625-1251

RECEIVED
NOV 25 2003
MAYOR'S OFFICE

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

Dear Mayor of Board and Alderman:

My name is Jacqueline Malley and I have been a resident of Manchester, New Hampshire for fifteen years now. I am writing to you today to raise an issue that I have personal knowledge of regarding Manchester City Welfare.

Last year, just a couple days before Christmas, I went to Manchester City Welfare seeking assistance. At the time, I was in need of food for myself and my eleven year old daughter, and help paying rent. I am a single mom, a college graduate, a daughter, a sister, a neighbor, a niece, a wanna be teacher, and I had fallen on hard times. It could happen to anyone, including you, or someone you know.

Whether you are aware of this or not, one of Manchester City Welfare's protocols is to call your family first before they will help you. Upon learning this, I told the caseworker that I cannot give her permission to call my family. She in turn called in her supervisor. I was not trying to be difficult, and I explained to them my reason why I did not want my family contacted. The reason I gave them for not contacting my family, specifically my parents, is because I am an adult survivor of child abuse and my parents are not supportive of me.

For twenty years of my life, while I lived under their roof, I was sexually abused, physically abused, emotionally abused, and neglected by both of my parents. They took away my childhood. They took away my innocence. They took away my voice. They took away my trust. They tried to take away my pride, my spirit. But they didn't.

I ask you to put yourself in my shoes. Imagine yourself as a six year old child. Imagine that six year old child wanting at the same time to please her mother and assert her independence on school picture day. Imagine how proud that six year old child felt because she had already learned the art of compromise and was dressed in the blouse that her mother wanted her to wear with a pair of jeans that she wanted to wear. Imagine that six year olds disappointment when her mother did not approve. Imagine being six years old and having your mother punch you in your face, knocking out your baby tooth, simply because you wanted to wear a pair of jeans.

K

Imagine that same child at the age of nine. Imagine how humiliated she must have felt after having discovered that she had wet the bed yet again. Imagine that nine year old child having to hide her sheets because she was so afraid that she would get in trouble for wetting her bed, again. Imagine how that child must have felt when her father found her sheets where she had hidden them in the cellar mixed in with the dirty clothes. Imagine that nine year old child's fear when her father yelled for her to come down cellar. Imagine how this little girl felt when her daddy, while holding her baby brother in his arms, pushed her down causing her to bang her head on the cellar floor. Imagine that same child getting kicked over and over again, on her arms, legs, side, everywhere, while she was laying on the cellar floor. Imagine being so little and hurt, and being told not to cry, that if you did, you would be hurt worse. Imagine how betrayed that little girl felt because while she was down stairs getting beaten her mother was upstairs with a beloved aunt getting ready to go out. Imagine yourself as this nine year old child alone in her room with the door closed crying silently into her pillow and not having anyone to hold her, to wipe away her tears. Imagine.

This was my life for twenty years, right up until I left home. On the day I left, my mom as a parting gift, punched me in my face over and over, pulled my hair, went into my sister's room and pulled her out by her hair because she was crying. She was sad because her big sister was getting hurt and her big sister, her protector, her second mother, was leaving home. My dad was sitting in the living room and he never intervened. He just sat there and watched television.

My parents have taken so much away from me but they could not take away my pride, or break my spirit. My daughter is very special to me. She is my whole world and I went to Manchester City Welfare because I needed to feed her and keep a roof over her head. I didn't have anyone else to turn to and knew about city welfare because when my daughter was seven months old we had to live in Emily's place, a shelter for battered woman. At this time it was my daughter's father I was fleeing from. Manchester City Welfare paid my shelter expenses.

It was very hard for me to go to city welfare because I had previous experience on how they treat people. Not all of them, but some of the caseworkers and the supervisor treat you like you are less than human. Last year, just before Christmas, was no different. Only this time it was worse because my daughter was with me and she was now eleven.

When the supervisor came in she went through the contents of my purse which I had to take out. As I was sitting there she looked through my check book. I felt violated and asked her why she had to go through my checkbook Her answer was that she had a right to my personal information to establish if I qualified for assistance. When it got down to the business of my parents I again repeated that I would not allow them to contact them because of abuse. The supervisor's response was that she didn't need my permission to contact them. Both she and my caseworker wanted me to prove that I was abused like I said I was. They wanted a police report which I couldn't provide. As a child I never told anyone because if I didn't get taken away I would have been hurt, or even killed. Nobody did anything any ways. I went to school minus a tooth, and another time I went to school with a swollen cut lip. No teacher ever asked me what happened.

K

As a result of the supervisor's decision to not help me unless I let her contact my parents, I told them that I no longer wanted assistance from them. I then broke down crying because I didn't know what I was going to do. Not wanting my daughter to see me this way I took her by the hand and proceeded to walk away. The supervisor than proceeded to tell me that because I was not letting them call my parents, I was putting my daughter at risk, and she would have no choice but to report me to DCYF and that they could take my daughter away. My daughter, who is my whole world, was standing at my side and heard what the supervisor said. She also saw how upsetting it was to me.

From the Manchester City Welfare's office I drove over to the YWCA where a woman I know, an angel in disguise, gave me not a food voucher, but a gift certificate to Shop N' Save, and had me speak to a representative from the woman's crisis service. The next morning I met with the same representative from the woman's crisis service and together, we went back to Manchester City Welfare. This time I wasn't even brought in back to a room and I was told that I could not have anybody with me. We persisted and were drawing attention. At this point we were both brought to this little little cubicle with a door and a large glass window, and I again met with the same caseworker. We didn't get anywhere and I can't begin to tell you how I felt not even being allowed the decency, to speak to this woman face to face in the same room I was in the day before. The crisis worker having called DCYF herself to relay what happened, at least was able to tell the caseworker what DCYF had to say. Their response was "that if anybody was putting my daughter at risk, it was Manchester City Welfare because they would not help me and wanted to contact my parents, who are abusive."

This incident should not have been allowed to happen. It is my opinion that changes need to be made to the Welfare system. Among them, I feel that the Welfare Commissioner should be elected by the people of Manchester, not appointed. I also feel that the people, the caseworker and the supervisor should be held accountable for what they did to me, to my daughter. I deserve to be treated with dignity and with respect. I was not. There should be something in place, a clause or something, that protects people who have been abused so that they are not in turn abused by the system, like I was. Like my daughter was.

The reason why I am only writing about this now is because one year later, I am again experiencing difficulties and am in need of assistance. Recently I had to leave a job because of personal reasons and because my daughter was very sick with pneumonia. Being a single parent and having a daughter too sick and young to be on her own all day, I had to stay home to take care of her. Manchester City Welfare could help me but because of how I was treated the last time, I can't bear to set foot in there. In desperation last week I went in there, but left before a caseworker could even see me because I couldn't take it.

K

For many years I did not have a voice. I am now thirty five and I am finding my voice for the very first time. I want to use it now to make a difference for somebody else. Please help me. Perhaps, with my voice and your voices, the Welfare System could be changed. How it is now is not right. I am willing to do whatever it takes. In the meantime I am still in need of assistance with rent and food.

I think there is a misconception about people who need to use welfare. I would like that to change also.

I am aware that the Mayor of Board and Alderman meet every two weeks. I am requesting an official follow-up to what I have written to you about today.

Thank you for your time. My daughter thanks you also.

Sincerely,

Jacqueline Malley

Jacqueline Malley

K

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thirty Four Thousand Five Hundred Thirty Six Dollars ($134,536.00) for 2003 CIP 210503 Homeless Health Care."

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

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow for receipt of funds from the Department of Health and Human Services Health Resources and Services Administration.

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

By increasing:

1) 2003 CIP 210503 Homeless Health Care - $134,536 – Federal (Department of Health and Human Services Health Resources and Services Administration), (from $195,000 Federal Grant to $329,536 Federal Grant).

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Four Hundred Ninety Nine Thousand Ninety Nine Dollars ($499,099) for 2003 CIP 410003 GTEAP & EPOP (Domestic Violence Funding)".

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

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow for receipt of funds from the United States Department of Justice Office of Justice Programs.

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

By increasing:

1) 2003 CIP 410003 GTEAP & EPOP (Domestic Violence Funding) - $499,099 – Federal (United States Department of Justice Office of Justice Programs). (Increasing the budget from $300,000 to $799,099).

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Thousand Dollars ($40,000) for FY2003 CIP 511603 Recreation Facility Improvements (Leveraged) 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 2003 CIP as contained in the 2003 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 a private donation from The New England Expedition-Manchester LLC in the amount of $40,000 for construction of the Bike Trail along Nutts Pond;

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

By increasing:

FY2003 511603 – Recreation Facility Improvements (Leveraged) Project - $40,000 Other

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 1999, 2000, 2002, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Seventeen Thousand Two Hundred Six Dollars ($217,206) for FY2003 CIP 712003 FBI Recuperator 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 1999, 2000, 2002 and 2003 CIP as contained in the 1999, 2000, 2002 and 2003 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow the transfer of funds from existing projects in the amount of $217,206 to assist in the replacement of the EPD Air to Air Heat Exchanger (Recuperator) for the sludge incinerator;

NOW, THEREFORE, be it resolved that the 1999, 2000, 2002, and 2003 CIP be amended as follows:

By decreasing:

FY1999 CIP 760299 – Design Crystal Lake/Mammoth Road Sewers -	$3,067.71 EPD
FY2000 CIP 760200 – S. Mammoth Road Sewer – Phase I Construction -	$8,997.80 EPD
FY2002 CIP 712102 – S. Mammoth Road Sewer – Phase II -	$29,421.77 EPD
FY2002 CIP 712302 – Upgrade WWTF Aeration System -	$175,718.72 EPD
Total	**$217,206.00**

By increasing:

FY2003 CIP 712003 – FBI Recuperator - $217,206 EPD
(from $500,000 EPD to $717,206 EPD)

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

L

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2003 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Ten Thousand Dollars ($110,000) for FY2003 CIP 811103 Senior Center Planning 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 2003 CIP as contained in the 2003 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 various public donations to be put towards the cost of the construction of the new Senior Center;

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

By increasing:

FY2003 811103 – Senior Center Planning Project - $110,000 Other
(from $2,400,000 Bond to $2,400,000 Bond and $110,000 Other)

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Three Hundred Sixty Four Dollars ($10,364.00) for 2004 CIP 210404 Homeless Health Care."

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 2004 CIP as contained in the 2004 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow for receipt of funds from the Department of Health and Human Services Health Resources and Services Administration.

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

By increasing:

1) 2004 CIP 210404 Homeless Health Care - $10,364 – Federal (Department of Health and Human Services Health Resources and Services Administration), (from $200,000 Federal Grant to $210,364 Federal Grant).

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

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City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2001, 2002, and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Thousand Dollars ($60,000) for CIP 510604 Neighborhood Playground Rehabilitation 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 2001, 2002, and 2004 CIP as contained in the 2001, 2002, and 2004 CIP budget; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and Home funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allow the transfer of funds from existing projects in the amount of $60,000 to assist in general site improvements to Sheridan Emmett Park; and

NOW, THEREFORE, be it resolved that the 2001, 2002, and 2004 CIP be amended as follows:

1. **By decreasing:**

FY2001 750001 – Infrastructure ADA Access Project -	$ 6,894.28 CDBG
FY2001 820601 – Strategic & Neighborhood Planning -	$13,600.14 CDBG
FY2002 710702 – Infrastructure ADA Access Project - (from $150,000 CDBG to $119,512.33 CDBG)	$30,487.64 CDBG
FY2002 713902 – Kelley Falls Infrastructure Improvements -	$ 9,017.94 CDBG
Total	**$60,000.00**

By increasing:

FY2004 510604 – Neighborhood Playground Rehabilitation - $60,000 CDBG
(from $150,000 CDBG to $210,000 CDBG)

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Dollars ($12,000) for CIP 711004 Annual ROW Maintenance Project."

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

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

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

WHEREAS, the Board of Mayor and Aldermen desires to accept a donation from Colonial Village Apartments for use in the resurfacing of certain City streets; and

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

By increasing:

FY2004 711004 – Annual ROW Maintenance Project - $12,000 Other
(from $550,000 Cash to $550,000 Cash and $12,000 Other)

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

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's monthly financial statements for the four months ended October 31, 2003 and is forwarding same to the Board for informational purposes.

Respectfully submitted,

Clerk of Committee

City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
Fax: (603) 624-6549

November 10, 2003

Committee on Accounts, Enrollment and Revenue Administration
C/O Mr. Leo Bernier
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached, for your review, please find the City of Manchester's Monthly Financial Statements. These unaudited statements represent activity for the four months ended October 31, 2003 for Fiscal Year 2004.

Respectfully submitted,

Guy Beloin

Guy Beloin
Financial Analyst II

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CITY OF MANCHESTER
NEW HAMPSHIRE

MONTHLY FINANCIAL REPORTS

FOR THE FOUR MONTHS ENDED
OCTOBER 31, 2003

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE

PRELIMINARY FINANCIAL STATEMENTS

TABLE OF CONTENTS
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2003

Page	Title
1	Budget vs Actual Expenditures - General Fund (Benefits Shown Separately - Comparative)
3	Budget vs Actual Expenditures - General Fund (Benefits Included in Agencies Totals - Comparative)
4	Non-Property Tax Revenues - General Fund Budget vs Actual by Department
5	Non-Property Tax Revenues - General Fund Budget vs Actual by Type
6	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Comparative

3

CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL EXPENDITURES - GENERAL FUND
BY DEPARTMENT WITHOUT RESTRICTED ITEMS
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2003 AND 2002
(UNAUDITED)
Budget Basis
MNTBUDNENF

	FY 2004 MODIFIED BUDGET	FY 2004 OBLIGATIONS TO DATE	FY 2004 UNOBLIGATED BALANCE	FY 2004 PERCENT UNOBLIGATED	FY 2003 MODIFIED BUDGET	FY 2003 OBLIGATIONS TO DATE	FY 2003 UNOBLIGATED BALANCE	FY 2003 PERCENT UNOBLIGATED
AGENCIES-								
ALDERMEN	$ 70,000	$ 17,500	$ 52,500	75.00	$ 68,460	$ 17,500	$ 50,960	74.44
ASSESSORS	499,389	153,518	345,871	69.26	384,993	146,518	238,475	61.94
BUILDING	1,027,651	307,360	720,291	70.09	914,534	281,355	633,179	69.24
CITY CLERK	1,090,424	321,078	769,346	70.55	1,035,873	319,637	716,236	69.14
MEDO	138,464	34,654	103,810	74.97	220,885	69,435	151,450	68.57
CITY SOLICITOR	776,385	240,514	535,871	69.02	729,162	224,844	504,318	69.16
FINANCE	1,079,907	363,903	716,004	66.30	1,044,664	333,712	710,952	68.06
INFORMATION SYSTEMS	1,742,954	807,831	935,123	53.65	1,752,469	802,602	949,867	54.20
MAYOR	213,673	67,120	146,553	68.59	211,651	62,598	149,053	70.42
OFFICE OF YOUTH SERVICES	443,901	140,972	302,929	68.24	433,897	147,806	286,091	65.94
HUMAN RESOURCES	720,324	235,124	485,200	67.36	786,268	194,410	591,858	75.27
PLANNING	697,712	225,550	472,162	67.67	739,777	238,644	501,133	67.74
BUILDING MAINTENANCE DIVISION	5,379,532	4,275,942	1,103,590	20.51	5,172,670	4,118,832	1,053,838	20.37
TAX COLLECTOR	557,382	166,691	390,691	70.09	547,768	158,538	389,230	71.06
FIRE	14,648,033	4,634,431	10,013,602	68.36	13,505,483	4,342,804	9,162,679	67.84
POLICE	15,612,584	5,061,504	10,551,080	67.58	14,603,177	4,672,957	9,930,220	68.00
HEALTH	2,400,056	542,743	1,857,313	77.39	2,252,888	729,168	1,523,720	67.63
HIGHWAY	15,577,122	4,817,034	10,760,088	69.08	15,168,656	4,849,293	10,319,363	68.03
TRAFFIC	2,955,158	597,001	2,358,157	79.80	3,043,717	787,565	2,256,152	74.12
WELFARE	1,190,040	361,508	828,532	69.62	1,361,126	406,507	954,619	70.13
PARKS & RECREATION	2,799,226	980,387	1,818,839	64.98	2,688,956	928,201	1,760,755	65.48
MCTV	402,019	-	402,019	100.00	385,700	-	385,700	100.00
LIBRARY	1,919,533	630,236	1,289,297	67.17	1,880,426	634,657	1,245,769	66.25
ELDERLY SERVICES	226,511	155,802	70,709	31.22	233,570	111,043	122,527	52.46
TOTAL AGENCIES	72,167,980	25,138,403	47,029,577	65.17	69,166,770	24,578,626	44,588,144	64.46
RESTRICTED ITEMS-								
HEALTH INSURANCE	7,519,359	2,276,836	5,242,523	69.72	8,131,289	2,144,126	5,987,163	73.63
DENTAL INSURANCE	690,526	206,635	483,891	70.08	638,220	186,606	451,614	70.76
DEATH BENEFIT	75,554	28,058	47,496	62.86	89,823	24,674	65,149	72.53
WORKER'S COMPENSATION	1,245,841	304,440	941,401	75.56	1,414,571	171,109	1,243,462	87.90
DISABILITY INSURANCE	77,727	21,783	55,944	71.97	87,661	23,254	64,407	73.47
CITY RETIREMENT	930,329	1,828,397	(898,068)	(96.53)	1,034,479	1,034,205	274	.03
FIRE STATE PENSION	1,701,340	549,622	1,151,718	67.69	732,943	246,912	486,031	66.31
POLICE STATE PENSION	843,080	279,172	563,908	66.89	536,004	180,166	355,838	66.39
FICA	2,306,232	681,124	1,625,108	70.47	2,303,034	652,982	1,650,052	71.65
UNEMPLOYMENT	40,000	-	40,000	100.00	40,000	11,747	28,253	70.63
TUITION	116,000	26,115	89,885	77.49	113,000	29,570	83,430	73.83
CGL INSURANCE	355,367	286,479	68,888	19.39	453,103	288,923	164,180	36.23
TOTAL RESTRICTED ITEMS	15,901,355	6,488,661	9,412,694	59.19	15,574,127	4,994,274	10,579,853	67.93

CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL EXPENDITURES - GENERAL FUND
BY DEPARTMENT WITHOUT RESTRICTED ITEMS
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2003 AND 2002
(UNAUDITED)
Budget Basis
MNTBUDNBNF

	FY 2004 MODIFIED BUDGET	FY 2004 OBLIGATIONS TO DATE	FY 2004 UNOBLIGATED BALANCE	FY 2004 PERCENT UNOBLIGATED	FY 2003 MODIFIED BUDGET	FY 2003 OBLIGATIONS TO DATE	FY 2003 UNOBLIGATED BALANCE	FY 2003 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-								
CONTINGENCY	178,000	-	178,000	100.00	56,452	-	56,452	100.00
CHARTER REVIEW	-	-	-	-	12,585	-	12,585	100.00
CIVIC CONTRIBUTIONS	127,700	87,605	40,095	31.40	124,644	83,573	41,071	32.95
NON-CITY PROGRAMS	68,089	68,089	-	-	67,597	67,597	-	-
SAFETY REVIEW BOARD	25,000	8,976	16,024	64.10	25,000	11,258	13,742	54.97
COMMUNITY IMPROVEMENT PROGRAM	1,612,215	1,612,215	-	-	1,790,165	1,746,165	44,000	2.46
MOTORIZED EQUIPMENT REPLACEMENT	120,000	70,645	49,355	41.13	50,000	11,275	38,725	77.45
TRANSIT SUBSIDY	850,000	850,000	-	-	725,000	725,000	-	-
EMPLOYER MEDICAL SERVICES	105,022	79,609	25,413	24.20	100,000	82,819	17,181	17.18
CONSERVATION COMMISSION	12,663	1,012	11,651	92.01	13,355	4,848	8,507	63.70
MATURING DEBT	10,363,628	3,957,320	6,406,308	61.82	10,890,802	4,420,268	6,470,534	59.41
INTEREST ON MATURING DEBT	5,864,924	1,737,216	4,127,708	70.38	5,181,213	1,773,768	3,407,445	65.77
HEALTH INSURANCE AUDIT	-	-	-	-	500,000	-	500,000	100.00
TOTAL NON-DEPARTMENTAL ITEMS	19,327,241	8,472,687	10,854,554	56.16	19,536,813	8,926,571	10,610,242	54.31
TOTAL GENERAL FUND	$ 107,396,576	$ 40,099,751	$ 67,296,825	62.66	$ 104,277,710	$ 38,499,471	$ 65,778,239	63.08

3

CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL EXPENDITURES - GENERAL FUND
BY DEPARTMENT WITH RESTRICTED ITEMS
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2003 AND 2002
(UNAUDITED)
Budget Basis
MNTBUDCOMP

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	FY 2004 MODIFIED BUDGET	FY 2004 OBLIGATIONS TO DATE	FY 2004 UNOBLIGATED BALANCE	FY 2004 PERCENT UNOBLIGATED	FY 2003 MODIFIED BUDGET	FY 2003 OBLIGATIONS TO DATE	FY 2003 UNOBLIGATED BALANCE	FY 2003 PERCENT UNOBLIGATED
AGENCIES-								
ALDERMEN	$ 142,388	$ 37,764	$ 104,624	73.48	$ 136,375	$ 34,905	$ 101,470	74.41
ASSESSORS	631,986	206,071	425,915	67.39	465,343	168,037	297,306	63.89
BUILDING	1,322,280	465,233	857,047	64.82	1,164,146	354,209	809,937	69.57
CITY CLERK	1,316,166	431,044	885,122	67.25	1,224,131	374,627	849,504	69.40
MEDO	172,000	56,680	115,320	67.05	262,628	82,637	179,991	68.53
CITY SOLICITOR	966,810	480,406	486,404	50.31	1,109,524	352,338	757,186	68.24
FINANCE	1,257,166	460,595	796,571	63.36	1,212,310	373,390	838,920	69.20
INFORMATION SYSTEMS	2,023,868	974,484	1,049,384	51.85	2,003,851	913,750	1,090,101	54.40
MAYOR	274,060	101,247	172,813	63.06	263,317	78,034	185,283	70.36
OFFICE OF YOUTH SERVICES	538,764	199,388	339,376	62.99	523,278	172,296	350,982	67.07
HUMAN RESOURCES	1,048,169	359,607	688,562	65.69	2,504,469	1,306,043	1,198,426	47.85
PLANNING	878,118	337,133	540,985	61.61	897,873	283,211	614,662	68.46
BUILDING MAINTENANCE DIVISION	5,615,081	4,403,983	1,211,098	21.57	5,363,021	4,167,882	1,195,139	22.28
TAX COLLECTOR	704,795	248,041	456,754	64.81	703,099	192,919	510,180	72.56
FIRE	19,581,334	5,998,632	13,582,702	69.37	17,392,848	5,340,369	12,052,479	69.30
POLICE	19,292,743	6,361,224	12,931,519	67.03	18,241,240	5,683,849	12,557,391	68.84
HEALTH	3,071,406	871,819	2,199,587	71.61	2,805,523	882,237	1,923,286	68.55
HIGHWAY	18,252,967	6,185,445	12,067,522	66.11	17,513,531	5,540,082	11,973,449	68.37
TRAFFIC	3,267,245	714,940	2,552,305	78.12	3,329,582	841,465	2,488,117	74.73
WELFARE	1,307,294	447,142	860,152	65.80	1,476,875	486,230	990,645	67.08
PARKS & RECREATION	3,308,024	1,219,172	2,088,852	63.15	3,191,498	1,071,161	2,120,337	66.44
MCTV	402,019	-	402,019	100.00	385,700	-	385,700	100.00
LIBRARY	2,398,640	879,105	1,519,535	63.35	2,283,783	746,102	1,537,681	67.33
ELDERLY SERVICES	295,473	187,909	107,564	36.40	286,952	127,127	159,825	55.70
TOTAL AGENCIES	88,068,796	31,627,064	56,441,732	64.09	84,740,897	29,572,900	55,167,997	65.10
NON-DEPARTMENTAL ITEMS-								
CONTINGENCY	178,000	-	178,000	100.00	56,452	-	56,452	100.00
CHARTER REVIEW	-	-	-	-	12,585	-	(12,585)	(100.00)
CIVIC CONTRIBUTIONS	127,700	87,605	40,095	31.40	124,644	83,573	41,071	32.95
NON-CITY PROGRAMS	68,089	68,089	-	-	67,597	67,597	-	-
SAFETY REVIEW BOARD	25,000	8,976	16,024	64.10	25,000	11,258	13,742	54.97
COMMUNITY IMPROVEMENT PROGRAM	1,612,215	1,612,215	-	-	1,790,165	1,746,165	44,000	2.46
MOTORIZED EQUIPMENT REPLACEMENT	120,000	70,645	49,355	41.13	50,000	11,275	38,725	77.45
TRANSIT SUBSIDY	850,000	850,000	-	-	725,000	725,000	-	-
EMPLOYEE MEDICAL SERVICES	105,022	79,609	25,413	24.20	100,000	82,819	17,181	17.18
CONSERVATION COMMISSION	13,202	1,012	12,190	92.33	13,355	4,848	8,507	63.70
MATURING DEBT	10,363,628	3,957,320	6,406,308	61.82	10,890,802	4,420,268	6,470,534	59.41
INTEREST ON MATURING DEBT	5,864,924	1,737,216	4,127,708	70.38	5,181,213	1,773,768	3,407,445	65.77
HEALTH INSURANCE AUDIT	-	-	-	-	500,000	-	500,000	100.00
TOTAL NON-DEPARTMENTAL ITEMS	19,327,780	8,472,687	10,855,093	56.16	19,536,813	8,926,571	10,610,242	54.31
TOTAL GENERAL FUND	$ 107,396,576	$ 40,099,751	$ 67,296,825	62.66	$ 104,277,710	$ 38,499,471	$ 65,778,239	63.08

CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL REVENUE BY DEPARTMENT - GENERAL FUND
NON-PROPERTY TAX REVENUES
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2003
(UNAUDITED)
Budget Basis

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AGENCIES-	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
ALDERMEN	$ 150,000	-	$ 150,000	100.00
ASSESSORS	579,154	42,462	536,692	92.67
BUILDING	2,110,600	711,912	1,398,688	66.27
CITY CLERK	1,660,875	391,085	1,269,790	76.45
MEDO	905,901	187,543	718,358	79.30
CITY SOLICITOR	319,956	-	319,956	100.00
FINANCE	5,552,640	310,510	5,242,130	94.41
INFORMATION SYSTEMS	31,982	-	31,982	100.00
HUMAN RESOURCES	21,000	124	20,876	99.41
PLANNING BOARD	290,000	80,701	209,299	72.17
BUILDING MAINTENANCE DIVISION	4,950,617	-	4,950,617	100.00
TAX COLLECTOR	15,680,000	5,459,308	10,220,692	65.18
FIRE	324,450	33,123	291,327	89.79
POLICE	1,922,905	553,469	1,369,436	71.22
HEALTH	1,847,672	54,893	1,792,779	97.03
HIGHWAY	3,555,356	1,741,062	1,814,294	51.03
TRAFFIC	4,920,593	1,459,262	3,461,331	70.34
WELFARE	133,000	17,052	115,948	87.18
CEMETERY, PARKS & RECREATION	655,375	68,475	586,900	89.55
TOTAL AGENCIES	$ 45,612,076	$ 11,110,981	$ 34,501,095	75.64

CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL REVENUE BY TYPE - GENERAL FUND
NON-PROPERTY TAX REVENUES
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2003
(UNAUDITED)
Budget Basis

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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
BOAT TAXES	$ 35,000	$ 11,620	$ 23,380	66.80
MISCELLANEOUS TAXES	65,200	36,100	29,100	44.63
INTEREST AND PENALTIES	688,000	158,471	529,529	76.97
CABLE FRANCHISE FEES	1,000,000	239,362	760,638	76.06
TOTAL TAXES, INTEREST AND PENALTIES	1,788,200	445,553	1,342,647	75.08
LICENSES AND PERMITS				
AUTO REGISTRATIONS	15,357,000	5,443,667	9,913,333	64.55
LICENSES	391,150	53,678	337,472	86.28
PERMITS	5,869,119	1,884,555	3,984,564	67.89
TOTAL LICENSES AND PERMITS	21,617,269	7,381,900	14,235,369	65.85
INTERGOVERNMENTAL				
FEDERAL REVENUES	268,000	165,272	102,728	38.33
PAYMENTS IN LIEU OF TAXES	503,154	-	503,154	100.00
STATE REVENUES	6,061,488	984,058	5,077,430	83.77
TOTAL INTERGOVERNMENTAL	6,832,642	1,149,330	5,683,312	83.18
SALES AND SERVICES				
GENERAL REVENUES	145,750	67,286	78,464	53.83
PUBLIC SAFETY	189,400	113,638	75,762	40.00
HIGHWAYS & SEWER RECOVERIES	1,487,800	570,268	917,532	61.67
CIVIC CENTER PARKING	500,000	95,348	404,652	80.93
SANITATION	30,000	6,608	23,392	77.97
HEALTH	6,815	2,095	4,720	69.26
CEMETERY, PARKS & RECREATION	161,950	53,276	108,674	67.10
ZONING BOARD	30,000	25,077	4,923	16.41
PARKING VIOLATIONS	1,003,726	351,112	652,614	65.02
COURT FINES	53,500	19,277	34,223	63.97
OTHER FINES	11,700	4,740	6,960	59.49
FEES	938,625	241,445	697,180	74.28
WITNESS FEES	105,100	42,578	62,522	59.49
TOTAL SALES AND SERVICES	4,664,366	1,592,748	3,071,618	65.85
OTHER REVENUE SOURCES				
INTEREST INCOME	1,000,000	188,500	811,500	81.15
FUND TRANSFERS	50,000	-	50,000	100.00
REIMBURSEMENTS	1,358,519	66,164	1,292,355	95.13
RENTALS	18,700	2,855	15,845	84.73
SCHOOL CHARGEBACKS	7,260,601	71,359	7,189,242	99.02
MISCELLANEOUS	1,021,779	212,572	809,207	79.20
TOTAL OTHER REVENUE SOURCES	10,709,599	541,450	10,168,149	94.94
TOTAL	$ 45,612,076	$ 11,110,981	$ 34,501,095	75.64

CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL REVENUE BY TYPE - GENERAL FUND
NON-PROPERTY TAX REVENUES
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2003 AND 2002
(UNAUDITED)
Budget Basis

	ACTUAL FY 2003	MODIFIED BUDGET FY 04	DIFFERENCE ACTUAL 03 VS BUDGET 04	PERCENTAGE DIFFERENCE OF FY03 VS FY04	4 MONTHS ACTUAL FY03	4 MONTHS ACTUAL FY04	DIFFERENCE ACTUAL 03 VS ACTUAL 04	PERCENTAGE DIFFERENCE OF FY03 VS FY04
TAXES, INTEREST AND PENALTIES								
BOAT TAXES	$ 44,192	$ 35,000	$ (9,192)	(20.80)	$ 13,271	$ 11,620	$ (1,651)	(12.44)
MISCELLANEOUS TAXES	38,411	65,200	26,789	69.74	13,776	36,100	22,324	162.05
INTEREST AND PENALTIES	611,900	688,000	76,100	12.44	120,885	158,471	37,586	31.09
CABLE FRANCHISE FEES	995,354	1,000,000	4,646	.47	235,224	239,362	4,138	1.76
TOTAL TAXES, INTEREST AND PENALTI	1,689,857	1,788,200	98,343	5.82	383,156	445,553	62,397	16.29
LICENSES AND PERMITS								
AUTO REGISTRATIONS	14,726,729	15,357,000	630,271	4.28	5,067,766	5,443,667	375,901	7.42
LICENSES	395,971	391,150	(4,821)	(1.22)	43,333	53,678	10,345	23.87
PERMITS	5,426,660	5,869,119	442,459	8.15	1,993,426	1,884,555	(108,871)	(5.46)
TOTAL LICENSES AND PERMITS	20,549,360	21,617,269	1,067,909	5.20	7,104,525	7,381,900	277,375	3.90
INTERGOVERNMENTAL								
FEDERAL REVENUES	185,486	268,000	82,514	44.49	49,609	165,272	115,663	233.15
PAYMENTS IN LIEU OF TAXES	486,287	503,154	16,867	3.47	-	-	-	-
STATE REVENUES	6,076,518	6,061,488	(15,030)	(25)	950,837	984,058	33,221	3.49
TOTAL INTERGOVERNMENTAL	6,748,291	6,832,642	84,351	1.25	1,000,446	1,149,330	148,884	14.88
SALES AND SERVICES								
GENERAL REVENUES	186,511	145,750	(40,761)	(21.85)	81,804	67,286	(14,518)	(17.75)
PUBLIC SAFETY	171,417	189,400	17,983	10.49	64,198	113,638	49,440	77.01
HIGHWAYS & SEWER RECOVERIES	1,409,092	1,487,800	78,708	5.59	845,918	570,268	(275,650)	(32.59)
CIVIC CENTER PARKING	426,605	500,000	73,395	17.20	123,608	95,348	(28,260)	(22.86)
SANITATION	32,264	30,000	(2,264)	(7.02)	8,853	6,608	(2,245)	(25.36)
HEALTH	6,299	6,815	516	8.19	2,136	2,095	(41)	(1.92)
CEMETERY, PARKS & RECREATION	163,576	161,950	(1,626)	(99)	56,229	53,276	(2,953)	(5.25)
ZONING BOARD	44,033	30,000	(14,033)	(31.87)	18,025	25,077	7,052	39.12
PARKING VIOLATIONS	945,053	1,003,726	58,673	6.21	238,152	351,112	112,960	47.43
COURT FINES	41,792	53,500	11,708	28.01	20,260	19,277	(983)	(4.85)
OTHER FINES	8,582	11,700	3,118	36.33	2,220	4,740	2,520	113.51
FEES	937,928	938,625	697	.07	261,727	241,445	(20,282)	(7.75)
WITNESS FEES	106,901	105,100	(1,801)	(1.68)	43,450	42,578	(872)	(2.01)
TOTAL SALES AND SERVICES	4,480,053	4,664,366	184,313	4.11	1,766,580	1,592,748	(173,832)	(9.84)
OTHER REVENUE SOURCES								
INTEREST INCOME	736,111	1,000,000	263,889	35.85	288,653	188,500	(100,153)	(34.70)
FUND TRANSFERS	561,913	50,000	(511,913)	(91.10)	255,000	-	(255,000)	(100.00)
REIMBURSEMENTS	1,809,841	1,358,519	(451,322)	(24.94)	366,121	66,164	(299,957)	(81.93)
RENTALS	95,037	18,700	(76,337)	(80.32)	69,742	2,855	(66,887)	(95.91)
SCHOOL CHARGEBACKS	6,689,601	7,260,601	571,000	8.54	1,347,107	71,359	(1,275,748)	(94.70)
MISCELLANEOUS	249,351	1,021,779	772,428	309.78	34,112	212,572	178,460	523.16
TOTAL OTHER REVENUE SOURCES	10,141,854	10,709,599	567,745	5.60	2,360,735	541,450	(1,819,285)	(77.06)
TOTAL	$ 43,609,415	$ 45,612,076	$ 2,002,661	4.59	$ 12,615,442	$ 11,110,981	$ (1,504,461)	(11.93)

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the audit status update submitted by Kevin M. Buckley, Internal Audit Manager and is forwarding same to the Board for informational purposes.

Respectfully Submitted

Clerk of Committee

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City of Manchester
Department of Finance

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November 10, 2003

Committee on Accounts, Enrollment and Revenue Administration
C/o Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Audit Status Update:

Review of Internal Controls over Accounts Payable

Report being drafted

Welfare Department Follow up of Observations Presented in the October 31, 2001 Audit

Report Presented Tonight

Fire Department Overtime for the Year Ended 6/30/03

Fieldwork in process. Preliminary survey is completed and observation will be presented soon. Report is expected to be presented at the December meeting.

Other Business

Internal Audit Policy and Procedures Manual

Draft manual has gone through proof reading and is being finalized.

Respectfully Submitted,

Kevin M. Buckley
Internal Audit Manager

RECEIVED
NOV 10 2003
CITY CLERK'S OFFICE

INTERNAL AUDIT REPORT

CITY OF MANCHESTER
NEW HAMPSHIRE

Audit Follow-up of the
Welfare Department Audit for the Period Ended
16 Months Ended October 31, 2001

Prepared by
City of Manchester, NH – Finance Department
Internal Audit Division

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INTERNAL AUDIT REPORT
CITY OF MANCHESTER, NEW HAMPSHIRE
WELFARE DEPARTMENT FOLLOW-UP AUDIT
16 MONTHS ENDED OCTOBER 31, 2001
TABLE OF CONTENTS

PAGE

INTRODUCTION 1

OBSERVATION STATUS OVERVIEW 3

INTERNAL AUDIT REPORT OF PRIOR AUDIT OBSERVATIONS 5

APPENDIX A: PRIOR YEAR OBSERVATIONS AND CURRENT STATUS 6

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INTRODUCTION

Governmental Audit Standards require that an audit organization have a quality control and assurance system in place to be in compliance with the standards. As part of quality assurance the audit organization should provide continuing attention to significant findings and recommendations to ensure that the benefits of the audit work are realized. The City of Manchester Internal Audit Office (IA) conducts follow-up audits of any audit reports that contain significant audit findings.

In April of 2002 IA presented to the Committee on Accounts, Enrollment and Revenue Administration (COA) an audit report on the Welfare Department for the 16 Months Ended 10/31/01. The audit report contained 14 observations and at the time of the audit expenditures at the Department had greatly exceeded the original appropriation.

Organization

The State of New Hampshire Revised Statutes Annotated (RSA) Chapter 165:1 states "Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has a residence there." By city charter the responsibility to administer and direct public welfare programs has been assigned to the Welfare Department. The Welfare Department is under the executive direction of an elected Commissioner of Welfare. The Welfare Commissioner is elected in the municipal general election by nonpartisan ballot to a two-year term.

Responsibilities

The Department of Welfare is responsible to administer and direct public welfare programs, including emergency and continuing assistance programs and shall perform such other duties as are prescribed by federal and state law.

By State law (RSA 41:46) the overseers of public welfare shall:

- Keep full and accurate records of the assisted persons fully supported, persons relieved and partially supported, and the travelers and vagrants lodged at their expense together with amounts paid by them for such support and relief.
- Act on behalf of the Commissioner of the State of New Hampshire Department of Health and Human Services when requested in the administration of old age assistance, aid to families with dependent children, and aid to the permanently and totally disabled.
- Assist applicants of the programs listed above with completing the applications, verifying statements on applications and recertifying recipients as required by law.
- Adopt and maintain written guidelines relative to general assistance.

Funding

The City Welfare Department is funded entirely from appropriations in the City's General Fund. The cost of direct aid to welfare recipients is partially reimbursed from clients, the State of New Hampshire and other towns whenever possible. Reimbursements for the years ended June 30, 2001, June 30, 2002 and ended June 30, 2003 were $49,345, $91,665 and $107,019 respectively. Expenditures of the Department for the years ended June 30, 2001, June 30, 2002 and ended June 30, 2003 were $1,401,741, $2,146,723 and $1,352,285 respectively.

In addition to the Internal Audit, members of the City Clerks Office and the Finance Department were also brought in and issued a report of their findings on December 11, 2001. This review while less in scope than an audit revealed 8 findings. These findings became part of the audit findings of the audit report.

Audit Objectives and Scope

The primary objective of the this audit was to determine the current status of the fourteen audit observations noted in the prior audit report of the Welfare Department for the sixteen months ended October 31, 2001.

OBSERVATION STATUS OVERVIEW

IA conducted its audit of the status of prior year observation by first interviewing management to determine their understanding of the current status of the observation status. IA then updated internal control documentation over the areas affected by the audit observations and designed tests of controls of the areas of concern. IA then selected a random sample of cash receipts and client files to test for compliance with the control points noted.

Of the 14 observations noted in the previous report 12 are considered to be completely resolved, 1 is considered to be substantially resolved and one is unresolved as noted in the following chart:

#	OBSERVATION TITLE	STATUS
1	UNRECORDED CASH COLLECTIONS AND EXPENDITURES	RESOLVED
2	CONTROLS OVER CASH RECEIPTS	RESOLVED
3	PROCEDURES OVER CLIENT FRAUD DETECTION	RESOLVED
4	COMMISSIONER'S LEAVE ACCRUAL	UNRESOLVED
5	TIMELY DETERMINATION OF STATE AID	RESOLVED
6	RECOVERY OF AID FROM WORKING CLIENTS	RESOLVED
7	REQUIRED WORK SEARCH AND WORK PROGRAM	RESOLVED
8	RECOVERY FROM OTHER TOWNS	RESOLVED
9	SANCTIONS DUE TO VIOLATION OF REQUIREMENTS	RESOLVED
10	REQUIRED AID FROM FAMILY MEMBERS	RESOLVED
11	CITY WELFARE GUIDELINES	RESOLVED
12	MANAGEMENT OVERSIGHT AND CONTROL	RESOLVED
13	COMPUTERIZED CASE MANAGEMENT SYSTEM	SUBSTANTIALLY RESOLVED
14	HELD PRESCRIPTION VOUCHERS	RESOLVED

The observations, recommendations, auditee responses and current status can be found in Appendix A of this report.

The prior audit was triggered by an alarming jump in direct client aid in the first three months of FY 2002. The increase was due to an increase in the caseload combined with the Department not enforcing eligibility rules or aggressively pursuing fraud by applicants. Since the audit a change in management has occurred and even though the amount of applicants has not decreased substantially, the amount of direct monetary aid has decreased significantly and reimbursements from clients have increased. The chart on the following page shows the change in revenues and expenditures over the prior four years.

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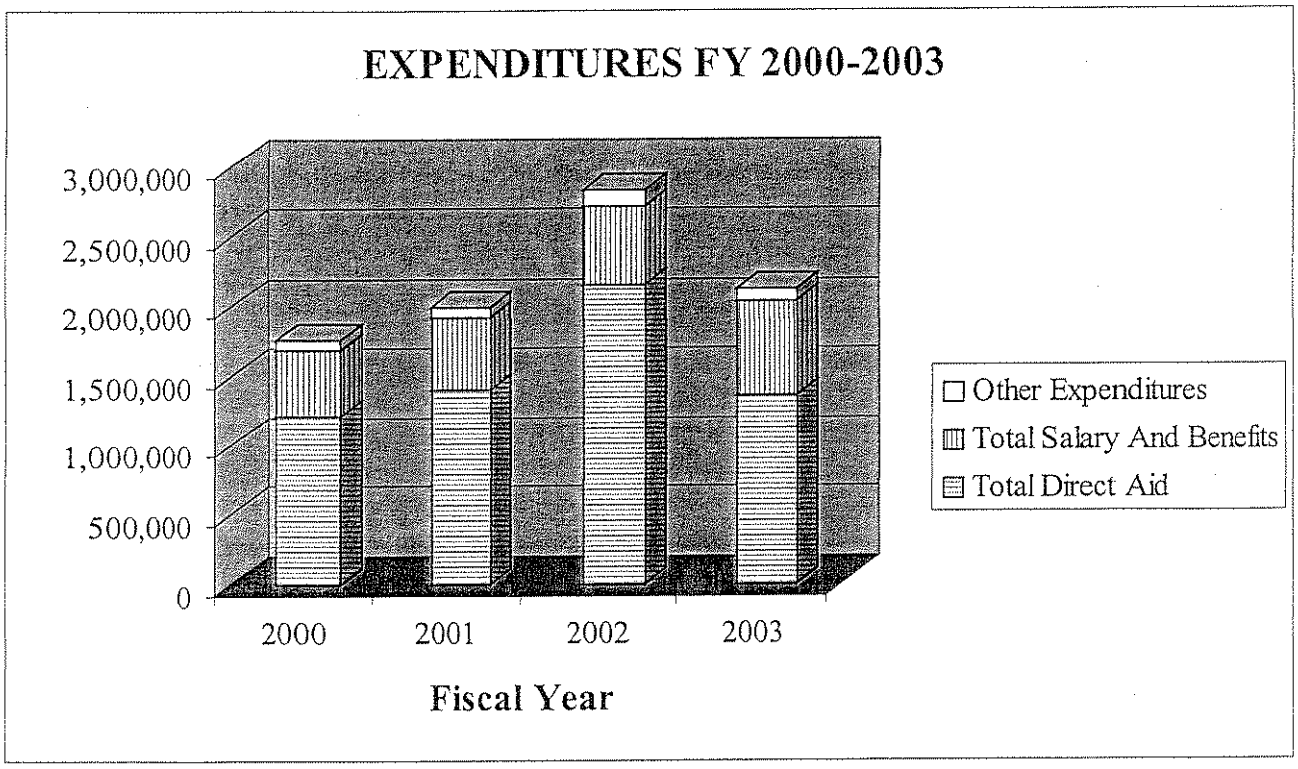
Welfare Department Revenues and Expenditures
FY 2000 through FY 2003

Description	2000	2001	2002	2003
Total Revenue	$ 35,099	$ 49,345	$ 91,866	$ 107,019
Direct Aid	$ 660,790	$ 812,994	$ 1,462,010	$ 586,328
Salary and Benefits	$ 480,594	$ 514,230	$ 567,671	$ 681,623
Other Expenditures	$ 70,994	$ 74,517	$ 117,042	$ 84,333
Total Expenditures	$ 1,212,378	$ 1,401,741	$ 2,146,723	$ 1,352,285

The total caseload has been reduced slightly from 8,687 cases in FY 2001 to 7,425 cases in FY 2003 (2002 caseload statistics are incomplete). Of greater significance is that the total number of cases referred to other agencies has increased from 1,649 in FY 2001 to 2,794 in FY 2003. While the caseworkers see slightly less clients then in prior years they have indicated that they now spend more time with each client verifying information, counseling and seeking alternatives to using City funds. In prior years vouchers for rent, hotels and food were issued to a large percent of clients where currently many clients are referred to shelters and food pantries to meet immediate needs.



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City of Manchester
Department of Finance

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Internal Auditor's Report on the Status of Prior Audit Observations

To The Committee on Accounts, Enrollment & Revenue Administration:

Internal Audit (IA) having previously audited the Statements Of Revenues And Expenditures – Budget And Actual – General Fund of the City of Manchester NH Welfare Department for the year ended June 30, 2001 and the 4 months ended October 31, 2001, and has issued its report thereon dated January 31, 2002, which contained fourteen (14) audit observations and recommendations. In order to be in compliance with *Government Auditing Standards,* IA conducted a review of the current status of the prior observations as of June 30, 2003.

In IA's opinion the Welfare Department has implemented and is in full compliance or substantially full compliance with 13 out the 14 observations noted in our prior audit of the Statements Of Revenues And Expenditures – Budget And Actual – General Fund of the City of Manchester NH Welfare Department for the year ended June 30, 2001 and the 4 months ended October 31, 2001 dated January 31, 2002.

This auditor's report on compliance with prior observations is intended solely for the information and use of the management of the Welfare Department and the Board of Mayor and Aldermen through the Committee on Accounts, Enrollment, & Revenue Administration and is not intended to be and should not be used by anyone other than these specified parties.

Kevin Buckley

Kevin M Buckley, CPA
Internal Audit Manager

September 5, 2003

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Appendix A

Prior Observations and their Current Status

Internal Control Comments

Material Weakness

Observation No. 1 - Unrecorded Cash Collections and Expenditures

Observation

The Department collects cash from clients who have been referred to the Manchester Emergency Housing shelter (MEH) and have enough income to contribute to their housing.

- The Department did not have any legal authority to collect and hold these funds. Board of Mayor and Aldermen (BMA) approval is necessary for this type of activity.

- There is some question as to whether or not these monies are a trust fund or a reimbursement to the Department for housing clients at MEH, as any unused fund are deposited into the reimbursement account. If it is determined that these funds were actually a reimbursement, the Department failed to deposit them to the revenue account and has made "off book" expenditures. This, in essence, circumvents controls over appropriations and increases the spending authority without BMA approval.

- RSA 165:1 (III) states "whenever a town provides assistance under this section, no such assistance shall be provided directly to a person or household in the form of cash payments". If this account is a reimbursement and not a trust fund the Department may have violated RSA 165:1 (III) by providing cash to clients.

- The Department violated the City revenue policy that requires daily deposits of receipts unless the amounts are less than $100.

- These funds were not recorded thereby understating cash, revenues and expenditures in the City's financial statements.

- Because no complete records of these transactions are kept it cannot be determined how much money passed through the account. The amount of cash being held at December 4, 2001 totaled $8,081.

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Recommendation:

- The status of this account should be determined and appropriate BMA action taken. If the Department intends to keep these funds as a trust fund BMA approval should be sought.
- All cash should be deposited into a bank account immediately.
- All transactions at the Department should be recorded in the accounting records.
- If these are considered to be reimbursements the funds should be deposited in the Department's reimbursement revenue account immediately and any further expenditures recorded in the City financial system.

CURRENT STATUS:

The Department no longer holds these funds. All cash received at the Department is deposited daily into the City's bank account.

This observation is determined to be resolved.

Other Reportable Conditions

Observation No. 2 – Controls over Cash Receipts

Observation:

An incompatible duty is one that would put an individual in the position to both commit an error or irregularity and then conceal it. In practice, three types of functions are commonly considered to be mutually incompatible: authorization, record keeping and custody. Ideally no individual should be able to 1) authorize a transaction, 2) record the transaction in the accounting records and 3) maintain custody of the assets resulting from the transaction. From the review of procedures over the cash receipts procedures at the Department we have noted the following weaknesses in the internal control system that does not reduce to a relatively low level the risk that an error or irregularity can be committed and not discovered in the course of an employee's regular duties in a timely manner.

- The Account Specialist II at the Department collects all cash receipts, prepares the deposit, and posts the revenue to the HTE system. It does not appear that anyone performs a check to ensure that all funds collected are remitted to the bank.

The City revenue policy states that receipts should be deposited daily unless the amount collected is less than $100. The revenue policy also states that all checks should immediately be restrictively endorsed. The following weaknesses were noted from the review of revenue collection procedures.

- Any number of people in the Department may initially receive cash collections. Clients will pay reimbursement in cash directly to the caseworker. In addition, caseworkers also receive reimbursement checks directly from lawyers and the State of New Hampshire Department of Health and Human Services. By allowing the caseworkers to handle the collection of cash it increases the risk that the cash receipts may get misplaced prior to recording by the Account Specialist II.

- In some cases the checks are received directly by the Account Specialist II who will pass them on unrecorded to the caseworker. The caseworkers will then hold on to receipts, sometimes for several days, before giving them back to the Account Specialist II. This is in violation of the City revenue policy. In addition, when the Account Specialist II passes a check on to the caseworker it is not restrictively endorsed in violation of City revenue policy.

- It is the Department's policy that cash and checks are held at the Department until Thursday when the deposit is made. This is in violation of the City revenue policy.

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Recommendation:

- The duties of collecting cash receipts, preparing the deposit, making the deposit and recording the transaction should be segregated in such a way as to minimize the risk that receipts could be misappropriated.

- Caseworkers should not be allowed to make cash collections. One central location for the collection of cash receipts should be used and a daily log of collections maintained. Copies of checks and pre-numbered cash receipts could then be sent to the caseworker for inclusion into the case files. The caseworkers should not be holding cash or checks.

- The person making the cash collections should restrictively endorse all checks immediately upon receipt or opening the mail.

- The Department should follow the City revenue policy and deposit cash and checks daily unless the amount is less than $100.

Auditee Response:

The above recommendations have been implemented. All monies are brought to the Administrative Services Manager. The Administrative Services Manager completes a Cash Receipt to record the transaction, distributes the copies of the Cash Receipt, and turns the monies over to the Accounting Specialist for depositing.

CURRENT STATUS:

All funds were deposited into the reimbursement account. The department no longer holds funds on behalf of clients. New procedures require checks to be immediately stamped "for deposit only" and deposited daily.

This observation is determined to be resolved.

Observation No. 3 - Procedures over Client Fraud Detection

Observation:

From the sample of 60 case files reviewed it was noted that several files had evidence of misrepresentation by clients on their applications. Most of these were minor omissions of information but in two cases what appears to be client fraud is evident.

In neither case was the client suspended or restitution for assistance given under false pretenses sought.

Recommendation:

The Department should establish formal fraud deterrence and detection programs and have a formal written fraud reporting policy included in its Welfare Guidelines. This policy should clearly be communicated to the client.

The attributes of an effective fraud reporting policy include:

- the policy is in writing
- the policy describes fraudulent activities and the actions required when fraud is suspected or detected
- the policy is communicated to all employees and
- management obtains assurance from each employee that the policy and related reporting mechanism is understood.

The Department should vigorously investigate all cases of suspected fraud. When fraud is proven, all assistance should be suspended and prosecution sought. The Department should seek restitution for any assistance given under fraudulent circumstances.

Auditee Response:

The Commissioner has already given the Manchester Police Department a case involving fraud. The Commissioner is asking for an additional caseworker, so that a complete review of existing cases can be accomplished. This will ensure only qualified individuals are receiving assistance and those abusing the system will be prosecuted.

CURRENT STATUS:

A new policy manual has been written and has a section on the caseworker's responsibility for detecting and reporting fraud. New procedures have been put in place and existing procedures that had not been enforced are now a regular part of the intake process. Testing revealed no cases of uninvestigated fraudulent activities. This observation is determined to be resolved.

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Compliance Comments

Observation No. 4 – Commissioner's Leave Accrual

Observation:

Per the City Code of Ordinances Chapter 33.022 (A) "the provisions of 33.020 through 33.082 of this chapter shall not apply to elected officials..." These sections deal with the position classification and compensation plans and among other things dictates the classification, compensation and leave time of City employees. The Commissioner is an elected City official and, as such, is specifically exempt from these requirements. This would appear to exempt the Commissioner from submitting time sheets and leave slips, receiving evaluations or accruing leave. The HTE system tracks the time of the Commissioner as if the position followed the requirements of Chapter 33. This overstated the year-end vacation accrual balance by $4,620 in the City's FY 2001 CAFR. It was noted that other elected City officials do not have leave accruals in the system. The accrued balance of the former Commissioner that was paid out upon leaving office amounted to approximately $5,000. Per the current ordinances this may not have been an entitlement of the position. In addition, since February the former Commissioner had not been recording any leave time taken even though she rarely reported to the office. Because the former Commissioner was not required to submit timesheets it is impossible to determine if she was working at night, working from home, or on leave that is not being reported.

Recommendation:

The City should seek a legal opinion on the status of the Commissioner's position and the City Ordinances or charter should be changed to clarify the treatment of the position. If the position is subject to accrual of leave time it should also be subject to accounting for its time through the submission of time and leave sheets.

Auditee Response, Welfare:

Welfare Commissioner Martineau will get clarification from the City Solicitor.

Auditee Response, Human Resources:

No Response

Auditee Response, City Solicitor:

No Response

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CURRENT STATUS:

The Commissioner still accrues sick and vacation time in the payroll system. This appears to be in violation of the City Code of Ordinances Chapter 33.022 (A). The City Solicitor should clarify the status of elected officials as far as leave time is concerned. If elected officials are to be charged with leave time and are able to cash out unused leave it should be clarified in the City Ordinances.

This observation remains unresolved and may require action by the BMA in order to clarify the ordinance.

Observation No. 5 – Timely Determination of State Aid

Observation:

RSA 165:20-c states "If any person receiving general assistance from a town or city under the provisions of this chapter is deemed to be eligible for assistance under the provisions of RSA 167, the Commissioner of Health and Human Services shall reimburse such town or city the amount of assistance provided by the town or city as a result of the Commissioner of Health and Human Service's delays in processing within the federally mandated time periods". Reimbursement is done annually and the statute limits the total reimbursement statewide to $100,000 per year.

The Department does not track the delay in processing State welfare applications and consequently does not apply for reimbursement from the State. It was noted during the testing of sixty case files that occasionally delays do occur that could warrant reimbursement from the State.

Recommendation:

The Department should look into the feasibility of tracking the time it takes the State to process applications for aid. This would be difficult at the present time, as the Department does not have a case management system in place (see Observation No. 13) that would aid in the tracking of application processing. In addition the mandated $100,000 cap may make the effort not cost effective. If the Department determines that the effort is cost effective, they should incorporate a means of tracking and compiling the information into a case management system.

Auditee Response:

Our office tried to utilize the NH MAPS (Municipal Assistance Program) software however, the system did not accommodate our needs. The software could not handle the volume this office deals with on a daily basis. Too many changes would have been required and certain statistics we keep could not be implemented in using the MAPS software.

CURRENT STATUS:

The caseworkers are now responsible for tracking this information. Policies and Procedures are in place to ensure compliance.

This observation is determined to be resolved.

Observation No. 6 - Recovery of Aid from Working Clients

Observation:

RSA 165:20-b states "Any town or city furnishing assistance to any person who is returned to an income status after receiving the assistance which enables him to reimburse the town or city without financial hardship may recover from such person the amount of assistance provided".

Recovery from a client is not always possible. The client must be sufficiently recovered that the reimbursement will not cause an undo financial burden. Out of the sixty client files tested the majority either had not gone back to an income status or the income status appeared to be barely enough to meet basic needs. It was noted however that 5 out of the 60 files selected might have been able to pay back their obligation to the City. These cases typically involved clients who were out of work for a short period of time and later found adequate employment. The amount of aid given was a relatively small amount and it did not appear to be unreasonable to require reimbursement. It should be noted that every applicant signs a statement agreeing to repay the City if they become able.

Recommendation:

The Department should set up specific guidelines for when to seek reimbursement from a client. A follow up letter could be sent after the client has a few weeks of employment reminding them of their obligation.

Auditee Response:

The recommendation is seriously noted, and as Commissioner, I will pursue every means to ensure repayment by clients.

CURRENT STATUS:

The Application for Assistance has been amended to cite RSA 165, which covers reimbursements to the City, by clients. The Department has sent reminder letters to clients prior to the 2002 federal income tax refunds being issued reminding them of their obligation. As part of the new investigative process the Department contacts relatives to determine the ability to help in support of clients. Reimbursements have increased over 116% from $49,345 in FY 2001 to $107,019 in FY 2003. A review of FY 2003 files revealed no instances where reimbursement was not considered.

This observation is determined to be resolved.

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Observation No. 7 - Required Work Search and Work Program

Observation:

RSA 165:31 allows the overseer of public welfare to "require any person who is receiving support under this chapter and who is physically able to work, to participate in the municipality's work program as a condition of continued eligibility for assistance". This is also listed as one of the applicant's responsibilities in the Manchester City Welfare Guidelines.

Of the 60 files reviewed 20 clients appeared physically able to participate in a work program but were not required to participate. There was no evidence in 5 of the 20 clients who appeared to physically be able to work that they were required to conduct a job search or went out on any job searches.

Recommendation:

The Department should institute the work program again and require all able-bodied clients who are not working or actively seeking employment to participate. The Department should also require that all able-bodied persons conduct a reasonable job search and document the search in the files. The Department should revise and use the existing job search form.

Auditee Response:

The Commissioner has re-established the work program. The work program had 71 hours worked in December 2001 compared to 390 hours worked in January 2002. As of February 13, 2002, 449 work hours have been assigned for the month of February.

CURRENT STATUS:

Forms associated with the work program were reviewed and updated where necessary. All able-bodied clients must now submit work search documentation that is verified by the caseworker. Our review of FY 2003 case files revealed no instances of able-bodied workers not completing work searches.

This observation is determined to be resolved.

N

Observation No. 8 - Recovery from Other Towns

Observation:

RSA 165:20 states, "If a town, city or county.... spends any sum for the support, return to his home, or burial of an assisted person having a residence in another town or city, ... such sum may be recovered from the town, city...".

RSA 165:1a states, "Any person in a town or city who is poor and unable to support himself shall be known as a town or city assisted person, and shall be relieved and maintained at the expense of the town or city of residence".

RSA 21:6-a defines residence as "a person's place of abode or domicile. The place of abode or domicile is that designated by a person as his principal place of physical presence for the indefinite future to the exclusion of all others. Such place of residence or residency shall not be interrupted or lost by a temporary absence from it, if there is intent to return to such residence or residency as the principle place of physical presence".

During our test of 60 files we noted two instances where the persons intent was to live in another town and the Department either did not charge the other town or the other town refused to reimburse the City. Testing also revealed three instances where the person moved directly from another town in order to collect benefits. When a homeless person arrives from another town, the town of original residence generally is charged the initial thirty days of aid. The Department has paid the initial 30 days for Manchester residents that have relocated to other towns.

Recommendation:

The Department does not appear to be consistent in its treatment of clients that are moving into or out of the City and collecting benefits. There also appears to be some confusion over what is considered to be a person's residence and who is ultimately responsible for the assisted person. The Department should seek legal advice to determine whom they are responsible for and institute controls to ensure that all cases are treated the same. Reimbursement should be obtained from other towns in accordance with existing law.

Auditee Response:

Again, the recommendation is seriously noted and as Commissioner I will diligently pursue repayment from other communities.

CURRENT STATUS:

The Department has been pursuing reimbursement from other localities in accordance with RSA 165:20 and the Ethics Resolution of the NH Local Welfare Administrator's Association. This observation is determined to be resolved.

N

Observation No. 9 - Sanctions Due to Violations of Requirements

Observation:

State law allows for sanctions to be assessed against welfare recipients who violate the following conditions:

RSA 165:1-d voluntary termination of employment- may be ineligible to receive assistance for 90 days.

RSA 165:1-b noncompliance with guidelines, disclosure of income, participation in work programs, reasonable work search, application for other assistance programs – 7 day suspension 1st offense, 14 day suspension 2nd offense.

RSA 167:82 when the State reduces benefits for violation of rules "a city or town may consider the amount as deemed income for purposes of calculating eligibility for the amount of general assistance".

From our review of 60 files we noted several instances of noncompliance with statutory provisions and notices of decision that did not result in any action by the Department.

Recommendation:

The Department should follow State statutes and suspend benefits to clients who constantly ignore the rules of the Department. Reductions of State aid should be considered income to clients in determining the amount of aid if the reduction in aid can easily be cured or is the result of the client's actions.

Auditee Response:

The Commissioner concurs with the recommendation, and again this is an area that needs to be pursued.

CURRENT STATUS:

The Department has included the provisions of RSA 167:82, VIII in its General Assistance Guidelines. Our review of FY 2003 case files revealed several instances of sanctions ranging from warnings to suspensions being issued.

This observation is determined to be resolved.

Observation No. 10 - Required Aid From Family Members

Observation:

RSA 165:19 states, "The relation of any poor person in the line of father, mother, stepfather, stepmother, son, daughter, husband or wife shall assist or maintain such person when in need of relief". The RSA further states, "Should a relation refuse to render such aid when requested to do so by a county commissioner, selectman, or overseer of public welfare, such person or persons shall upon complaint of one of these officials be summoned to appear in court".

From our sample of 60 case files reviewed it was noted that 17 clients did not appear to have family members who were in a position to assist them. Forty of the case files reviewed either had relatives who were contributing or who were asked to help but were not in a position to help. However, two of the case files showed evidence that the relatives were in a financial position to help but the file showed no evidence that they were ever contacted.

Recommendation:

The family members of all people applying for aid should be informed of their obligation to assist and asked to help in any way they can. If it is evident that the family member is in a position to help but refuses the Department should seek legal action.

Auditee Response:

The Commissioner concurs with the recommendation and again this is an area that is being pursued. Caseworkers are now instructed to ascertain financial responsibility of relatives to assist the client in providing for their needs.

CURRENT STATUS:

The caseworkers now contact family members as a normal part of client processing. Our review of FY 2003 case files revealed no instances where contact with family members was not initiated to seek reimbursement where applicable.

This observation is determined to be resolved.

N

Observation No. 11 - City Welfare Guidelines

Observation:

RSAs 165:1 (II) and 165:4-b set certain requirements that must be included in written welfare guidelines. Based on a review of the guidelines currently in use at the Department it is noted that the following requirements are missing:

- A statement that qualified State assistance reductions under RSA 167:82, VIII may be deemed as income
- Rules governing the policy which specifically sets out which bill shall be offset and notification procedures to be used when the City uses the rental offset provisions of RSA 165:4-a. These provisions would allow the City to use payments owed to landlords for rental assistance to be offset against any outstanding delinquent sewer, water or tax payments to the City.

Recommendation:

The Department should adopt these provisions into their guidelines and adopt a procedure for monitoring changes in relevant State laws so that the City guidelines are kept current.

Auditee Response:

The Commissioner is in the process of updating the guidelines and they will be presented to the Board of Mayor and Aldermen for adoption. Upon approval of the Board of Mayor and Aldermen, the guidelines will be made available online. A printed copy will be available for review in the Manchester City Clerk's Office and at the Carpenter Memorial Library.

CURRENT STATUS:

These changes have been incorporated into the Department's General Assistance Guidelines.

This observation is determined to be resolved.

Management Issues

Observation No. 12 – Management Oversight and Control

Observation:

The head of a department serves the important internal control function of setting the tone of the organization and influencing the control consciousness of the employees. Management oversight is the foundation for all other components of internal control, providing discipline and structure to the overall effectiveness of policies and procedures that management has established.

In the later part of fiscal year 2000 the Commissioner was out on an extended leave. The Commissioner returned from leave in late February but was rarely in the office.

In August of 2002 the Deputy Commissioner accepted employment elsewhere and this position has been left open since that time.

The Administrative Services Manager, who heads the accounting department, went out on medical leave in November of 2001 and did not return until January 2, 2002.

Recommendation:

All members of the management team should be put in place as soon as possible after a new Commissioner starts a term. It is important that a new Commissioner become actively involved with the Department on a regular basis.

Auditee Response:

The new Commissioner was sworn into office on January 2, 2002. The Administrative Services Manager returned from medical leave on January 2, 2002. The Commissioner is in the process of filling the Deputy Position. The Welfare Specialist did not handle the accounting functions during that time period. The Accounting Specialist handled these functions.

CURRENT STATUS:

All positions have been filled and the management structure at the Department appears intact and functioning as designed.

This observation is determined to be resolved.

N

Observation No. 13 – Computerized Case Management System

Observation:

It is important from a management perspective that current, relevant information be readily available to the decision-makers at the Department. The ability to analyze client statistics in order to spot trends and problems becomes more important as the population of clients increase, especially in a weakened economy. The Department tracks client statistics in a number of ways. Our audit work has revealed that different staff members have recorded the same information up to three times.

The individual attending to the front desk records case statistics manually daily on a paper log then transfers some of this information to an Access database that we do not believe is currently being used for anything. The Accounting Specialist II uses the daily log to create a daily statistics log on an Excel Spreadsheet. The daily log totals are then added together on a calculator and the product is input to a weekly log on an Excel spreadsheet. A similar exercise is done to create a monthly log.

The caseworkers record case statistics daily on a manual log. The Administrative Service Manager uses these logs to create caseworker reports on Excel spreadsheets. These reports are done weekly and monthly.

All of these logs and reports use much of the same information in slightly different ways. The caseworker log is the same as the front desk daily log only with the amount and type of aid added. The caseworker reports use the same information as the weekly and monthly log reports with amount and type of aid statistics added. By entering and manipulating the same information several times the Department is creating a lot of unnecessary work.

Recommendation:

The type of information being collected is perfect for some form of database application. The Department should look into purchasing case management software to reduce some of this work. The software will have to be accessible to all users including the caseworkers. After the front desk worker enters the basic information and opens a case in the system then the caseworker would only have to call up the case and add their information. Reports could be designed that would take this information and create the daily, weekly and monthly reports that the Department requires. If a request were made for the information in a different format the Department would only have to design a query. The log could also be used to track vouchers. It is recommended that all potential users have input into what they need out of a case management system prior to its design.

Auditee Response:

Previous years' budgets reflected an amount in the "Special Projects" line item. The amounts ranged from $10,000 to $20,000 per year. The prior Commissioner informed the Administrative Services Manager that this money was being set aside to cover the costs of the Department of Information Systems to purchase or develop a database meeting the data capture and reporting needs of the Department. The former Commissioner had met with the Information Systems Director for the City to discuss her basic requirements. To the best of my knowledge, the Department of Information Systems has not begun work on the project due to his assignment to higher priority projects.

The current Commissioner has submitted the paperwork and payment to license the New Hampshire Municipal Assistance Program's software (NH MAPS) for the Department. Based upon the information he has obtained on the product, it should be able to meet the Department's data capture and reporting, and document generation requirements. The software has yet to arrive, but it is anticipated that NH MAPS will be tested in the Department sometime in February 2002.

NH MAPS is a software package that has been specifically developed for New Hampshire communities for daily maintenance of municipal welfare administration and our day to day business needs. The cost was $25.00 to cover the expense of the CD-ROM and mailing.

CURRENT STATUS:

The front desk intake worker no longer transfers information from logs or other documents to an Access database. The Accounting Specialist no longer uses the daily log to create a daily statistics log on an Excel spreadsheet. Daily log totals are no longer added together on a calculator nor input to a weekly log on an Excel spreadsheet. The monthly stats are developed from the Front Office Daily Log Sheet and the Welfare Specialists' daily sheets.

The Administrative Services Manager no longer uses the daily logs produced by the Welfare Specialists to create weekly and monthly Welfare Specialists' Reports on Excel spreadsheets. Under the current procedure, monthly the Deputy Commissioner reviews the Daily Logs and Welfare Daily sheets, then in conjunction with the Administrative Services Manager enters the number of intakes, the number of appointments, no shows, intake expenses, appointment expenses, number of adults, number of children, household type and the number of homeless into and Excel spreadsheet. This information is maintained by Welfare Specialist and rolled up to a department level monthly. Statistics are also kept (not by the Welfare Specialist) of primary assistance requested and client income (if any). Under the new statistics the amount of information duplication has been kept to a minimum.

Since the audit, the casework forms most frequently used have been modified and made available online to the Welfare Specialists. All notices of decision forms are available as pdf files for online data entry and printing on Welfare Specialists' printers. The voucher forms have also

been converted to online usage as pdf files, but have not yet been implemented. Implementation is tentatively scheduled for October 2003. The pdf versions of the online forms were created based upon requirements developed by the department" administrative Services Manager and the Welfare Specialists. Forms such as the *Request for Bank Account Information, Promissory Note, the Client Update Sheet,* etc. have been re-created as Excel files and are available online for printing on the Welfare Specialists' printers. Only the *Client Card* and *Client Payment Card* are not available online because of the heavy weight paper they require. These forms are normally printed by the Manchester School of Technology to minimize printing expenses.

The Information Systems Department is working on a project to develop a Welfare database and streamline the capture of data.

Most of the problems noted in the observation have been addressed and resolved. The Department is actively working on computerization issues.

This observation is determined to be substantially resolved.

Observation No. 14 – Held Prescription Vouchers

Observation:

If a voucher that is issued for prescriptions has a chance of being reimbursed by State Medicaid the caseworker will hold onto the voucher even after the pharmacy has filled the prescription and submitted their copy for payment. If the prescription is eligible for Medicaid reimbursement the State will reimburse the pharmacy directly. When the outstanding vouchers were counted on December 7, 2001 they totaled over $27,000. Of this amount $3,398 were from vouchers issued in FY 2000. These represent an unrecorded potential liability to the City. In addition the Department should be trying to foster good relationships with their vendors. If vendors have to wait months to receive payment they may be less willing to give the City the best price available.

Recommendation:

The time lag for processing these vouchers is unacceptably long. The Department should work with the State Department of Health and Human Services to try and reduce the time lag between requesting reimbursement and receiving the funds. Instead of making the pharmacy wait on payment, the City should consider paying all of the invoices in a timely manner and then seeking reimbursement from the State. This could be used as a negotiating tool in setting prices with the pharmacies.

Auditee Response:

The Commissioner met with the manager and representatives of the New Hampshire Health & Human Services office in Manchester to discuss "charge pendings". The Commissioner was provided with the name of a person that Manchester City Welfare could use to follow up on the

Medicaid status of clients. It is anticipated that this contact will expedite matters at the State level.

Internally, the Accounting Specialist will maintain the pink copies of the "charge pendings" vouchers in a follow up tickler file. Clients with vouchers open for 60 days will be listed on a spreadsheet and the spreadsheet containing the client's name and Social Security Number will be forwarded to the contact person at New Hampshire Health and Human Services.

The Commissioner will be exploring the possibility of arranging a payment plan with the pharmacies processing "charge pendings" to accept a payment equal to what they would receive from Medicaid. Arrangements would then be made with Medicaid to reimburse City Welfare for the approved expenses.

CURRENT STATUS:

The Department has an agreement with Best Drug Pharmacy whereby the pharmacy is reimbursed at the Medicaid rate in return for being considered the vendor of choice. In return Best Drug is paid twice per month. Other pharmacies when used are still handled as before but they are used rarely.

This observation is determined to be resolved.

N

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the following Finance Department reports:

a) department legend;
b) open invoice report over 90 days by funds;
c) open invoice report (all invoices for interdepartmental billings only);
d) open invoice report (all invoices due from the School Dept. only); and
e) listing of invoices submitted to City Solicitor for legal determination.

and is submitting same for informational purposes.

Respectfully submitted,

Clerk of Committee

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City of Manchester
Department of Finance

City Hall
908 Elm Street
Manchester, New Hampshire 03101
(603) 624-6460
Fax: (603) 624-6549

November 10, 2003

Committee on Accounts, Enrollment and Revenue Administration
C/O Mr. Leo Bernier, City Clerk
One City Hall Plaza
Manchester NH 03101

Dear Honorable Committee Members,

Enclosed for your review are the following reports updated through today:

Department Legend
Open Invoice report over 90 days by fund
Open Invoice report all invoices for interdepartmental billings only
Open Invoice report all invoices due from the School Department only
Listing of Invoices Submitted to City Solicitor for Legal Determination

Please let me know if you have any questions or require further information.

Respectfully submitted,

Sharon Wickens
Financial Analyst II
Enc.

RECEIVED
NOV 12 2003
CITY CLERK'S OFFICE

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Legend

Customer Type Code	Department
02	Assessors
03	Building/Housing Code
04	City Clerk
05	City Coordinator/MEDO
07	City Solicitor
10	Finance Department
13	Information Systems
16	Mayor's Office
18	Office of Youth Services
19	Human Resources
20	CIP/Planning
21	Public Bldg. Services
22	Tax Collector's Office
25	Airport/Aviation
27	Environmental Protection Div
30	Fire Department
33, 34, 35, 36	Police Department
41	Health Department
50	Highway Department
52	Traffic Department
60	Welfare Department
65	Parks & Recreation/Cemetery
71	Library (east/west)
82	Elderly Services

Fund	Name
0101	General
0204	CDBG
0205	Grants
0301	Capital Projects
0801	EPD
0805	Airport
0807	Recreation
0808	Aggregation

0

CITY OF MANCHESTER, NH
OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52		000005747	PARIS, MARK	00/06/06	ZZZ01	22% Admin Fee	9814844	247.00	247.00	90	
							TOTAL	247.00	247.00		
		000005973	BRIAN SMITH	00/08/09	ZZZ01	22% Admin Fee	9816151	155.07	155.07	90	
							TOTAL	155.07	155.07		
		000006601	JONES, BRIAN	01/06/11	ZZZ01	22% Admin Fee	9823307	234.36	234.36	90	
							TOTAL	234.36	234.36		
		000006977	LORENZ, TERESA	01/10/22	ZZZ01	22% Admin Fee	9826959	239.33	239.33	90	
							TOTAL	239.33	239.33		
		000007213	CUMMINGS, JOHN	02/03/20	ZZZ01	22% Admin Fee	9831074	153.58	153.58	90	
							TOTAL	153.58	153.58		
		000007307	GARCIA, DANIELLE	02/04/24	ZZZ01	22% Admin Fee	9832429	569.89	569.89	90	
							TOTAL	569.89	569.89		
		000007685	RANDHAL, ABRAHAM	02/10/16	ZZZ01	22% Admin Fee	9837422	19.76	19.76	90	
							TOTAL	19.76	19.76		
		000007725	NORTHEAST EARTH MECHANICS	02/11/26	ZZZ01	22% Admin Fee	9838715	235.29	235.29	90	
							TOTAL	235.29	235.29		
		000007727	RH WHITE	02/11/26	ZZZ01	22% Admin Fee	9838716	63.75	63.75	90	
							TOTAL	63.75	63.75		
		000007878	FOURNIER, DIAN	03/02/19	ZZZ01	22% Admin Fee	9841050	98.57	98.57	90	
							TOTAL	98.57	98.57		
		000007887	BRUNN, JOSEPH	03/02/26	ZZZ01	22% Admin Fee	9841488	608.59	608.59	90	
							TOTAL	608.59	608.59		
		000008009	IVERSON, MARY C	03/06/09	ZZZ01	22% Admin Fee	9844058	81.00	81.00	90	
							TOTAL	81.00	81.00		

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52		000008097	VIENS, ANGELICA	03/06/19	ZZZ01	22% Admin Fee	9844319	115.01	115.01	90	
							TOTAL	115.01	115.01		
							CUSTOMER TYPE TOTAL	2,821.20	2,821.20		
							FUND TOTAL	2,821.20	2,821.20		
10	0101	000001819	STATE OF NH STATE TREASURER	03/06/01	10083	Meals & Rooms Tax Rev	9843953	454,927.00	454,927.00	90	Finance - Treasurer
							TOTAL	454,927.00	454,927.00		
		000003042	FAVA, MARK	97/06/30	97101	97 AR BALANCE FORWARD	9800213	10,860.44	10,860.44	90	FIN-002
							TOTAL	10,860.44	10,860.44		
		000006657	BLUE CROSS & BLUE SHIELD OF NH	01/06/30	10818	HEALTH AUDIT RECOVER	9824000	91,927.00	58,325.56	90	Report I Overpayment
							TOTAL	91,927.00	58,325.56		
							CUSTOMER TYPE TOTAL	557,714.44	524,113.00		
13		000000024	MANCHESTER CITY CLERK	03/06/30	13740	HP4200N LASER PRINTER	9845014	1,639.00	1,639.00	90	CITY CLERK PO#: 329375
			MANCHESTER CITY CLERK	03/06/30	13740	INFOLINX EXPRESS SFTWRE	9845035	6,000.00	6,000.00	90	CITY CLERK PO#: 329804
							TOTAL	7,639.00	7,639.00		
		000002521	MANCHESTER POLICE DEPT	03/06/30	13740	VIEWSONIC VA 175b	9845027	850.00	850.00	90	POLICE PO#: 329129
			MANCHESTER POLICE DEPT	03/06/30	13740	NETWARE 6	9845038	130.64	130.64	90	POLICE PO#: 329499
			MANCHESTER POLICE DEPT	03/06/30	13740	BORDERMANAGER V 3.7	9845038	28.40	28.40	90	POLICE PO#: 329499
			MANCHESTER POLICE DEPT	03/06/30	13740	ACCOUNT MANAGEMENT 3	9845038	12.78	12.78	90	POLICE PO#: 329499
			MANCHESTER POLICE DEPT	03/06/30	13740	MICROSOFT OFFICE XP PRO	9845038	309.00	309.00	90	POLICE PO#: 329499
			MANCHESTER POLICE DEPT	03/06/30	13740	OPTIPLEX GX260	9845038	1,149.68	1,149.68	90	POLICE PO#: 329499
			MANCHESTER POLICE DEPT	03/06/06	13740	CAMTASIA STUDIA & SNAGIT	9844046	350.00	350.00	90	POL PO#: 325803
			MANCHESTER POLICE DEPT	03/06/06	13740	CDRW INTERNAL	9844046	298.38	298.38	90	POL PO#: 325803
			MANCHESTER POLICE DEPT	03/06/06	13740	NEC AS70 MONITOR	9844056	288.42	288.42	90	POL PO#: 322507
			MANCHESTER POLICE DEPT	03/04/17	13740	IA TRAK	9842556	1,900.00	1,070.89	90	POL PO#: 322130
			MANCHESTER POLICE DEPT	03/04/17	13740	Novell Netware	9842563	343.64	343.64	90	POL PO#: 307461
			MANCHESTER POLICE DEPT	03/04/17	13740	HP Deskjet 5550	9842596	140.00	140.00	90	POL PO#: 316302
			MANCHESTER POLICE DEPT	03/04/17	13740	HP 1220 MSE Laser Prntr	9842596	400.00	400.00	90	POL PO#: 316302
			MANCHESTER POLICE DEPT	03/04/17	13740	Optiplex GX 260 2.4	9842597	745.00	745.00	90	POL PO #: 310910
			MANCHESTER POLICE DEPT	03/04/17	13740	NEC 17" AS70 Monitor	9842597	130.00	130.00	90	POL PO#: 310910
			MANCHESTER POLICE DEPT	03/04/17	13740	Systran 4 Premium CD	9842597	752.00	752.00	90	POL PO#: 310910
			MANCHESTER POLICE DEPT	03/04/17	13740	3COM Network Jack, etc.	9842597	175.25	175.25	90	POL PO#: 310910

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
13	0101	000002521	MANCHESTER POLICE DEPT	03/04/17	13740	Novell Netware	9842597	171.82	171.82	90	POL PO#: 310910
							TOTAL	8,175.01	7,345.90		
		000002539	MANCHESTER HIGHWAY DEPT	03/06/30	13740	MICROSOFT OFFICE XP PRO	9845028	309.00	238.00	90	HIGHWAY PO#: 225210
							TOTAL	309.00	238.00		
		000002557	MANCHESTER WATER WORKS	03/01/28	13926	Fringe Benefits-Info Sys	9840783	120.63	25.44	90	7/01/02-12/31/02
							TOTAL	120.63	25.44		
		000002561	MANCHESTER AIRPORT	03/04/15	13740	SCR #: 2002-203866	9842549	7,500.00	3,750.00	90	Continution Property
							TOTAL	7,500.00	3,750.00		
							CUSTOMER TYPE TOTAL	23,743.64	18,998.34		
21		000000064	SCHOOL ADMINISTRATIVE UNIT #37	99/09/01	21682	Mechanical Materials	9810522	19.96	19.96	90	MATERIALS PURCHASED FOR
			SCHOOL ADMINISTRATIVE UNIT #37	99/09/01	21682	Mechanical Materials	9810522	19.23	19.23	90	MATERIALS PURCHASED FOR
			SCHOOL ADMINISTRATIVE UNIT #37	99/04/29	21591	Custodial Contract Manpwr	9808955	1,091.86	1,013.67	90	MUSIC FESTIVAL HELD AT
			SCHOOL ADMINISTRATIVE UNIT #37	99/04/29	21928	Custodial Indirect Cost	9808955	50.00	50.00	90	MUSIC FESTIVAL HELD AT
			SCHOOL ADMINISTRATIVE UNIT #37	03/06/30	21998	School Charge Backs	9845641	166,701.29	35,297.64	90	FY 03 JUNE 1 THRU JUNE 30
			SCHOOL ADMINISTRATIVE UNIT #37	00/04/06	21898	REIMBURSE PORTABLE INST	9813939	47.14	8.40	90	REMAINING BALANCE FOR
							TOTAL	167,929.48	36,408.90		
		000001009	MANCHESTER WEST HIGH SCHOOL	03/05/12	21591	Custodial Contract Manpwr	9843239	98.30	98.30	90	Northwest School
			MANCHESTER WEST HIGH SCHOOL	03/05/12	21928	Custodial Indirect Cost	9843239	6.70	6.70	90	Administrative Fees
			MANCHESTER WEST HIGH SCHOOL	01/04/05	21591	Custodial Contract Manpwr	9821544	148.32	148.32	90	WEST HIGH WRESTLING
			MANCHESTER WEST HIGH SCHOOL	01/04/05	21928	Custodial Indirect Cost	9821544	19.68	19.68	90	ADMINISTRATIVE FEES
			MANCHESTER WEST HIGH SCHOOL	00/05/09	21591	Custodial Contract Manpwr	9814404	234.00	234.00	90	LABOR TO CLEAN UP
			MANCHESTER WEST HIGH SCHOOL	00/05/09	21928	Custodial Indirect Cost	9814404	39.00	39.00	90	SCHOOL DANCE 11-20-99
							TOTAL	546.00	546.00		
		000004097	HALLSVILLE SCHOOL	99/06/18	21591	Custodial Contract Manpwr	9809602	92.17	92.17	90	CENTRAL PA 5-8-99 PLAY
			HALLSVILLE SCHOOL	99/06/18	21928	Custodial Indirect Cost	9809602	44.33	44.33	90	CENTRAL PA 5-8-99 PLAY
							TOTAL	136.50	136.50		
		000004110	CENTRAL HIGH SCHOOL	02/12/30	21591	Custodial Contract Manpwr	9839997	324.70	324.70	90	HILLSIDE CROSS CTRY RACE
			CENTRAL HIGH SCHOOL	02/12/30	21928	Custodial Indirect Cost	9839997	32.30	32.30	90	ADMINISTRATIVE FEES
							TOTAL	357.00	357.00		

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

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21	0101	000004176	MANCHESTER SCHOOL OF TECH	03/06/30	21591	Custodial Contract Manpwr	9845006	58.98	58.98	90	GRADUATION MST AT MHS
			MANCHESTER SCHOOL OF TECH	03/06/30	21928	Custodial Indirect Cost	9845006	4.02	4.02	90	ADMINISTRATIVE FEES
							TOTAL	63.00	63.00		
		000004729	MANCHESTER WEST LITTLE LEAGUE	03/06/02	21591	Custodial Contract Manpwr	9843907	58.98	58.98	90	NORTHWEST ELEMENTARY
			MANCHESTER WEST LITTLE LEAGUE	03/06/02	21928	Custodial Indirect Cost	9843907	4.02	4.02	90	ADMINISTRATIVE FEES
							TOTAL	63.00	63.00		
		000005145	MANCHESTER CYO	02/04/23	21928	Custodial Indirect Cost	9832090	123.50	5.00	90	ADMINISTRATIVE FEES
							TOTAL	123.50	5.00		
		000005385	ARAMARK MANAGEMENT SERVICES LP	02/12/09	21591	Custodial Contract Manpwr	9838893	185.40	185.40	90	CRAFT FAIR SVS 11-25-00
			ARAMARK MANAGEMENT SERVICES LP	02/12/09	21928	Custodial Indirect Cost	9838893	24.60	24.60	90	CRAFT FAIR FREE 11-25-00
							TOTAL	210.00	210.00		
		000005610	NH SCHOOL OF SCOTTISH ARTS	03/05/12	21591	Custodial Contract Manpwr	9843244	383.37	383.37	90	Memorial School 4-12-03
			NH SCHOOL OF SCOTTISH ARTS	03/05/12	21928	Custodial Indirect Cost	9843244	26.13	26.13	90	Administrative Fees
							TOTAL	409.50	409.50		
		000005693	MANCHESTER GIRL SCOUTS	03/06/30	21591	Custodial Contract Manpwr	9845009	78.64	78.64	90	CUST SVS COURT OF AWARDS
			MANCHESTER GIRL SCOUTS	03/06/30	21928	Custodial Indirect Cost	9845009	5.36	5.36	90	ADMINISTRATIVE FEES
							TOTAL	84.00	84.00		
		000006467	YOUNGSVILLE ATHLETIC ASSOC	03/04/25	21591	Custodial Contract Manpwr	9843032	76.40	76.40	90	CUST SVS WESTON SCHOOL
			YOUNGSVILLE ATHLETIC ASSOC	03/04/25	21928	Custodial Indirect Cost	9843032	7.60	7.60	90	ADMISIRATIVE FEES
							TOTAL	84.00	84.00		
		000007416	GRACE FIRE BAPTIZED CHURCH	02/06/07	21591	Custodial Contract Manpwr	9833597	611.20	611.20	90	Parkside Worship Service
			GRACE FIRE BAPTIZED CHURCH	02/06/07	21928	Custodial Indirect Cost	9833597	60.80	60.80	90	Administrative Fees
							TOTAL	672.00	672.00		
		000007995	MISS GREATER MANCHESTER SCHOLA	03/05/12	21591	Custodial Contract Manpwr	9843246	314.56	314.56	90	Memorial School
			MISS GREATER MANCHESTER SCHOLA	03/05/12	21928	Custodial Indirect Cost	9843246	21.44	21.44	90	ADMINISTRATIVE FEES
							TOTAL	336.00	336.00		
		000008022	NH BRIDGE ASSOCIATION	03/06/02	21591	Custodial Contract Manpwr	9843913	216.26	216.26	90	HILLSIDE APRIL 6TH
			NH BRIDGE ASSOCIATION	03/06/02	21928	Custodial Indirect Cost	9843913	14.74	14.74	90	ADMINISTRATIVE FEES

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

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							TOTAL	231.00	231.00		
21	0101	000008162	ENCALAS, FAITH M	03/06/30	21591	Custodial Contract Manpwr	9845008	363.71	363.71	90	DANCE NATION WEST HIGH
			ENCALAS, FAITH M	03/06/30	21928	Custodial Indirect Cost	9845008	24.79	24.79	90	ADMINISTRATIVE FEES
							TOTAL	388.50	388.50		
							CUSTOMER TYPE TOTAL	171,633.48	39,994.40		
30		000000014	NEW BEGINNINGS CHILD CENTER	99/05/19	30485	Fire Alarm Fee,BOX #4912	9809245	240.00	240.00	90	47 DEPOT, 6/1-12/31/98
			NEW BEGINNINGS CHILD CENTER	99/05/19	30485	Fire Alarm Fee,BOX#4912	9809245	480.00	480.00	90	47 DEPOT, 1/1-12/31/99
			NEW BEGINNINGS CHILD CENTER	03/01/01	30485	Fire Alarm User Fee	9838986	480.00	480.00	90	47 DEPOT ST., BOX #4912
			NEW BEGINNINGS CHILD CENTER	00/01/01	30485	Fire Alarm User Fee	9812178	480.00	105.00	90	47 DEPOT ST., BOX #4912
							TOTAL	1,680.00	1,305.00		
		000001398	SEARS ROEBUCK COMPANY	03/07/09	30505	Hazardous Mat Insp Fee	9845131	100.00	100.00	90	AUTO CTR, 6/25/03
							TOTAL	100.00	100.00		
		000002937	DESMARAIS, PHILIP	99/03/25	30483	False Alarm Fee, 1998	9808534	850.00	850.00	90	64 MERRIMACK ST.,BOX 3526
			DESMARAIS, PHILIP	99/01/26	30485	Fire Alarm User Fee	9807750	480.00	480.00	90	64 MERRIMACK, BOX 3526
			DESMARAIS, PHILIP	03/03/20	30483	False Alarm Fee	9842180	850.00	850.00	90	64 MERRIMACK ST.,11 CALLS
			DESMARAIS, PHILIP	03/01/01	30485	Fire Alarm User Fee	9839329	480.00	480.00	90	64 MERRIMACK, BOX 3526
			DESMARAIS, PHILIP	02/05/15	30483	False Alarm Fee, 2001	9832777	350.00	350.00	90	64 MERRIMACK ST., 6 CALLS
			DESMARAIS, PHILIP	02/01/04	30485	Fire Alarm User Fee	9829220	480.00	480.00	90	64 MERRIMACK, BOX 3526
			DESMARAIS, PHILIP	01/03/20	30483	False Alarm Fee, 2000	9821323	350.00	350.00	90	64 MERRIMACK ST., 6 CALLS
			DESMARAIS, PHILIP	01/01/01	30485	Fire Alarm User Fee	9819322	480.00	480.00	90	64 MERRIMACK, BOX 3526
			DESMARAIS, PHILIP	00/05/24	30483	False Alarm Fee	9814629	650.00	650.00	90	64 MERRIMACK ST., 9 CALLS
			DESMARAIS, PHILIP	00/01/01	30485	Fire Alarm User Fee	9812557	480.00	480.00	90	64 MERRIMACK, BOX 3526
							TOTAL	5,450.00	5,450.00		
		000002972	261 PINE REALTY TRUST	03/03/20	30483	False Alarm Fee	9842181	50.00	50.00	90	261 PINE ST., 1 CALL
			261 PINE REALTY TRUST	03/01/01	30485	Fire Alarm User Fee	9839333	480.00	480.00	90	261 PINE ST., BOX #3625
							TOTAL	530.00	530.00		
		000004431	JOSHUA IRREVOCABLE TRUST	99/01/26	30485	Fire Alarm User Fee	9807770	480.00	480.00	90	168 MERRIMACK, BOX #3437
			JOSHUA IRREVOCABLE TRUST	01/01/01	30485	Fire Alarm User Fee	9819350	480.00	150.00	90	168 MERRIMACK, BOX #3437
			JOSHUA IRREVOCABLE TRUST	00/05/24	30483	False Alarm Fee	9814633	50.00	50.00	90	168 MERRIMACK ST., 1 CALL
			JOSHUA IRREVOCABLE TRUST	00/01/01	30485	Fire Alarm User Fee	9812586	480.00	480.00	90	168 MERRIMACK, BOX #3437
							TOTAL	1,490.00	1,160.00		
		000004482	RAMADA INN AT AMOSKEAG FALLS	03/03/20	30483	False Alarm Fee	9842185	200.00	200.00	90	21 FRONT ST., 4 CALLS

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							TOTAL	200.00	200.00		
30	0101	000004992	BEST BUY CO INC	03/01/01	30485	Fire Alarm User Fee	9839393	480.00	82.03	90	1500 S WILLOW,BOX#4692
							TOTAL	480.00	82.03		
		000005153	MOVIE GALLERY INC	03/01/01	30485	Fire Alarm User Fee	9839415	480.00	82.03	90	932 S WILLOW, BOX #4642
							TOTAL	480.00	82.03		
		000005867	NH DEMOLITION INC	00/06/29	3A740	REPLACE 2 LEN. 1.5"HOSE	9815206	365.35	335.10	90	RETURNED DESTROYED
			NH DEMOLITION INC	00/06/29	30453	Equipment Rental, 30 DAYS	9815206	1,627.00	1,427.00	90	22 LEN.,2 BUTTS,1REDUCER
							TOTAL	1,992.35	1,762.10		
		000006269	BRIDGE BAY LLC	03/01/01	30485	Fire Alarm User Fee	9839464	480.00	480.00	90	610 UNION ST., BOX 2935
			BRIDGE BAY LLC	02/01/04	30485	Fire Alarm User Fee	9829359	480.00	480.00	90	610 UNION ST., BOX 2935
							TOTAL	960.00	960.00		
		000006622	STUBBS, BERNARD	01/06/29	3B740	EQUIP. REPLACEMENT	9823938	1,735.89	1,735.89	90	ACC.-VALLEY ST.5/21/01
							TOTAL	1,735.89	1,735.89		
		000007220	R L R INVESTMENTS LLC	03/01/01	30485	Fire Alarm User Fee	9839500	480.00	82.03	90	333 MARCH AVE., BOX #4656
							TOTAL	480.00	82.03		
		000007955	MILL CITY CAFE	03/04/09	30216	NSF Charge - Fire	9842474	30.00	30.00	90	Fire - Administration
			MILL CITY CAFE	03/04/09	30640	Place of Assembly Permit	9842474	100.00	100.00	90	NSF CK. 3/15/03
							TOTAL	130.00	130.00		
		000008009	IVERSON, MARY C	03/05/22	3D130	WILLIAMS OVERTIME	9843738	84.87	84.87	90	ACCIDENT, ELM ST., 5/1/03
			IVERSON, MARY C	03/05/22	3D224	RETIREMENT PORTION	9843738	5.61	5.61	90	WILLIAMS, 5/1/03, ELM ST.
			IVERSON, MARY C	03/05/22	30444	LINE HARDWARE	9843738	17.25	17.25	90	ACCIDENT, ELM ST., 5/1/03
			IVERSON, MARY C	03/05/22	30482	LINE TRUCK	9843738	90.00	90.00	90	3 HRS. 5/1/03, ELM ST.
							TOTAL	197.73	197.73		
		000008172	ALL STAR SECURITY SYSTEMS	03/07/09	30486	FA System Re-Inspection	9845136	300.00	300.00	90	LANGER PLACE, 7/1/03
							TOTAL	300.00	300.00		
							CUSTOMER TYPE TOTAL	16,205.97	14,076.81		

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33	0101	000006603	ALLEN, CRAIG	01/06/11	33531	Telephone	9823322	3,482.24	957.24	90	Reimbu Fraudulant Cell Ph
							TOTAL	3,482.24	957.24		
							CUSTOMER TYPE TOTAL	3,482.24	957.24		
34		000000175	F L MERRILL	03/06/07	3A140	Regular Rate Officer's	9844123	303.34	303.34	90	Police Extra Detail
			F L MERRILL	03/06/07	3A225	Regular Rate Retirement	9844123	17.10	17.10	90	Police Extra Detail
			F L MERRILL	03/06/07	33237	Extra Detail Admin Fee	9844123	16.15	16.15	90	Police Extra Detail
			F L MERRILL	03/05/31	3A140	Regular Rate Officer's	9844005	590.71	590.71	90	Police Extra Detail
			F L MERRILL	03/05/31	3A225	Regular Rate Retirement	9844005	33.30	33.30	90	Police Extra Detail
			F L MERRILL	03/05/31	3B140	Overtime Rate Officer's	9844005	73.05	73.05	90	Police Extra Detail
			F L MERRILL	03/05/31	3B225	Overtime Rate Retirement	9844005	4.11	4.11	90	Police Extra Detail
			F L MERRILL	03/05/31	33237	Extra Detail Admin Fee	9844005	34.00	34.00	90	Police Extra Detail
			F L MERRILL	03/05/24	3A140	Regular Rate Officer's	9843840	367.20	367.20	90	Police Extra Detail
			F L MERRILL	03/05/24	3A225	Regular Rate Retirement	9843840	20.70	20.70	90	Police Extra Detail
			F L MERRILL	03/05/24	3B140	Overtime Rate Officer's	9843840	146.10	146.10	90	Police Extra Detail
			F L MERRILL	03/05/24	3B225	Overtime Rate Retirement	9843840	8.22	8.22	90	Police Extra Detail
			F L MERRILL	03/05/24	33237	Extra Detail Admin Fee	9843840	24.65	24.65	90	Police Extra Detail
							TOTAL	1,638.63	1,638.63		
		000000726	M L & SONS ENTERPRISE	01/12/01	3B140	Overtime Rate Officer's	9828187	144.73	82.10	90	Police Extra Detail
			M L & SONS ENTERPRISE	01/12/01	3B225	Overtime Rate Retirement	9828187	8.16	8.16	90	Police Extra Detail
			M L & SONS ENTERPRISE	01/12/01	33237	Extra Detail Admin Fee	9828187	27.20	27.20	90	Police Extra Detail
							TOTAL	180.09	117.46		
		000002812	RIVERFEST INC	02/09/14	3A140	Regular Rate Officer's	9836996	1,628.43	1,628.43	90	Police Extra Detail
			RIVERFEST INC	02/09/14	3A225	Regular Rate Retirement	9836996	91.80	91.80	90	Police Extra Detail
			RIVERFEST INC	02/09/14	3I140	Supervisor Rate Officer's	9836996	440.04	440.04	90	Police Extra Detail
			RIVERFEST INC	02/09/14	3I225	Supervisor Rate Retiremen	9836996	24.72	24.72	90	Police Extra Detail
			RIVERFEST INC	02/09/14	33237	Extra Detail Admin Fee	9836996	107.10	107.10	90	Police Extra Detail
			RIVERFEST INC	02/09/07	3A140	Regular Rate Officer's	9836957	6,226.35	6,226.35	90	Police Extra Detail
			RIVERFEST INC	02/09/07	3A225	Regular Rate Retirement	9836957	315.90	315.90	90	Police Extra Detail
			RIVERFEST INC	02/09/07	3I140	Supervisor Rate Officer's	9836957	1,100.10	1,100.10	90	Police Extra Detail
			RIVERFEST INC	02/09/07	3I225	Supervisor Rate Retiremen	9836957	61.80	61.80	90	Police Extra Detail
			RIVERFEST INC	02/09/07	33237	Extra Detail Admin Fee	9836957	382.50	382.50	90	Police Extra Detail
			RIVERFEST INC	02/09/07	33931	Extra Detail Reserve Acct	9836957	35.10	35.10	90	Police Extra Detail
							TOTAL	10,413.84	10,413.84		
		000002814	ROL RITE PAVING	02/12/21	3A140	Regular Rate Officer's	9840047	255.44	255.44	90	Police Extra Detail
			ROL RITE PAVING	02/12/21	3A225	Regular Rate Retirement	9840047	14.40	14.40	90	Police Extra Detail
			ROL RITE PAVING	02/12/21	3B140	Overtime Rate Officer's	9840047	121.75	121.75	90	Police Extra Detail
			ROL RITE PAVING	02/12/21	3B225	Overtime Rate Retirement	9840047	6.85	6.85	90	Police Extra Detail

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

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34	0101	000002814	ROL RITE PAVING	02/12/21	33237	Extra Detail Admin Fee	9840047	17.85	17.85	90	Police Extra Detail
						TOTAL		416.29	416.29		
		000004648	ROYAL PALACE CIRCUS	02/06/01	3A140	Regular Rate Officer's	9833718	297.33	297.33	90	Police Extra Detail
			ROYAL PALACE CIRCUS	02/06/01	3A225	Regular Rate Retirement	9833718	16.72	16.72	90	Police Extra Detail
			ROYAL PALACE CIRCUS	02/06/01	33237	Extra Detail Admin Fee	9833718	18.70	18.70	90	Police Extra Detail
						TOTAL		332.75	332.75		
		000005349	TWIN STAR CABLE	03/06/28	3A140	Regular Rate Officer's	9844934	223.51	223.51	90	Police Extra Detail
			TWIN STAR CABLE	03/06/28	3A225	Regular Rate Retirement	9844934	12.60	12.60	90	Police Extra Detail
			TWIN STAR CABLE	03/06/28	33237	Extra Detail Admin Fee	9844934	11.90	11.90	90	Police Extra Detail
						TOTAL		248.01	248.01		
		000005712	COMCAST	03/05/10	3A140	Regular Rate Officer's	9843326	191.58	191.58	90	Police Extra Detail
			COMCAST	03/05/10	3A225	Regular Rate Retirement	9843326	10.80	10.80	90	Police Extra Detail
			COMCAST	03/05/10	33237	Extra Detail Admin Fee	9843326	10.20	10.20	90	Police Extra Detail
						TOTAL		212.58	212.58		
		000007728	CLG CONSTRUCTION GROUP INC	02/11/02	3A140	Regular Rate Officer's	9838115	239.48	239.48	90	Police Extra Detail
			CLG CONSTRUCTION GROUP INC	02/11/02	3A225	Regular Rate Retirement	9838115	13.50	13.50	90	Police Extra Detail
			CLG CONSTRUCTION GROUP INC	02/11/02	33237	Extra Detail Admin Fee	9838115	12.75	12.75	90	Police Extra Detail
						TOTAL		265.73	265.73		
		000008080	ELW BUILDERS	03/06/07	3A140	Regular Rate Officer's	9844153	159.65	159.65	90	Police Extra Detail
			ELW BUILDERS	03/06/07	3A225	Regular Rate Retirement	9844153	9.00	9.00	90	Police Extra Detail
			ELW BUILDERS	03/06/07	33237	Extra Detail Admin Fee	9844153	8.50	8.50	90	Police Extra Detail
						TOTAL		177.15	177.15		
		000008144	ROSE COTTAGE	03/07/01	3A140	Regular Rate Officer's	9845165	351.23	351.23	90	Police Extra Detail
			ROSE COTTAGE	03/07/01	3A225	Regular Rate Retirement	9845165	19.80	19.80	90	Police Extra Detail
			ROSE COTTAGE	03/07/01	33237	Extra Detail Admin Fee	9845165	18.70	18.70	90	Police Extra Detail
			ROSE COTTAGE	03/06/28	3A140	Regular Rate Officer's	9844944	191.58	191.58	90	Police Extra Detail
			ROSE COTTAGE	03/06/28	3A225	Regular Rate Retirement	9844944	10.80	10.80	90	Police Extra Detail
			ROSE COTTAGE	03/06/28	33237	Extra Detail Admin Fee	9844944	10.20	10.20	90	Police Extra Detail
						TOTAL		602.31	602.31		
		000008152	SCHIBBELHUTE CONSTRUCTION	03/06/28	3A140	Regular Rate Officer's	9844945	207.55	207.55	90	Police Extra Detail
			SCHIBBELHUTE CONSTRUCTION	03/06/28	3A225	Regular Rate Retirement	9844945	11.70	11.70	90	Police Extra Detail
			SCHIBBELHUTE CONSTRUCTION	03/06/28	33237	Extra Detail Admin Fee	9844945	11.05	11.05	90	Police Extra Detail

OPEN INVOICE REPORT OVER 90 DAYS
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								TOTAL	230.30	230.30		
								CUSTOMER TYPE TOTAL	14,717.68	14,655.05		
35	0101	000004146	SAFETY INSURANCE CO	01/10/23	33231	01-75060		Acc 9827015	5.00	5.00	90	Police - Accident Reports
								TOTAL	5.00	5.00		
		000004148	SENTRY CLAIMS SERVICE	03/02/26	33231	03-10443	acc	9841615	1.00	1.00	90	Police - Accident Reports
								TOTAL	1.00	1.00		
		000006427	HANOVER INSURANCE COMPANY	03/06/04	33231	03-23004		Acc 9843990	10.00	10.00	90	Police - Accident Reports
			HANOVER INSURANCE COMPANY	03/06/04	33231	03-8167		Acc 9843990	6.00	6.00	90	Police - Accident Reports
			HANOVER INSURANCE COMPANY	03/06/04	33231	03-32421		Acc 9843990	10.00	10.00	90	Police - Accident Reports
			HANOVER INSURANCE COMPANY	03/03/04	33231	03-10623		Acc 9841617	1.00	1.00	90	Police - Accident Reports
								TOTAL	27.00	27.00		
		000006430	RELIANCE INSURANCE CO	01/07/10	33231	00-60729		Acc 9824066	6.00	6.00	90	Police - Accident Reports
			RELIANCE INSURANCE CO	01/04/26	33231	01-25601	acc	9822186	1.00	1.00	90	Police - Accident Reports
			RELIANCE INSURANCE CO	01/04/26	33231	01-25472		Acc 9822186	11.00	11.00	90	Police - Accident Reports
			RELIANCE INSURANCE CO	01/04/26	33231	01-26883		Acc 9822186	2.00	2.00	90	Police - Accident Reports
								TOTAL	20.00	20.00		
		000006458	NATIONAL GRANGE MUTUAL INS CO	01/10/30	33231	01-78886		Acc 9827175	11.00	11.00	90	Police - Accident Reports
								TOTAL	11.00	11.00		
		000007355	ALLSTATE	03/07/08	33231	03-17795		Acc 9845121	12.00	12.00	90	Police - Accident Reports
								TOTAL	12.00	12.00		
								CUSTOMER TYPE TOTAL	76.00	76.00		
36		000000826	PROGRESSIVE INSURANCE CO	03/02/13	33238	03-170		Inv Rpts 9841031	24.00	21.00	90	Police - Records
								TOTAL	24.00	21.00		
		000000869	AMICA MUTUAL INSURANCE CO	03/04/04	33238	03-14217		9842404	6.00	6.00	90	Police - Records
			AMICA MUTUAL INSURANCE CO	02/12/18	33238	02-94720		Inv Rpts 9839572	3.00	3.00	90	Police - Records
			AMICA MUTUAL INSURANCE CO	02/08/13	33238	02-57396		Inv Rpts 9835724	6.00	2.00	90	Police - Records
			AMICA MUTUAL INSURANCE CO	02/08/13	33238	02-43156		Inv Rpts 9835724	3.00	3.00	90	Police - Records
			AMICA MUTUAL INSURANCE CO	02/08/13	33238	02-13214		Inv Rpts 9835724	12.00	12.00	90	Police - Records

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							TOTAL	30.00	26.00		
36	0101	000001797	CALIFORNIA PROPERTY MGMT.,INC.	03/04/04	33238	02-87263,98911,03-6891	9842405	12.00	12.00	90	Police - Records
							TOTAL	12.00	12.00		
		000002488	COMMERCE INSURANCE, THE	02/10/31	33238	02-79265 Inv Rpts	9838020	9.00	9.00	90	Police - Records
							TOTAL	9.00	9.00		
		000002500	CONCORD GROUP INSURANCE	03/06/23	33238	03-26899	9844790	6.00	6.00	90	Police - Records
			CONCORD GROUP INSURANCE	03/06/23	33238	03-36106	9844790	6.00	6.00	90	Police - Records
							TOTAL	12.00	12.00		
		000003863	METROPOLITAN REPORTING BUREAU	03/06/23	33238	03-36267	9844791	6.00	6.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/06/23	33238	03-31112	9844791	6.00	6.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/06/23	33238	03-22943	9844791	15.00	15.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/06/23	33238	03-37865	9844791	9.00	9.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/01/14	33238	02-89330 Inv Rpts	9840246	15.00	15.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/01/14	33238	02-97547 Inv Rpts	9840246	3.00	3.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/01/14	33238	03-00065 Inv Rpts	9840246	3.00	3.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/01/14	33238	02-903 Inv Rpts	9840246	6.00	6.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/01/14	33238	03-1501 Inv Rpts	9840246	6.00	6.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	02/12/19	33238	02-76453 invest.rpt	9839575	3.00	3.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	02/09/27	33238	02-72386 Inv Rpts	9837110	12.00	12.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	02/09/24	33238	02-66268 Inv Rpts	9837026	3.00	3.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	01/08/13	33238	01-57640 invest. rpt	9824944	6.00	6.00	90	Police - Records
							TOTAL	93.00	93.00		
		000006420	ALLSTATE INSURANCE	03/03/17	33238	03-10301 Inv Rpts	9842141	6.00	6.00	90	Police - Records
							TOTAL	6.00	6.00		
		000006427	HANOVER INSURANCE COMPANY	03/04/04	33238	02-68137	9842409	24.00	24.00	90	Police - Records
			HANOVER INSURANCE COMPANY	03/03/17	33238	03-13319 Inv Rpts	9842142	9.00	5.00	90	Police - Records
			HANOVER INSURANCE COMPANY	02/12/18	33238	02-77699 Inv Rpts	9839577	6.00	6.00	90	Police - Records
							TOTAL	39.00	35.00		
		000006498	AMICA INS CO	03/02/28	33238	03-10534 Inv Rpts	9841546	6.00	6.00	90	Police - Records
			AMICA INS CO	03/02/28	33238	03-12317 Inv Rpts	9841546	6.00	6.00	90	Police - Records
							TOTAL	12.00	12.00		
		000006560	MERCHANTS MUTUAL INSURANCE CO	03/06/23	33238	03-18886	9844794	12.00	9.00	90	Police - Records

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
36	0101	000006560	MERCHANTS MUTUAL INSURANCE CO	03/02/13	33238	02-97692 Inv Rpts	9841039	3.00	3.00	90	Police - Records
							TOTAL	15.00	12.00		
		000006609	NATIONWIDE INSURANCE	03/03/17	33238	03-11475 Inv Rpts	9842143	9.00	9.00	90	Police - Records
							TOTAL	9.00	9.00		
		000007446	CHOICEPOINT	02/10/31	33238	02-71297 Inv Rpts	9838030	6.00	6.00	90	Police - Records
							TOTAL	6.00	6.00		
		000007478	MT WASHINGTON ASSURANCE CORP	03/03/17	33238	03-13302 Inv Rpts	9842145	6.00	6.00	90	Police - Records
							TOTAL	6.00	6.00		
		000007488	BOYNTON, JILLIAN	02/08/07	33216	NSF Charge - Police Admin	9835672	30.00	30.00	90	Police - Administration
			BOYNTON, JILLIAN	02/08/07	33234	Fingerprints	9835672	45.00	45.00	90	Check Not Honored-NSF
							TOTAL	75.00	75.00		
		000007604	SENTRY INSURANCE	02/08/29	33238	02-58031 Inv Rpts	9836357	6.00	6.00	90	Police - Records
							TOTAL	6.00	6.00		
		000007921	ALLSTATE INS CO	03/06/23	33238	03-33820	9844797	15.00	15.00	90	Police - Records
							TOTAL	15.00	15.00		
		000007923	SENTRY CLAIMS SERVICE	03/04/04	33238	03-14961	9842416	6.00	6.00	90	Police - Records
							TOTAL	6.00	6.00		
							CUSTOMER TYPE TOTAL	375.00	361.00		
41		000004107	HILLSIDE MIDDLE SCHOOL	03/06/30	41110	MAHONEY FIELD TRIP 6/6/03	9844978	131.44	131.44	90	SCHOOL HEALTH NURSE
							TOTAL	131.44	131.44		
		000007139	MANCHESTER DENTAL ALLIANCE	02/05/31	41898	Special Projects	9834244	638.84	638.84	90	Health Dept
							TOTAL	638.84	638.84		
		000007993	MILLER, MELISSA B	03/06/30	41216	NSF Charge ck#2114	9844979	30.00	30.00	90	
			MILLER, MELISSA B	03/06/30	41467	CK#2114 RETURN HEALTH DEP	9844979	30.00	30.00	90	DAY CARE PERMIT

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							TOTAL	60.00	60.00		
41	0101	000007994	SAMALIS, DEBBIE M	03/06/30	41216	NSF Charge - Health	9844980	30.00	30.00	90	CK #476
			SAMALIS, DEBBIE M	03/06/30	41592	CK#476 RETURN	9844980	265.00	265.00	90	FOOD PERMIT FEES
							TOTAL	295.00	295.00		
		000008096	MOORE CENTER SERVICES INC	03/06/30	4A252	TB Test MAY03	9844981	80.00	10.00	90	8 CLIENTS
							TOTAL	80.00	10.00		
							CUSTOMER TYPE TOTAL	1,205.28	1,135.28		
50		000000029	MANCHESTER CITY SOLICITOR	03/06/30	50913	Insurance Reimbursement	9844860	200.00	200.00	90	Invoice # 329284
			MANCHESTER CITY SOLICITOR	03/06/24	50913	PO # 327480	9844693	1,835.92	269.20	90	
			MANCHESTER CITY SOLICITOR	03/06/24	50913	PO # 327482	9844693	758.00	758.00	90	
			MANCHESTER CITY SOLICITOR	03/06/24	50913	PO # 327500	9844693	481.32	481.32	90	
							TOTAL	3,275.24	1,708.52		
		000000035	MANCHESTER HEALTH DEPT	02/11/26	17913	Reimbursement for MTA	9838771	494.60	494.60	90	invoice #210027
							TOTAL	494.60	494.60		
		000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/05/14	50998	BEECH DUMPSTR 4-03	9843252	1,267.40	136.71	90	WF0066889-161
			SCHOOL ADMINISTRATIVE UNIT #37	03/05/14	50998	BEECH LABOR 4-03	9843252	197.22	197.22	90	WF0066889-162
			SCHOOL ADMINISTRATIVE UNIT #37	02/07/18	50998	Memorial labor	9834840	126.36	126.36	90	WF46721/162
			SCHOOL ADMINISTRATIVE UNIT #37	02/07/18	50998	Parker V labor	9834840	126.36	126.36	90	WF46723/162
			SCHOOL ADMINISTRATIVE UNIT #37	02/07/18	50998	Southside labor	9834840	126.36	126.36	90	WF46726/162
			SCHOOL ADMINISTRATIVE UNIT #37	02/06/27	50998	Misc labor	9834454	484.82	432.67	90	WF46733/2
							TOTAL	2,328.52	1,145.68		
		000002541	MANCHESTER PARKS & RECREATION	03/05/20	5H682	recy asphalt w/e 5-17-03	9843687	1,699.30	1,699.30	90	772.41tns @ 2.20
			MANCHESTER PARKS & RECREATION	03/05/20	50918	overhead rec asph	9843687	231.72	231.72	90	w/e 5-17 772.41 @ .30tn
			MANCHESTER PARKS & RECREATION	03/02/27	50681	Salt	9841495	1,995.50	1,472.05	90	2/24 67.69tns@29.4800
							TOTAL	3,926.52	3,403.07		
		000005290	SCHOOL OF TECHNOLOGY	99/06/29	50363	Drop-Off Center Revenue	9809909	10.00	10.00	90	#48639 6/9/99
							TOTAL	10.00	10.00		
		000005488	CATE, GARY S	00/04/12	50363	Drop-Off Center Revenue	9813982	18.00	18.00	90	62912 3/29/00
			CATE, GARY S	00/04/12	50363	Drop-Off Center Revenue	9813982	38.00	38.00	90	62841 3/28/00
			CATE, GARY S	00/03/29	50363	Drop-Off Center Revenue	9813750	48.00	48.00	90	62818 3/27/00

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50	0101	000005488	CATE, GARY S	00/03/29	50363	Drop-Off Center Revenue	9813750	16.00	16.00	90	62637 3/23/00
			CATE, GARY S	00/03/29	50363	Drop-Off Center Revenue	9813750	48.00	48.00	90	62604 3/23/00
			CATE, GARY S	00/03/29	50363	Drop-Off Center Revenue	9813750	12.00	12.00	90	62682 3/24/00
			CATE, GARY S	00/03/23	50363	Drop-Off Center Revenue	9813701	17.00	17.00	90	62531 3/21/00
			CATE, GARY S	00/03/23	50363	Drop-Off Center Revenue	9813701	24.00	24.00	90	62252 3/13/00
			CATE, GARY S	00/03/23	50363	Drop-Off Center Revenue	9813701	37.00	37.00	90	62237 3/13/00
			CATE, GARY S	00/03/23	50363	Drop-Off Center Revenue	9813701	42.00	42.00	90	62321 3/15/00
			CATE, GARY S	00/03/23	50363	Drop-Off Center Revenue	9813701	52.00	52.00	90	62331 3/15/00
			CATE, GARY S	00/03/10	50363	Drop-Off Center Revenue	9813581	43.00	43.00	90	TKT#62089,3-8-00
			CATE, GARY S	00/03/08	50363	Drop-Off Center Revenue	9813581	37.00	37.00	90	#61872 3/3/00
			CATE, GARY S	00/03/08	50363	Drop-Off Center Revenue	9813581	60.00	60.00	90	#61835 3/2/00
			CATE, GARY S	00/03/08	50363	Drop-Off Center Revenue	9813581	16.00	16.00	90	#61915 3/3/00
			CATE, GARY S	00/03/08	50363	Drop-Off Center Revenue	9813581	37.00	37.00	90	#61859 3/2/00
			CATE, GARY S	00/03/08	50363	Drop-Off Center Revenue	9813581	28.00	28.00	90	#62032 3/07/00
			CATE, GARY S	00/02/29	50363	Drop-Off Center Revenue	9813379	15.00	15.00	90	TKT#61652,2-24-00
			CATE, GARY S	00/02/23	50363	Drop-Off Center Revenue	9813327	43.00	43.00	90	TKT 61432,2-16-00
			CATE, GARY S	00/02/17	50363	Drop-Off Center Revenue	9813327	39.00	39.00	90	TKT 61402 2-14-00
			CATE, GARY S	00/02/10	50363	Drop-Off Center Revenue	9813080	48.00	48.00	90	#61237 2/7/00
			CATE, GARY S	00/02/05	50363	Drop-Off Center Revenue	9813080	21.00	21.00	90	#61125 2/3/00
			CATE, GARY S	00/02/02	50363	Drop-Off Center Revenue	9813080	2.00	2.00	90	#61058 2/1/00
			CATE, GARY S	00/02/02	50363	Drop-Off Center Revenue	9813080	18.00	18.00	90	#61057 2/1/00
			CATE, GARY S	00/01/28	50363	Drop-Off Center Revenue	9813010	20.00	20.00	90	60935 1/26/2000
			CATE, GARY S	00/01/24	50363	Drop-Off Center Revenue	9813010	41.00	41.00	90	#60417 1/10/00
			CATE, GARY S	00/01/24	50363	Drop-Off Center Revenue	9813010	31.00	31.00	90	
			CATE, GARY S	00/01/24	50363	Drop-Off Center Revenue	9813010	33.00	33.00	90	#60707 1/17/00
			CATE, GARY S	00/01/24	50363	Drop-Off Center Revenue	9813010	27.00	27.00	90	#60762 1/19/00
			CATE, GARY S	00/01/24	50363	Drop-Off Center Revenue	9813010	146.00	146.00	90	#60809 1/20/00
							TOTAL	1,057.00	1,057.00		
		000005858	SILVER, KEITH	02/12/27	50363	Drop-Off Center Revenue	9840026	57.00	57.00	90	12/20 Ticket 121610
							TOTAL	57.00	57.00		
		000005981	COLD STONE DEVELOPMENT	01/11/08	50363	Drop-Off Center Revenue	9827382	105.00	105.00	90	11/5 Ticket 98762
			COLD STONE DEVELOPMENT	01/10/04	50363	Drop-Off Center Revenue	9826396	58.50	58.50	90	10/2 Ticket 96420
			COLD STONE DEVELOPMENT	01/09/21	50363	Drop-Off Center Revenue	9826156	31.50	31.50	90	9/17 Ticket 95617
			COLD STONE DEVELOPMENT	01/09/14	50363	Drop-Off Center Revenue	9825794	133.50	133.50	90	9/12 Ticket 95296
			COLD STONE DEVELOPMENT	01/09/07	50363	Drop-Off Center Revenue	9825663	406.50	406.50	90	9/4 Ticket 94786
			COLD STONE DEVELOPMENT	01/08/24	50363	Drop-Off Center Revenue	9825476	168.00	168.00	90	8/23 Ticket 94198
			COLD STONE DEVELOPMENT	01/08/24	50363	Drop-Off Center Revenue	9825476	168.00	168.00	90	8/22 Ticket 94178
			COLD STONE DEVELOPMENT	01/08/24	50363	Drop-Off Center Revenue	9825476	18.00	18.00	90	8/22 Ticket 94169
			COLD STONE DEVELOPMENT	01/08/22	50363	Drop-Off Center Revenue	9825476	156.00	156.00	90	8/20 Ticket 93977
			COLD STONE DEVELOPMENT	01/08/22	50363	Drop-Off Center Revenue	9825476	124.50	124.50	90	8/21 Ticket 94107
			COLD STONE DEVELOPMENT	01/08/17	50363	Drop-Off Center Revenue	9825286	73.20	73.20	90	8/15 Ticket 93686
			COLD STONE DEVELOPMENT	01/08/17	50363	Drop-Off Center Revenue	9825286	88.50	88.50	90	8/16b Ticket 93759
			COLD STONE DEVELOPMENT	01/08/17	50363	Drop-Off Center Revenue	9825286	76.50	76.50	90	8/15 Ticket 93713

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50	0101	000005981	COLD STONE DEVELOPMENT	01/08/16	50363	Drop-Off Center Revenue	9825286	292.50	292.50	90	8/10/01 Ticket 93487
							TOTAL	1,900.20	1,900.20		
		000006160	NEUMAN, STEVEN	03/06/13	50229	Worker's Comp Overpayment	9844232	303.26	158.26	90	Date of Injury:12/25/2002
							TOTAL	303.26	158.26		
		000006172	CHAKAS, CHRIS	03/06/30	50229	Hgwy W/C salary op reim	9845639	96.49	96.49	90	doi 9-11-01
			CHAKAS, CHRIS	00/11/28	50229	Hgwy W/C salary op reim	9818435	63.84	63.84	90	Workers Comp reimburse
							TOTAL	160.33	160.33		
		000006173	HEALY, MIKE	00/11/28	50229	Hgwy W/C salary op reim	9818436	218.98	218.98	90	Workers Comp reimburse
							TOTAL	218.98	218.98		
		000006174	KISKINIS, JOHN	00/11/28	50229	Hgwy W/C salary op reim	9818437	486.53	486.53	90	Workers Comp reimburse
							TOTAL	486.53	486.53		
		000006881	MASTERCRAFT PAINTING	03/02/24	50363	Drop-Off Center Revenue	9841515	61.50	61.50	90	2/20 Ticket 123049
							TOTAL	61.50	61.50		
		000007105	VLAHOS, ALEXANDER	03/03/10	50363	Drop-Off Center Revenue	9841736	15.00	15.00	90	3/5 Ticket 123406
							TOTAL	15.00	15.00		
		000007589	KRUGER, MICHAEL	02/08/20	50363	Drop-Off Center Revenue	9836293	66.00	66.00	90	8/7 Ticket 114136
							TOTAL	66.00	66.00		
		000007708	JOHNSON, CHRIS	02/10/25	50363	Drop-Off Center Revenue	9838005	42.00	42.00	90	10/11 Ticket 118045
							TOTAL	42.00	42.00		
		000007768	ADAMS, BRUCE	02/11/26	50363	Drop-Off Center Revenue	9838794	87.00	87.00	90	11/18 Ticket 120385
							TOTAL	87.00	87.00		
		000007799	FIGUEROA, FELIZ VAZQUEZ	02/12/12	50363	Drop-Off Center Revenue	9838968	132.00	132.00	90	11/26 Ticket 120786
							TOTAL	132.00	132.00		
		000007864	MARTIN, MARGUERITE	03/01/30	50363	Drop-Off Center Revenue	9840848	12.00	12.00	90	12/31 Ticket 121907

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							TOTAL	12.00	12.00		
50	0101	000007911	CLANCY, MICHAEL	03/03/10	50363	Drop-Off Center Revenue	9841738	72.00	72.00	90	2/26 Ticket 123204
							TOTAL	72.00	72.00		
		000007934	BEAUDET, PAUL	03/07/07	50363	Drop-Off Center Revenue	9845085	57.00	57.00	90	130783 6/30/2003
			BEAUDET, PAUL	03/07/07	50363	Drop-Off Center Revenue	9845085	75.00	75.00	90	130800 6/30/2003
							TOTAL	132.00	132.00		
		000007938	HUARD, SCOTT	03/03/31	50363	Drop-Off Center Revenue	9842310	39.00	39.00	90	3/14 Ticket 123649
							TOTAL	39.00	39.00		
		000007939	JONES, MICHAEL	03/03/31	50363	Drop-Off Center Revenue	9842311	33.00	33.00	90	3/19 Ticket 123952
							TOTAL	33.00	33.00		
		000007941	MARTINEAU, FRANK	03/03/31	50216	NSF Charge	9842313	30.00	30.00	90	bounced check # 1163
			MARTINEAU, FRANK	03/03/31	50363	Drop-Off Center Revenue	9842313	64.50	64.50	90	3/18 bounced check # 1163
							TOTAL	94.50	94.50		
		000007983	VILGRAIN, MARIE	03/04/24	50363	Drop-Off Center Revenue	9843074	46.50	46.50	90	TKT# 125223 4-14-03
							TOTAL	46.50	46.50		
		000007989	LAWRENCE, MARK	03/05/06	50363	Drop-Off Center Revenue		15.00	15.00	90	tkt# 125944 4-23-03
							TOTAL	15.00	15.00		
		000008000	PEGUERO, RAFAELA	03/05/06	50216	NSF Charge - Highway	9843219	30.00	30.00	90	ck#1156 4-16-03
			PEGUERO, RAFAELA	03/05/06	50363	Drop-Off Center Revenue	9843219	36.00	36.00	90	ck# 1156 4-16-03
							TOTAL	66.00	66.00		
		000008001	YOUNG, RANDALL	03/06/04	50363	Drop-Off Center Revenue	9844108	79.50	79.50	90	128803 6-2-03
							TOTAL	79.50	79.50		
		000008005	MANN, STEVE	03/05/06	50229	Hgwy W/C salary op reim	9843224	417.56	417.56	90	doi 1-3-01
							TOTAL	417.56	417.56		
		000008006	BOUCHER, TEAC	03/05/06	50229	Hgwy W/C salary op reim	9843225	92.11	92.11	90	doi 10-11-02

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						TOTAL		92.11	92.11		
50	0101	000008008	GOSS, SCOTT	03/05/06	50229	Hgwy W/C salary op reim	9843226	158.70	158.70	90	doi 1-17-03
			GOSS, SCOTT	03/05/06	50229	Hgwy W/C salary op reim	9843226	166.17	166.17	90	doi 4-26-02 balance due
						TOTAL		324.87	324.87		
		000008015	LACOURSE, TODD	03/05/13	50363	Drop-Off Center Revenue	9843291	179.50	179.50	90	#126776 5/3/2003
						TOTAL		179.50	179.50		
		000008046	LODER, JOHN D	03/05/21	50363	Drop-Off Center Revenue	9843826	39.00	39.00	90	#127832 5/17/03
						TOTAL		39.00	39.00		
		000008048	SIDERIS, GEORGE J	03/05/21	50363	Drop-Off Center Revenue	9843828	99.00	99.00	90	#127949 5/19/03
						TOTAL		99.00	99.00		
		000008052	TOWNE, FRANCIS J	03/07/08	50363	Drop-Off Center Revenue	9845093	34.50	34.50	90	131013 7/3/2003
			TOWNE, FRANCIS J	03/06/24	50363	Drop-Off Center Revenue	9844748	66.00	66.00	90	130227 6/20/2003
			TOWNE, FRANCIS J	03/06/23	50363	Drop-Off Center Revenue	9844748	39.00	39.00	90	130042 6/19/2003
			TOWNE, FRANCIS J	03/06/19	50363	Drop-Off Center Revenue	9844748	31.50	31.50	90	129880 6/17/2003
			TOWNE, FRANCIS J	03/06/19	50363	Drop-Off Center Revenue	9844748	72.00	72.00	90	129889 6/17/2003
			TOWNE, FRANCIS J	03/06/19	50363	Drop-Off Center Revenue	9844748	27.00	27.00	90	129896 6/17/2003
			TOWNE, FRANCIS J	03/06/19	50363	Drop-Off Center Revenue	9844748	39.00	39.00	90	129935 6/17/2003
			TOWNE, FRANCIS J	03/06/18	50363	Drop-Off Center Revenue	9844748	54.00	54.00	90	129798 6/16/2003
			TOWNE, FRANCIS J	03/06/18	50363	Drop-Off Center Revenue	9844748	66.00	66.00	90	129760 6/16/2003
			TOWNE, FRANCIS J	03/06/13	50363	Drop-Off Center Revenue	9844244	33.00	33.00	90	129540 6/11/2003
			TOWNE, FRANCIS J	03/06/09	50363	Drop-Off Center Revenue	9844119	39.00	39.00	90	129263 6/7/2003
			TOWNE, FRANCIS J	03/05/21	50363	Drop-Off Center Revenue	9843832	33.00	33.00	90	#127813 5/17/03
			TOWNE, FRANCIS J	03/05/21	50363	Drop-Off Center Revenue	9843832	48.00	48.00	90	#128012 5/19/03
			TOWNE, FRANCIS J	03/05/21	50363	Drop-Off Center Revenue	9843832	58.50	58.50	90	#128011 5/19/03
			TOWNE, FRANCIS J	03/05/21	50363	Drop-Off Center Revenue	9843832	19.50	19.50	90	#127975 5/19/03
			TOWNE, FRANCIS J	03/05/21	50363	Drop-Off Center Revenue	9843832	39.00	39.00	90	#127976 5/19/03
			TOWNE, FRANCIS J	03/05/21	50363	Drop-Off Center Revenue	9843832	19.50	19.50	90	#128037 5/20/03
						TOTAL		718.50	718.50		
		000008107	KOZA, ANDREW	03/06/12	50363	Drop-Off Center Revenue	9844248	64.50	64.50	90	129076 6/5/2003
						TOTAL		64.50	64.50		
		000008111	THOMPSON, STEVE	03/06/13	50229	Worker's Comp Overpayment	9844250	82.97	82.97	90	Date of Injury: 3/5/2001
						TOTAL		82.97	82.97		

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
50	0101	000008113	BOISVERT, TIMOTHY	03/06/13	50229	Worker's Comp Overpayment	9844252	51.13	51.13	90	Date of Injury: 8/7/2002
							TOTAL	51.13	51.13		
		000008114	POISSON, KYLE	03/06/13	50229	Worker's Comp Overpayment	9844253	440.93	440.93	90	DOI: 3/28/200164/19/2002
							TOTAL	440.93	440.93		
		000008115	FITZGERALD, RYAN	03/06/13	50229	Worker's Comp Overpayment	9844254	36.92	36.92	90	Date of Injury:11/18/2002
							TOTAL	36.92	36.92		
		000008139	TREMBLAY, DEREK W	03/06/23	50363	Drop-Off Center Revenue	9844753	37.50	37.50	90	129493 6/11/2003
							TOTAL	37.50	37.50		
		000008150	RUST, KENNETH J	03/06/24	50363	Drop-Off Center Revenue	9844761	33.00	33.00	90	130312 6/21/2003
							TOTAL	33.00	33.00		
							CUSTOMER TYPE TOTAL	17,828.67	14,410.66		
52		000003027	HILLSBOROUGH COUNTY SHERIFF	03/06/19	B2646	Permits/Pine St	9844338	287.00	259.00	90	
							TOTAL	287.00	259.00		
		000003287	MOREHOUSE, LINDA T	03/06/19	D2646	Permits/Bedford	9844348	36.00	36.00	90	
			MOREHOUSE, LINDA T	03/05/19	D2646	Permits/Bedford	9843369	36.00	35.00	90	
							TOTAL	72.00	71.00		
		000004422	WEBSTER, CHRIS	03/06/19	H2646	Permits/Millyard	9844358	31.00	31.00	90	
			WEBSTER, CHRIS	03/05/19	H2646	Permits/Millyard	9843379	31.00	18.00	90	
							TOTAL	62.00	49.00		
		000004567	STATE OF NH - TRAFFIC BUREAU	02/12/02	52106	State Traffic Reimbursmnt	9838807	26,508.28	26,508.28	90	Traffic-Admin & Managemnt
							TOTAL	26,508.28	26,508.28		
		000004817	CAMPBELL, DENNIS	98/07/28	5C682	Materials - Signals	9804865	1,025.00	237.77	90	CABINET/PUSHBUTTON
			CAMPBELL, DENNIS	98/07/28	5C682	Materials - Signals	9804865	110.48	51.89	90	POLICE DETAIL
			CAMPBELL, DENNIS	98/07/28	52921	Repair Traffic Signals	9804865	349.92	349.92	90	LABOR SIGNALS
							TOTAL	1,485.40	639.58		

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0101	000005013	HELPING HANDS - JEANNE ASKHAM	02/05/22	52646	Permits/Hartnett	9833049	41.00	41.00	90	
			HELPING HANDS - JEANNE ASKHAM	01/08/17	52646	Permits/Hartnett	9825060	41.00	40.00	90	
							TOTAL	82.00	81.00		
		000005264	ELBES ASSOCIATES	03/06/19	H2646	Permits/Millyard	9844373	186.00	186.00	90	
							TOTAL	186.00	186.00		
		000005747	PARIS, MARK	00/06/06	5C682	Materials - Signals	9814844	925.40	925.40	90	
			PARIS, MARK	00/06/06	52921	Repair Traffic Signals	9814844	197.31	197.31	90	Traffic - Signs
							TOTAL	1,122.71	1,122.71		
		000005835	STAFFIERE, WILLIAM	03/06/19	B2646	Permits/Pine St	9844429	41.00	41.00	90	
							TOTAL	41.00	41.00		
		000005973	BRIAN SMITH	00/08/09	5C682	Materials - Signals	9816151	622.37	622.37	90	
			BRIAN SMITH	00/08/09	52921	Repair Traffic Signals	9816151	82.50	82.50	90	Traffic - Signs
							TOTAL	704.87	704.87		
		000006081	OCONNOR, JAMES	03/06/19	A2646	Permits/Pearl St	9844445	41.00	41.00	90	
			OCONNOR, JAMES	03/05/19	A2646	Permits/Pearl St	9843474	41.00	41.00	90	
							TOTAL	82.00	82.00		
		000006663	JAMES ASSOCIATES	03/04/21	I2646	Permits/Fleet	9842774	60.00	60.00	90	
							TOTAL	60.00	60.00		
		000006871	GEORGIODIS, SOULTANA	02/12/19	5A646	Downtown On-Street Permit	9839785	31.00	31.00	90	
			GEORGIODIS, SOULTANA	02/10/17	5A646	Downtown On-Street Permit	9837639	31.00	31.00	90	
							TOTAL	62.00	62.00		
		000006977	LORENZ, TERESA	01/10/22	5C682	Materials - Signals	9826959	934.60	934.60	90	
			LORENZ, TERESA	01/10/22	52921	Repair Traffic Signals	9826959	153.26	153.26	90	Traffic - Signs
							TOTAL	1,087.86	1,087.86		
		000006979	CLARK, MONICA	03/06/19	52646	Permits/Hartnett	9844514	41.00	41.00	90	
							TOTAL	41.00	41.00		
		000007079	HOLMES, CHARLES	03/06/19	H2646	Permits/Millyard	9844526	31.00	31.00	90	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0101	000007079	HOLMES, CHARLES	03/05/19	H2646	Permits/Millyard	9843558	31.00	31.00	90	
			HOLMES, CHARLES	03/04/24	H2646	Permits/Millyard	9843299	31.00	31.00	90	
							TOTAL	93.00	93.00		
		000007160	BARRY, NICOLE	02/11/19	5A646	Downtown On-Street Permit	9838489	31.00	31.00	90	
			BARRY, NICOLE	02/10/17	5A646	Downtown On-Street Permit	9837675	31.00	31.00	90	
							TOTAL	62.00	62.00		
		000007174	WEDDLETON, JENNIFER	03/03/18	5A646	Downtown On-Street Permit	9842008	31.00	31.00	90	
							TOTAL	31.00	31.00		
		000007182	HEBERT, ERIKA	03/06/19	5A646	Downtown On-Street Permit	9844536	31.00	9.00	90	
							TOTAL	31.00	9.00		
		000007191	PRESTIGE MODELING	03/05/19	I2646	Permits/Fleet	9843571	120.00	120.00	90	
			PRESTIGE MODELING	03/04/21	I2646	Permits/Fleet	9842836	120.00	120.00	90	
			PRESTIGE MODELING	03/03/26	I2646	Permits/Fleet	9842243	20.00	20.00	90	
			PRESTIGE MODELING	03/03/18	I2646	Permits/Fleet	9842013	120.00	100.00	90	
							TOTAL	380.00	360.00		
		000007213	CUMMINGS, JOHN	02/03/20	5C682	Materials - Signals	9831074	534.69	534.69	90	
			CUMMINGS, JOHN	02/03/20	52921	Repair Traffic Signals	9831074	163.38	163.38	90	Traffic - Signs
							TOTAL	698.07	698.07		
		000007307	GARCIA, DANIELLE	02/04/24	5C682	Materials - Signals	9832429	2,035.93	2,035.93	90	
			GARCIA, DANIELLE	02/04/24	5C682	Materials - Signals	9832429	121.00	121.00	90	
			GARCIA, DANIELLE	02/04/24	52921	Repair Traffic Signals	9832429	433.47	433.47	90	Traffic - Signs
							TOTAL	2,590.40	2,590.40		
		000007318	GERRARD, PATRICIA	03/06/19	5A646	Downtown On-Street Permit	9844543	31.00	31.00	90	
							TOTAL	31.00	31.00		
		000007350	THERRIEN, LESLIE	03/04/21	52646	Permits/Hartnett	9842845	41.00	41.00	90	
			THERRIEN, LESLIE	03/03/18	52646	Permits/Hartnett	9842026	41.00	41.00	90	
			THERRIEN, LESLIE	03/02/24	52646	Permits/Hartnett	9841368	41.00	18.00	90	
							TOTAL	123.00	100.00		
		000007375	LANCASTER, JILL	03/06/19	H2646	Permits/Millyard	9844546	31.00	31.00	90	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							TOTAL	31.00	31.00		
52	0101	000007526	GCI COMMUNICATIONS	03/06/19	H2646	Permits/Millyard	9844558	93.00	93.00	90	
			GCI COMMUNICATIONS	03/05/19	H2646	Permits/Millyard	9843598	93.00	93.00	90	
			GCI COMMUNICATIONS	03/04/21	H2646	Permits/Millyard	9842864	93.00	93.00	90	
							TOTAL	279.00	279.00		
		000007530	CAZAKIS INTERNATIONAL	03/05/19	H2646	Permits/Millyard	9843599	31.00	31.00	90	
							TOTAL	31.00	31.00		
		000007569	NADOLNY, BRENDA	03/01/21	5A646	Downtown On-Street Permit	9840609	31.00	31.00	90	
			NADOLNY, BRENDA	02/12/19	5A646	Downtown On-Street Permit	9839879	31.00	31.00	90	
			NADOLNY, BRENDA	02/11/19	5A646	Downtown On-Street Permit	9838555	31.00	13.00	90	
							TOTAL	93.00	75.00		
		000007591	MERRYGO INC	03/03/18	H2646	Permits/Millyard	9842056	31.00	31.00	90	
			MERRYGO INC	03/02/24	H2646	Permits/Millyard	9841399	31.00	31.00	90	
			MERRYGO INC	03/01/21	H2646	Permits/Millyard	9840612	31.00	31.00	90	
							TOTAL	93.00	93.00		
		000007593	TATRO, CINDY	03/05/19	5A646	Downtown On-Street Permit	9843605	31.00	31.00	90	
			TATRO, CINDY	03/04/21	5A646	Downtown On-Street Permit	9842873	31.00	31.00	90	
			TATRO, CINDY	03/03/18	5A646	Downtown On-Street Permit	9842057	31.00	31.00	90	
							TOTAL	93.00	93.00		
		000007624	PAQUIN, MELISSA	03/02/24	5A646	Downtown On-Street Permit	9841408	31.00	31.00	90	
			PAQUIN, MELISSA	03/01/21	5A646	Downtown On-Street Permit	9840622	31.00	31.00	90	
			PAQUIN, MELISSA	02/12/19	5A646	Downtown On-Street Permit	9839892	31.00	31.00	90	
			PAQUIN, MELISSA	02/11/19	5A646	Downtown On-Street Permit	9838568	31.00	31.00	90	
							TOTAL	124.00	124.00		
		000007637	FISHER, KATHLEEN	03/06/19	5A646	Downtown On-Street Permit	9844571	31.00	31.00	90	
			FISHER, KATHLEEN	03/05/19	5A646	Downtown On-Street Permit	9843613	31.00	31.00	90	
							TOTAL	62.00	62.00		
		000007665	20 20 VISUAL ARTS INC	03/04/21	52646	Permits/Hartnett	9842891	41.00	41.00	90	
			20 20 VISUAL ARTS INC	03/03/18	52646	Permits/Hartnett	9842076	41.00	41.00	90	
			20 20 VISUAL ARTS INC	03/02/24	52646	Permits/Hartnett	9841418	41.00	41.00	90	
							TOTAL	123.00	123.00		

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0101	000007685	RANDHAL, ABRAHAM	02/10/16	5A921	Repair Labor - Signs	9837422	87.84	87.84	90	
			RANDHAL, ABRAHAM	02/10/16	5B682	Materials - Signs	9837422	2.00	2.00	90	
							TOTAL	89.84	89.84		
		000007697	BEHNKE, MARY	03/06/19	H2646	Permits/Millyard	9844583	31.00	31.00	90	
			BEHNKE, MARY	03/05/19	H2646	Permits/Millyard	9843625	31.00	31.00	90	
							TOTAL	62.00	62.00		
		000007698	MCGARRY, JOAN	03/06/19	H2646	Permits/Millyard	9844584	31.00	31.00	90	
							TOTAL	31.00	31.00		
		000007718	GOTT, ANDREA	03/06/19	5A646	Downtown On-Street Permit	9844589	31.00	31.00	90	
			GOTT, ANDREA	03/05/19	5A646	Downtown On-Street Permit	9843631	31.00	31.00	90	
							TOTAL	62.00	62.00		
		000007720	HANNI, MARY-LYN	03/06/19	5A646	Downtown On-Street Permit	9844590	31.00	31.00	90	
							TOTAL	31.00	31.00		
		000007725	NORTHEAST EARTH MECHANICS	02/11/26	5C682	Materials - Signals	9838715	264.60	264.60	90	
			NORTHEAST EARTH MECHANICS	02/11/26	52921	Repair Traffic Signals	9838715	804.88	804.88	90	Traffic - Signs
							TOTAL	1,069.48	1,069.48		
		000007727	RH WHITE	02/11/26	5C682	Materials - Signals	9838716	111.20	111.20	90	
			RH WHITE	02/11/26	52921	Repair Traffic Signals	9838716	178.58	178.58	90	Traffic - Signs
							TOTAL	289.78	289.78		
		000007734	MARTIN, ANN	03/05/19	5A646	Downtown On-Street Permit	9843634	31.00	31.00	90	
			MARTIN, ANN	03/04/21	5A646	Downtown On-Street Permit	9842906	31.00	31.00	90	
							TOTAL	62.00	62.00		
		000007756	REINERT, AMY	03/06/19	5A646	Downtown On-Street Permit	9844597	31.00	31.00	90	
			REINERT, AMY	03/05/19	5A646	Downtown On-Street Permit	9843640	31.00	31.00	90	
			REINERT, AMY	03/04/21	5A646	Downtown On-Street Permit	9842913	31.00	31.00	90	
			REINERT, AMY	03/03/18	5A646	Downtown On-Street Permit	9842100	31.00	31.00	90	
							TOTAL	124.00	124.00		
		000007761	SILVA, EDWARD	02/12/19	I2646	Permits/Fleet	9839930	56.00	56.00	90	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							TOTAL	56.00	56.00		
52	0101	000007779	SANSOUCIE, SCOTT	03/06/19	52646	Permits/Hartnett	9844602	41.00	41.00	90	
							TOTAL	41.00	41.00		
		000007780	AGATI, BENJAMIN	03/04/21	5A646	Downtown On-Street Permit	9842919	31.00	31.00	90	
			AGATI, BENJAMIN	03/03/18	5A646	Downtown On-Street Permit	9842106	31.00	31.00	90	
							TOTAL	62.00	62.00		
		000007795	GERMOND, LIZ	03/04/21	5A646	Downtown On-Street Permit	9842924	31.00	31.00	90	
			GERMOND, LIZ	03/03/18	5A646	Downtown On-Street Permit	9842111	31.00	31.00	90	
			GERMOND, LIZ	03/02/24	5A646	Downtown On-Street Permit	9841453	31.00	31.00	90	
			GERMOND, LIZ	03/01/21	5A646	Downtown On-Street Permit	9840667	31.00	31.00	90	
			GERMOND, LIZ	02/12/19	5A646	Downtown On-Street Permit	9839939	31.00	31.00	90	
							TOTAL	155.00	155.00		
		000007856	LOPEZ, BRUNILDA	03/06/19	5A646	Downtown On-Street Permit	9844612	31.00	31.00	90	
							TOTAL	31.00	31.00		
		000007876	THIBEAULT, AMANDA	03/06/19	52646	Permits/Hartnett	9844619	41.00	41.00	90	
							TOTAL	41.00	41.00		
		000007878	FOURNIER, DIAN	03/02/19	5C682	Materials - Signals	9841050	333.60	333.60	90	
			FOURNIER, DIAN	03/02/19	52921	Repair Traffic Signals	9841050	114.45	114.45	90	Traffic - Signs
							TOTAL	448.05	448.05		
		000007886	FALLON, AMY	03/06/19	52646	Permits/Hartnett	9844623	41.00	41.00	90	
			FALLON, AMY	03/05/19	52646	Permits/Hartnett	9843666	41.00	41.00	90	
			FALLON, AMY	03/04/21	52646	Permits/Hartnett	9842945	41.00	41.00	90	
							TOTAL	123.00	123.00		
		000007887	BRUNN, JOSEPH	03/02/26	5C682	Materials - Signals	9841488	2,066.98	2,066.98	90	
			BRUNN, JOSEPH	03/02/26	52921	Repair Traffic Signals	9841488	699.36	699.36	90	Traffic - Signs
							TOTAL	2,766.34	2,766.34		
		000007912	MERRIMACK VALLEY ASST PROGRAM	03/06/19	A2646	Permits/Pearl St	9844625	164.00	164.00	90	
							TOTAL	164.00	164.00		

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
52	0101	000007946	WATERS, LENORE	03/06/19	5A646	Downtown On-Street Permit	9844628	31.00	31.00	90	
						TOTAL		31.00	31.00		
		000007951	SMITH, JACQUELINE	03/06/19	5A646	Downtown On-Street Permit	9844631	31.00	31.00	90	
			SMITH, JACQUELINE	03/05/19	5A646	Downtown On-Street Permit	9843675	31.00	1.00	90	
						TOTAL		62.00	32.00		
		000007975	SEVERANCE, SHEILA	03/06/19	5A646	Downtown On-Street Permit	9844635	31.00	31.00	90	
			SEVERANCE, SHEILA	03/05/19	5A646	Downtown On-Street Permit	9843680	31.00	31.00	90	
						TOTAL		62.00	62.00		
		000008009	IVERSON, MARY C	03/06/09	5C682	Materials - Signals	9844058	88.47	88.47	90	
			IVERSON, MARY C	03/06/09	52921	Repair Traffic Signals	9844058	279.69	279.69	90	Traffic - Signs
						TOTAL		368.16	368.16		
		000008054	MCCARTHY, MELISSA	03/06/19	H2646	Permits/Millyard	9844642	31.00	31.00	90	
						TOTAL		31.00	31.00		
		000008062	BEZIO, CHRISTINE	03/06/19	5A646	Downtown On-Street Permit	9844648	31.00	31.00	90	
						TOTAL		31.00	31.00		
		000008067	FITCH, GEORGE	03/06/19	D2646	Permits/Bedford	9844650	36.00	36.00	90	
						TOTAL		36.00	36.00		
		000008097	VIENS, ANGELICA	03/06/19	5C682	Materials - Signals	9844319	346.00	346.00	90	
			VIENS, ANGELICA	03/06/19	52921	Repair Traffic Signals	9844319	176.76	176.76	90	Traffic - Signs
						TOTAL		522.76	522.76		
						CUSTOMER TYPE TOTAL		43,705.00	42,703.18		
65		000006561	NATIONAL MUSIC WORKSHOP, THE	02/06/12	6B927	P&R Salary Reimbursement	9833654	225.00	75.00	90	
						TOTAL		225.00	75.00		
		000007212	GRANITE STATE OPERA	02/03/12	6A130	Parks OT Reimbursement	9830942	183.47	183.47	90	
			GRANITE STATE OPERA	02/03/12	65130	OT Salary Reimbursement	9830942	57.49	57.49	90	
			GRANITE STATE OPERA	02/03/12	65230	Fica Reimbursement	9830942	14.04	14.04	90	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							TOTAL	255.00	255.00		
65	0101	000008192	COSTA, JOHN C	03/07/01	65216	NSF Charge - Admin	9845213	30.00	30.00	90	Parks - Administration
			COSTA, JOHN C	03/07/01	65459	Pool Concessions	9845213	2,051.00	601.00	90	
							TOTAL	2,081.00	631.00		
							CUSTOMER TYPE TOTAL	2,561.00	961.00		
							FUND TOTAL	853,248.40	672,441.96		
33	0205	000003323	DEPT OF HEALTH & HUMAN SERVICE	03/06/30	33043	Juvenile Delinquency	9846213	15,359.13	.01	90	Police - Other Fed Grants
							TOTAL	15,359.13	.01		
		000004301	US DEPARTMENT OF JUSTICE-OJP	03/06/30	33058	Comm Oriented Policing	9846214	27,464.07	1,057.76	90	Police - Other Fed Grants
			US DEPARTMENT OF JUSTICE-OJP	03/06/30	33097	Drug Detect. & Law Enforc	9846214	45,423.19	14,177.37	90	Police - Other Fed Grants
			US DEPARTMENT OF JUSTICE-OJP	03/06/30	33089	Violence Against Women	9846658	75,984.31	14,524.81	90	Police - Other Fed Grants
							TOTAL	148,871.57	29,759.94		
		000007395	US ATTORNEYS OFFICE	03/06/30	33058	Comm Oriented Policing	9846215	676.25	676.25	90	Police - Other Fed Grants
							TOTAL	676.25	676.25		
							CUSTOMER TYPE TOTAL	164,906.95	30,436.20		
41		000004298	FEDERAL GOVERNMENT	02/11/15	41039	Health Care Grant	9838243	15,000.00	.94	90	Health - Other Fed Grants
							TOTAL	15,000.00	.94		
		000005543	STATE OF NH OFFICE OF	02/10/01	41096	Maternal and Child Health	9838770	3,489.07	817.26	90	October
							TOTAL	3,489.07	817.26		
		000006776	NH DEPT HEALTH & HUMAN SVC	02/10/01	41113	Tobacco Prevention	9838766	4,393.59	4,393.59	90	October 02
							TOTAL	4,393.59	4,393.59		
							CUSTOMER TYPE TOTAL	22,882.66	5,211.79		
65		000007671	CASSIDY, JAMES	02/10/04	65461	Donations - Other	9837278	780.00	780.00	90	Parks/Rec/Cem-Othr Fed Gr

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							TOTAL	780.00	780.00		
							CUSTOMER TYPE TOTAL	780.00	780.00		
							FUND TOTAL	188,569.61	36,427.99		
13	0301	000000064	SCHOOL ADMINISTRATIVE UNIT #37	01/10/24	13965	FIBER TO MAPLE STREET	9827028	818.00	818.00	90	YOUTH CENTER
							TOTAL	818.00	818.00		
		000000065	MANCHESTER WELFARE DEPT	01/06/19	13965	PENT III PC'S	9823721	9,930.00	9,930.00	90	WEL PO#: 939518
							TOTAL	9,930.00	9,930.00		
							CUSTOMER TYPE TOTAL	10,748.00	10,748.00		
							FUND TOTAL	10,748.00	10,748.00		
27	0801	000005684	CASEYS SEPTIC SERVICE	01/05/14	27137	SEPTAGE PERMITS	9822519	20.00	20.00	90	Trucks #12 & #13
			CASEYS SEPTIC SERVICE	01/04/30	27137	EPD Septage	9822332	19.13	19.13	90	Late Fee
			CASEYS SEPTIC SERVICE	01/03/31	27137	EPD Septage	9821534	19.33	19.33	90	Late Charge
			CASEYS SEPTIC SERVICE	01/02/28	27137	EPD Septage	9820870	18.94	18.94	90	Late Fee
			CASEYS SEPTIC SERVICE	01/01/31	27137	EPD Septage	9820291	18.76	18.76	90	Late Fee
			CASEYS SEPTIC SERVICE	00/12/31	27137	EPD Septage	9819653	18.57	18.57	90	Late Fee
			CASEYS SEPTIC SERVICE	00/11/30	27137	EPD Septage	9818483	18.39	18.39	90	Late Fee
			CASEYS SEPTIC SERVICE	00/10/31	27137	EPD Septage	9818016	18.20	18.20	90	Late Charge
			CASEYS SEPTIC SERVICE	00/09/30	27137	EPD Septage	9817441	18.02	18.02	90	Late Charges
			CASEYS SEPTIC SERVICE	00/08/31	27137	EPD Septage	9816754	740.29	740.29	90	Truck #12; TIX 2079-2085
			CASEYS SEPTIC SERVICE	00/08/31	27137	EPD Septage	9816754	10.52	10.52	90	Late Charge
			CASEYS SEPTIC SERVICE	00/07/31	27137	EPD Septage	9816172	1,052.02	937.29	90	Truck #: 12 various
							TOTAL	1,972.17	1,857.44		
							CUSTOMER TYPE TOTAL	1,972.17	1,857.44		
							FUND TOTAL	1,972.17	1,857.44		
25	0805	000003428	T-MOBILE USA INC	03/03/07	25165	Fingerprinting Fees	02501937	174.00	174.00	90	
			T-MOBILE USA INC	03/03/07	25646	Parking Permits	02501937	30.00	30.00	90	
							TOTAL	204.00	204.00		

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
25	0805	000003476	ALLEGHENY AIRLINES INC	02/08/31	25156	Landing Fees	02500833	8,521.44	2,840.48	90	
			ALLEGHENY AIRLINES INC	02/08/23	25841	Apron Rents	02500598	25.00	25.00	90	
			ALLEGHENY AIRLINES INC	02/07/31	25156	Landing Fees	02500252	8,521.44	6,817.15	90	
							TOTAL	17,067.88	9,682.63		
		000003505	AVIATION ASSOCIATES-AVIAAS	03/06/30	25159	Percentage of Gross	02503208	187.17	12.54	90	
							TOTAL	187.17	12.54		
		000003535	BUCKBOARD TRANSPORTATION	03/06/01	25148	Non-Airline Space Rent	02502584	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000003537	BUDGET RAC	03/07/09	25163	Badge Fees	02503101	10.00	10.00	90	
			BUDGET RAC	03/05/01	25840	Airpark Land Rents	02502423	483.96	11.43	90	
			BUDGET RAC	03/04/30	25163	Badge Fees	02502496	10.00	10.00	90	
			BUDGET RAC	03/04/01	25840	Airpark Land Rents	02502084	483.96	73.00	90	
							TOTAL	987.92	104.43		
		000003555	CARGEX MANCH LTD PARTNERSHIP	02/10/31	25165	Fingerprinting Fees	02501328	29.00	29.00	90	
			CARGEX MANCH LTD PARTNERSHIP	02/10/31	25646	Parking Permits	02501328	5.00	5.00	90	
							TOTAL	34.00	34.00		
		000003593	COLGAN AIR INC	03/06/30	25156	Landing Fees	02503243	2,866.98	1,413.32	90	
			COLGAN AIR INC	03/05/30	25156	Landing Fees	02502944	3,648.26	3,648.26	90	
			COLGAN AIR INC	03/04/30	25156	Landing Fees	02502821	1,453.66	1,356.74	90	
			COLGAN AIR INC	02/12/31	25156	Landing Fees	02501621	3,515.25	2,365.25	90	
							TOTAL	11,484.15	8,783.57		
		000003613	CONTINENTAL AIR	03/03/31	25152	Terminal Rent/Display	02502299	1,467.29	1,354.42	90	
			CONTINENTAL AIR	03/03/31	25152	Terminal Rent/Display	02502311	1,467.29	1,354.42	90	
			CONTINENTAL AIR	02/10/01	25152	Terminal Rent/Display	02500959	2,006.00	651.58	90	
							TOTAL	4,940.58	3,360.42		
		000003616	CONTINENTAL EXPRESS	03/03/31	25152	Terminal Rent/Display	02502312	1,467.29	75.00	90	
							TOTAL	1,467.29	75.00		
		000003620	COOPER & CO TRANSPORTATION	03/06/01	25148	Non-Airline Space Rent	02502604	25.00	25.00	90	
							TOTAL	25.00	25.00		

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

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25	0805	000003622	CORNELL, LEON	03/03/01	25142	Aircraft Parking	02501980	135.00	135.00	90	
							TOTAL	135.00	135.00		
		000003651	DELTA AIRLINES INC	03/07/01	25152	Terminal Rent/Display	02503044	803.17	803.17	90	
			DELTA AIRLINES INC	03/07/01	25152	Terminal Rent/Display	02503044	5,906.83	5,906.83	90	
			DELTA AIRLINES INC	03/07/01	25152	Terminal Rent/Display	02503044	1,441.29	1,441.29	90	
			DELTA AIRLINES INC	03/07/01	25152	Terminal Rent/Display	02503044	7,035.37	7,035.37	90	
			DELTA AIRLINES INC	03/07/01	25152	Terminal Rent/Display	02503044	2,500.00	2,500.00	90	
			DELTA AIRLINES INC	03/07/01	25841	Apron Rents	02503044	1,409.06	1,409.06	90	
			DELTA AIRLINES INC	03/07/01	25841	Apron Rents	02503044	1,912.80	1,912.80	90	
			DELTA AIRLINES INC	03/06/01	25152	Terminal Rent/Display	02502875	2,500.00	817.65	90	
							TOTAL	23,508.52	21,826.17		
		000003690	FEDERAL EXPRESS CORP	03/04/04	25163	Badge Fees	02502155	290.00	30.00	90	
			FEDERAL EXPRESS CORP	03/04/04	25163	Badge Fees	02502214	60.00	20.00	90	
			FEDERAL EXPRESS CORP	03/03/31	25163	Badge Fees	02502246	50.00	5.00	90	
							TOTAL	400.00	55.00		
		000003720	GRANADA LIMOUSINE SERVICE	03/06/01	25148	Non-Airline Space Rent	02502653	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000003731	HANGAR 5 INC	03/05/01	25840	Airpark Land Rents	02502440	204.37	204.37	90	
			HANGAR 5 INC	03/04/01	25840	Airpark Land Rents	02502101	204.37	204.37	90	
			HANGAR 5 INC	03/03/01	25840	Airpark Land Rents	02501852	204.37	204.37	90	
							TOTAL	613.11	613.11		
		000003736	HERTZ CORP-PROP & CONCESSION	03/04/04	25163	Badge Fees	02502159	10.00	10.00	90	
			HERTZ CORP-PROP & CONCESSION	02/02/28	25153	Rental Cars	9831076	53,912.89	4,807.33	90	Aviation - Administration
							TOTAL	53,922.89	4,817.33		
		000003797	L & M VENDING & AMUSEMENT CO	03/04/30	25154	Vending Machines	02502802	2,167.96	1,673.82	90	
							TOTAL	2,167.96	1,673.82		
		000003833	MATHES ASSOCIATES	03/07/01	25840	Airpark Land Rents	02503064	141.61	141.61	90	
							TOTAL	141.61	141.61		
		000003874	NATIONAL CAR RENTAL	03/06/01	25840	Airpark Land Rents	02502901	483.96	2.34	90	
			NATIONAL CAR RENTAL	03/05/01	25840	Airpark Land Rents	02502459	483.96	2.34	90	

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						TOTAL		967.92	4.68		
25	0805	000003875	NATIONAL GARAGES INC	03/04/30	25163	Badge Fees	02502509	20.00	20.00	90	
			NATIONAL GARAGES INC	03/04/30	25163	Badge Fees	02502509	825.00	825.00	90	
			NATIONAL GARAGES INC	02/12/31	25141	Correct Posting	9842249	92,697.05	69.95	90	Transmitted in Error
						TOTAL		93,542.05	914.95		
		000003958	SAFLITE PILOT TRAINING	03/07/09	25165	Fingerprinting Fees	02503119	29.00	29.00	90	
			SAFLITE PILOT TRAINING	03/07/09	25646	Parking Permits	02503119	5.00	5.00	90	
			SAFLITE PILOT TRAINING	03/04/30	25163	Badge Fees	02502515	10.00	10.00	90	
			SAFLITE PILOT TRAINING	03/04/30	25159	Percentage of Gross	02502808	162.06	.50	90	
			SAFLITE PILOT TRAINING	03/04/01	25840	Airpark Land Rents	02502123	296.64	.02	90	
			SAFLITE PILOT TRAINING	03/03/31	25163	Badge Fees	02502260	10.00	10.00	90	
			SAFLITE PILOT TRAINING	03/03/31	25165	Fingerprinting Fees	02502260	58.00	58.00	90	
			SAFLITE PILOT TRAINING	03/03/31	25646	Parking Permits	02502260	30.00	30.00	90	
			SAFLITE PILOT TRAINING	03/03/31	25159	Percentage of Gross	02502393	33.90	33.90	90	
			SAFLITE PILOT TRAINING	03/03/07	25165	Fingerprinting Fees	02501930	58.00	4.85	90	
			SAFLITE PILOT TRAINING	03/02/28	25159	Percentage of Gross	02502049	39.15	39.15	90	
						TOTAL		731.75	220.42		
		000003977	SHULER, JACK	02/12/02	25142	Aircraft Parking	02501320	45.00	45.00	90	
						TOTAL		45.00	45.00		
		000003986	SMARTE CARTE INC	03/04/30	25148	Non-Airline Space Rent	02502810	570.29	570.29	90	
						TOTAL		570.29	570.29		
		000004031	THRIFTY CAR RENTAL	03/07/01	25143	Rental Car Parking	02503077	429.43	429.43	90	
			THRIFTY CAR RENTAL	03/07/01	25143	Rental Car Parking	02503077	176.54	176.54	90	
			THRIFTY CAR RENTAL	03/07/01	25844	Cleaning Surcharge	02503077	192.77	192.77	90	
			THRIFTY CAR RENTAL	02/12/31	25153	Rental Cars	02501660	9,708.30	2,578.39	90	
			THRIFTY CAR RENTAL	02/12/31	25161	Customer Facility Charge	02501660	7,987.50	7,987.50	90	
						TOTAL		18,494.54	11,364.63		
		000004041	TREMONTE, TOM	02/09/13	25142	Aircraft Parking	02500827	45.00	45.00	90	
						TOTAL		45.00	45.00		
		000004053	UNITED AIRLINES	03/07/01	25152	Terminal Rent/Display	02503080	2,500.00	.01	90	
			UNITED AIRLINES	03/03/31	25163	Badge Fees	02502264	30.00	30.00	90	
			UNITED AIRLINES	03/03/31	25165	Fingerprinting Fees	02502264	29.00	29.00	90	
			UNITED AIRLINES	03/03/31	25646	Parking Permits	02502264	5.00	5.00	90	
			UNITED AIRLINES	03/03/31	25152	Terminal Rent/Display	02502280	1,467.29	1,467.29	90	

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25	0805	000004053	UNITED AIRLINES	03/03/31	25152	Terminal Rent/Display	02502292	1,467.29	1,383.54	90	
			UNITED AIRLINES	03/03/31	25152	Terminal Rent/Display	02502304	1,467.29	1,354.42	90	
			UNITED AIRLINES	03/03/31	25152	Terminal Rent/Display	02502316	1,467.29	1,354.42	90	
			UNITED AIRLINES	03/03/31	25152	Terminal Rent/Display	02502328	1,467.29	1,354.42	90	
			UNITED AIRLINES	03/03/12	25152	Terminal Rent/Display	9841711	6,887.93	6,887.93	90	TO ALLOW FOR CHG ADJ
			UNITED AIRLINES	03/03/12	25841	Apron Rents	9841711	5,401.79	5,401.79	90	TO ALLOW FOR CHG ADJ.
			UNITED AIRLINES	03/03/12	25152	Terminal Rent/Display	9841712	6,887.93	6,887.93	90	TO ALLOW FOR C/A 3/03
			UNITED AIRLINES	03/03/12	25841	Apron Rents	9841712	5,401.79	5,401.79	90	TO ALLOW FOR CHG ADJ 03/0
			UNITED AIRLINES	03/03/10	25163	Badge Fees	02501968	10.00	10.00	90	
			UNITED AIRLINES	02/12/01	25152	Terminal Rent/Display	02501408	18,355.73	3,391.30	90	
			UNITED AIRLINES	02/12/01	25152	Terminal Rent/Display	02501408	817.65	817.65	90	
			UNITED AIRLINES	02/12/01	25152	Terminal Rent/Display	02501408	11,845.58	11,845.58	90	
			UNITED AIRLINES	02/12/01	25152	Terminal Rent/Display	02501408	7,335.03	7,335.03	90	
							TOTAL	72,843.88	54,957.10		
		000004058	USAIRWAYS INC	03/04/04	25163	Badge Fees	02502233	70.00	20.00	90	
			USAIRWAYS INC	03/03/31	25841	Apron Rents	02502139	975.00	975.00	90	
			USAIRWAYS INC	03/03/31	25152	Terminal Rent/Display	02502294	1,467.29	1,354.42	90	
			USAIRWAYS INC	03/03/31	25152	Terminal Rent/Display	02502306	1,467.29	1,354.42	90	
			USAIRWAYS INC	03/03/31	25152	Terminal Rent/Display	02502318	1,467.29	1,354.42	90	
			USAIRWAYS INC	03/03/31	25152	Terminal Rent/Display	02502330	1,467.29	1,354.42	90	
			USAIRWAYS INC	03/03/07	25163	Badge Fees	02501935	40.00	40.00	90	
			USAIRWAYS INC	03/03/07	25165	Fingerprinting Fees	02501935	87.00	87.00	90	
			USAIRWAYS INC	03/03/07	25646	Parking Permits	02501935	15.00	15.00	90	
			USAIRWAYS INC	03/03/07	25646	Parking Permits	02501944	15.00	15.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	650.00	650.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	5,550.00	5,550.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	775.00	775.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	5,475.00	5,475.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	700.00	700.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	5,775.00	5,775.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	650.00	650.00	90	
			USAIRWAYS INC	03/02/28	25841	Apron Rents	02502060	4,800.00	4,800.00	90	
			USAIRWAYS INC	02/12/31	25847	Aviation - Reimbursements	02501633	2,540.66	2,540.66	90	
			USAIRWAYS INC	02/10/31	25165	Fingerprinting Fees	02501352	58.00	58.00	90	
			USAIRWAYS INC	02/10/31	25646	Parking Permits	02501352	10.00	10.00	90	
			USAIRWAYS INC	02/08/31	25156	Landing Fees	02500847	71,864.29	26,350.24	90	
			USAIRWAYS INC	02/08/31	25847	Aviation - Reimbursements	02500873	2,509.85	920.28	90	
			USAIRWAYS INC	02/08/01	25152	Terminal Rent/Display	02500196	12,168.55	12,168.55	90	
			USAIRWAYS INC	02/08/01	25841	Apron Rents	02500196	3,550.58	3,550.58	90	
			USAIRWAYS INC	02/07/31	25156	Landing Fees	02500266	74,374.23	74,374.23	90	
			USAIRWAYS INC	02/07/31	25847	Aviation - Reimbursements	02500594	3,408.74	3,408.74	90	
			USAIRWAYS INC	02/07/31	25165	Fingerprinting Fees	02500626	261.00	261.00	90	
			USAIRWAYS INC	02/07/31	25646	Parking Permits	02500626	105.00	105.00	90	
			USAIRWAYS INC	02/07/01	25152	Terminal Rent/Display	02071204	24,715.80	9,958.52	90	
			USAIRWAYS INC	02/07/01	25152	Terminal Rent/Display	02071204	12,187.13	12,187.13	90	

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25	0805	000004058	USAIRWAYS INC	02/07/01	25152	Terminal Rent/Display	02071204	12,605.79	12,605.79	90	
			USAIRWAYS INC	02/07/01	25841	Apron Rents	02071204	3,550.58	3,550.58	90	
			USAIRWAYS INC	02/07/01	25841	Apron Rents	02071204	5,287.05	5,287.05	90	
						TOTAL		260,643.41	198,281.03		
		000004059	USAIRWAYS EXPRESS	03/03/31	25152	Terminal Rent/Display	02502317	1,467.29	1,354.42	90	
			USAIRWAYS EXPRESS	02/08/31	25847	Aviation - Reimbursements	02500872	499.08	183.00	90	
			USAIRWAYS EXPRESS	02/07/31	25847	Aviation - Reimbursements	02500593	670.33	670.33	90	
			USAIRWAYS EXPRESS	02/06/30	25847	Aviation - Reimbursements	9835286	520.41	38.98	90	Monthly share allocation
			USAIRWAYS EXPRESS	02/06/30	25847	Aviation - Reimbursements	9835354	571.70	571.70	90	June, 2002 allocation of
						TOTAL		3,728.81	2,818.43		
		000004077	WIGGINS AIRWAYS	03/02/01	25842	Land & Bldg Rent, Taxiway	02501738	3,833.46	3,633.76	90	
						TOTAL		3,833.46	3,633.76		
		000004160	ROBARGE, RICHARD	03/03/01	25142	Aircraft Parking	02501990	135.00	135.00	90	
						TOTAL		135.00	135.00		
		000004474	AVEX FLIGHT SUPPORT INC	03/01/31	25159	Percentage of Gross	02501781	6,055.38	3,062.55	90	
			AVEX FLIGHT SUPPORT INC	02/10/22	25200	Security Deposits	02501131	40.00	40.00	90	
			AVEX FLIGHT SUPPORT INC	02/10/22	25646	Parking Permits	02501131	10.00	10.00	90	
						TOTAL		6,105.38	3,112.55		
		000004725	NORTHWEST AIRLINES	03/03/31	25152	Terminal Rent/Display	02502326	1,467.29	75.00	90	
						TOTAL		1,467.29	75.00		
		000004726	SOUTHWEST AIRLINES	03/03/31	25152	Terminal Rent/Display	02502327	1,467.29	300.00	90	
						TOTAL		1,467.29	300.00		
		000004806	PEOPLE MOVERS	03/06/01	25148	Non-Airline Space Rent	02502364	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000004807	DAVIDSON, WILLIAM P	03/06/24	25142	Aircraft Parking	02502986	45.00	45.00	90	
			DAVIDSON, WILLIAM P	02/09/09	25142	Aircraft Parking	02500778	135.00	135.00	90	
						TOTAL		180.00	180.00		
		000004808	GRIFFITH, JOHN	03/07/01	25142	Aircraft Parking	02503136	135.00	135.00	90	
			GRIFFITH, JOHN	03/03/01	25142	Aircraft Parking	02501984	135.00	135.00	90	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
25	0805	000004808	GRIFFITH, JOHN	03/01/01	25142	Aircraft Parking	02501436	135.00	135.00	90	
						TOTAL		405.00	405.00		
		000005016	ANDOVER LIMOUSINE	03/06/01	25148	Non-Airline Space Rent	02502555	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000005143	FEDERAL GRANTS 1999	03/06/24	25117	FAA Reimbursements- State	02502987	699,502.56	113,132.56	90	
			FEDERAL GRANTS 1999	03/06/16	25030	FAA Reimbursements - Fed	02502936	351,754.00	1,952.22	90	
			FEDERAL GRANTS 1999	03/06/16	25117	FAA Reimbursements- State	02502936	19,541.85	19,541.85	90	
			FEDERAL GRANTS 1999	03/05/08	25117	FAA Reimbursements- State	02502488	16,026.05	.05	90	
			FEDERAL GRANTS 1999	03/04/22	25030	FAA Reimbursements - Fed	02502363	269,660.00	269,660.00	90	
			FEDERAL GRANTS 1999	03/04/22	25117	FAA Reimbursements- State	02502363	14,981.08	14,981.08	90	
			FEDERAL GRANTS 1999	03/02/28	25030	FAA Reimbursements - Fed	02501822	56,732.00	56,732.00	90	
			FEDERAL GRANTS 1999	03/02/28	25030	FAA Reimbursements - Fed	02501822	59,383.00	520.40	90	
			FEDERAL GRANTS 1999	03/02/28	25117	FAA Reimbursements- State	02501822	3,151.76	3,151.76	90	
			FEDERAL GRANTS 1999	03/02/28	25117	FAA Reimbursements- State	02501822	15,412.52	.02	90	
			FEDERAL GRANTS 1999	03/01/31	25030	FAA Reimbursements - Fed	02501889	263,889.87	.98	90	
			FEDERAL GRANTS 1999	02/10/31	25030	FAA Reimbursements - Fed	02501224	984,541.00	15,262.51	90	
			FEDERAL GRANTS 1999	02/10/31	25117	FAA Reimbursements- State	02501225	54,697.15	54,697.15	90	
			FEDERAL GRANTS 1999	02/08/28	25030	FAA Reimbursements - Fed	02500675	126,967.00	126,967.00	90	
			FEDERAL GRANTS 1999	02/08/28	25117	FAA Reimbursements- State	02500675	7,053.73	7,053.73	90	
			FEDERAL GRANTS 1999	02/04/05	25030	FAA Reimbursements - Fed	9832490	347,920.00	123,033.00	90	3-33-0011-42 #07 FED
			FEDERAL GRANTS 1999	02/04/05	25117	FAA Reimbursements- State	9832490	19,328.89	6,835.17	90	3-33-0011-42 # 07 STATE
						TOTAL		3,310,542.46	813,521.48		
		000005157	HMSHOST CORPORTATION	03/04/30	25149	Food & Beverages	02502799	5,851.84	1,968.85	90	
			HMSHOST CORPORTATION	03/04/30	25149	Food & Beverages	02502799	1,239.51	1,239.51	90	
			HMSHOST CORPORTATION	02/10/22	25200	Security Deposits	02501134	20.00	20.00	90	
			HMSHOST CORPORTATION	02/10/22	25646	Parking Permits	02501134	5.00	5.00	90	
						TOTAL		7,116.35	3,233.36		
		000005196	MASS COACH LIVERY SERVICE	03/06/01	25148	Non-Airline Space Rent	02502697	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000005215	ALDANE LIMOUSINE SERVICE INC	03/06/01	25148	Non-Airline Space Rent	02502547	25.00	25.00	90	
						TOTAL		25.00	25.00		
		000005231	NEW ENGLAND COACH INC	03/06/01	25148	Non-Airline Space Rent	02502709	25.00	25.00	90	
						TOTAL		25.00	25.00		

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
25	0805	000005298	DOLLAR RENT A CAR	03/06/01	25143	Rental Car Parking	02502877	254.16	72.40	90	
			DOLLAR RENT A CAR	03/03/01	25143	Rental Car Parking	02501847	254.16	32.17	90	
							TOTAL	508.32	104.57		
		000005318	DELISLE, MAURICE R	03/03/01	25142	Aircraft Parking	02501981	135.00	135.00	90	
							TOTAL	135.00	135.00		
		000005323	R & R LIMOUSINE	03/06/01	25148	Non-Airline Space Rent	02502732	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000005348	ARAMARK SERVICEMASTER	03/06/30	25159	Percentage of Gross	02503226	1,416.07	1,416.07	90	
							TOTAL	1,416.07	1,416.07		
		000005358	GYPSY LIMO	03/06/01	25148	Non-Airline Space Rent	02502658	25.00	25.00	90	
			GYPSY LIMO	02/07/01	25148	Non-Airline Space Rent	02071026	25.00	25.00	90	
							TOTAL	50.00	50.00		
		000005436	WARREN, ROBERT D	03/03/01	25142	Aircraft Parking	02501998	135.00	135.00	90	
							TOTAL	135.00	135.00		
		000005446	EDWARDS & KELCEY	03/04/30	25163	Badge Fees	02502501	10.00	10.00	90	
							TOTAL	10.00	10.00		
		000005572	J & L COACH	03/06/01	25148	Non-Airline Space Rent	02502670	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000005940	ELEGANTE ROLLS ROYCE AND	03/06/01	25148	Non-Airline Space Rent	02502625	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000005950	NJL TRANSPORTATION	03/01/14	25148	Non-Airline Space Rent	02501592	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000005957	JEG SERVICES AND SONS	03/06/01	25148	Non-Airline Space Rent	02502673	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000005991	VERIZON	03/07/01	25151	Telephone	02503084	3,333.33	.33	90	

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25	0805	000005991	VERIZON	03/06/01	25151	Telephone	02502914	3,333.33	.33	90	
			VERIZON	03/05/01	25151	Telephone	02502472	3,333.33	.33	90	
			VERIZON	03/04/04	25165	Fingerprinting Fees	02502204	29.00	29.00	90	
			VERIZON	03/04/04	25646	Parking Permits	02502204	15.00	15.00	90	
			VERIZON	03/04/01	25151	Telephone	02502132	3,333.33	.33	90	
			VERIZON	03/03/01	25151	Telephone	02501883	3,333.33	.66	90	
			VERIZON	02/12/31	25151	Telephone	02501661	.04	.04	90	
			VERIZON	02/12/01	25151	Telephone	02501412	3,333.33	.33	90	
							TOTAL	20,044.02	46.35		
		000006004	ADVANTAGE LIMOUSINE	03/06/01	25148	Non-Airline Space Rent	02502543	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000006006	AIR CANADA REGIONAL INC	03/04/30	25156	Landing Fees	02502816	2,611.51	425.79	90	
			AIR CANADA REGIONAL INC	03/03/31	25152	Terminal Rent/Display	02502295	1,467.29	338.61	90	
			AIR CANADA REGIONAL INC	03/03/31	25152	Terminal Rent/Display	02502307	1,467.29	1,467.29	90	
			AIR CANADA REGIONAL INC	03/03/31	25152	Terminal Rent/Display	02502319	1,467.29	1,467.29	90	
			AIR CANADA REGIONAL INC	03/03/31	25156	Landing Fees	02502339	2,639.90	2,639.90	90	
			AIR CANADA REGIONAL INC	03/03/31	25847	Aviation - Reimbursements	02502400	122.61	122.61	90	
			AIR CANADA REGIONAL INC	03/03/12	25841	Apron Rents	02501973	1,305.85	1,305.85	90	
			AIR CANADA REGIONAL INC	03/03/12	25841	Apron Rents	02501973	1,305.85	1,305.85	90	
			AIR CANADA REGIONAL INC	03/02/28	25156	Landing Fees	02502003	2,441.20	1,648.88	90	
			AIR CANADA REGIONAL INC	03/02/28	25847	Aviation - Reimbursements	02502061	122.58	122.58	90	
							TOTAL	14,951.37	10,844.65		
		000006008	VERIZON WIRELESS	03/05/06	25152	Terminal Rent/Display	02502483	686.28	15.04	90	
			VERIZON WIRELESS	03/03/07	25165	Fingerprinting Fees	02501936	116.00	116.00	90	
			VERIZON WIRELESS	03/03/07	25646	Parking Permits	02501936	20.00	20.00	90	
			VERIZON WIRELESS	02/11/01	25152	Terminal Rent/Display	02501216	200.00	149.93	90	
			VERIZON WIRELESS	02/05/31	25152	Terminal Rent/Display	9834248	1,408.50	1,408.50	90	INCREASE IN RENTS FOR:
							TOTAL	2,430.78	1,709.47		
		000006222	CORPORATE COACH	03/06/01	25148	Non-Airline Space Rent	02502606	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000006349	PANTAGES TRANSIT CO INC	03/06/01	25148	Non-Airline Space Rent	02502721	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000006581	BRUNSWICK TRANSPORTATION CO	03/06/01	25148	Non-Airline Space Rent	02502583	25.00	25.00	90	
							TOTAL	25.00	25.00		

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25	0805	000006602	WORCESTER AIRPORT LIMOUSINE	03/06/01	25148	Non-Airline Space Rent	02502783	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000006643	GYLPHE, ERNEST	03/06/01	25148	Non-Airline Space Rent	02502629	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000006653	JAMEY'S UPPER VALLEY TAXI	03/06/01	25148	Non-Airline Space Rent	02502675	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000006946	MY LIMOUSINE	03/06/01	25148	Non-Airline Space Rent	02502707	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000006965	ACTION TRANSPORTATION	03/06/01	25148	Non-Airline Space Rent	02502542	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007062	WORCESTER COACH	03/06/01	25148	Non-Airline Space Rent	02502784	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007154	PIEDMONT AIRLINES	02/08/31	25156	Landing Fees	02500842	5,116.32	1,815.47	90	
			PIEDMONT AIRLINES	02/08/01	25152	Terminal Rent/Display	02500187	1,354.42	496.62	90	
			PIEDMONT AIRLINES	02/07/31	25156	Landing Fees	02500261	4,823.06	4,823.06	90	
			PIEDMONT AIRLINES	02/07/01	25152	Terminal Rent/Display	02071195	1,354.42	1,354.42	90	
			PIEDMONT AIRLINES	02/07/01	25152	Terminal Rent/Display	02071195	1,055.18	1,055.18	90	
			PIEDMONT AIRLINES	02/06/30	25156	Landing Fees	02071225	4,654.62	4,654.62	90	
			PIEDMONT AIRLINES	02/05/01	25152	Terminal Rent/Display	02040103	1,200.87	1,200.87	90	
			PIEDMONT AIRLINES	02/04/01	25152	Terminal Rent/Display	02032132	1,200.87	1,200.87	90	
			PIEDMONT AIRLINES	02/03/01	25152	Terminal Rent/Display	02031970	1,200.87	477.41	90	
							TOTAL	21,960.63	17,078.52		
		000007186	ROYAL LINE INC	03/06/01	25148	Non-Airline Space Rent	02502743	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007208	ROYS CAR SERRVICE	03/06/01	25148	Non-Airline Space Rent	02502741	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007223	BEV PEOPLE TRANSPORTERS	03/06/01	25148	Non-Airline Space Rent	02502573	25.00	25.00	90	
							TOTAL	25.00	25.00		

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25	0805	000007305	A NITE OUT LIMO & LIVERY	03/06/01	25148	Non-Airline Space Rent	02502533	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007343	RELIABLE SECURITY	03/07/09	25163	Badge Fees	02503118	20.00	20.00	90	
			RELIABLE SECURITY	03/07/09	25165	Fingerprinting Fees	02503118	58.00	58.00	90	
			RELIABLE SECURITY	03/07/09	25200	Security Deposits	02503093	40.00	40.00	90	
			RELIABLE SECURITY	03/07/09	25646	Parking Permits	02503093	10.00	10.00	90	
			RELIABLE SECURITY	03/07/09	25646	Parking Permits	02503118	20.00	20.00	90	
			RELIABLE SECURITY	03/06/13	25200	Security Deposits	02502930	40.00	40.00	90	
			RELIABLE SECURITY	03/06/13	25646	Parking Permits	02502930	10.00	10.00	90	
			RELIABLE SECURITY	03/06/06	25200	Security Deposits	02502924	40.00	40.00	90	
			RELIABLE SECURITY	03/06/06	25646	Parking Permits	02502924	10.00	10.00	90	
			RELIABLE SECURITY	03/05/23	25200	Security Deposits	02502851	20.00	20.00	90	
			RELIABLE SECURITY	03/05/23	25646	Parking Permits	02502851	5.00	5.00	90	
			RELIABLE SECURITY	03/05/08	25200	Security Deposits	02502489	60.00	60.00	90	
			RELIABLE SECURITY	03/05/08	25646	Parking Permits	02502489	15.00	15.00	90	
			RELIABLE SECURITY	03/04/30	25163	Badge Fees	02502513	30.00	30.00	90	
			RELIABLE SECURITY	03/04/30	25163	Badge Fees	02502513	1,275.00	225.00	90	
			RELIABLE SECURITY	03/04/30	25165	Fingerprinting Fees	02502513	116.00	116.00	90	
			RELIABLE SECURITY	03/04/30	25646	Parking Permits	02502513	60.00	60.00	90	
							TOTAL	1,829.00	779.00		
		000007519	DOT-FAA/TSA-AMZ-110	03/06/30	25847	Aviation - Reimbursements	02503191	35,650.00	174.88	90	
			DOT-FAA/TSA-AMZ-110	03/04/30	25847	Aviation - Reimbursements	02502526	34,500.00	18.64	90	
			DOT-FAA/TSA-AMZ-110	03/03/31	25847	Aviation - Reimbursements	02502369	35,650.00	18.96	90	
							TOTAL	105,800.00	212.48		
		000007523	KING CAB COMPANY	03/06/01	25148	Non-Airline Space Rent	02502678	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007583	MICHAELS LIMOUSINE	03/06/01	25148	Non-Airline Space Rent	02502701	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007594	MISCELLANEOUS CUSTOMER	03/07/09	25165	Fingerprinting Fees	02503111	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/07/09	25646	Parking Permits	02503111	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	03/04/30	25163	Badge Fees	02502505	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/04/30	25165	Fingerprinting Fees	02502512	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/04/30	25165	Fingerprinting Fees	02502516	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/04/30	25646	Parking Permits	02502512	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	03/04/30	25646	Parking Permits	02502516	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25163	Badge Fees	02502144	80.00	80.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25163	Badge Fees	02502174	30.00	30.00	90	

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
25	0805	000007594	MISCELLANEOUS CUSTOMER	03/04/04	25163	Badge Fees	02502181	375.00	375.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25163	Badge Fees	02502213	40.00	40.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25165	Fingerprinting Fees	02502144	290.00	290.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25165	Fingerprinting Fees	02502147	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25165	Fingerprinting Fees	02502162	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25165	Fingerprinting Fees	02502174	58.00	58.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25165	Fingerprinting Fees	02502190	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25165	Fingerprinting Fees	02502219	58.00	58.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25646	Parking Permits	02502144	50.00	50.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25646	Parking Permits	02502147	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25646	Parking Permits	02502162	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25646	Parking Permits	02502174	30.00	30.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25646	Parking Permits	02502190	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25646	Parking Permits	02502219	20.00	20.00	90	
			MISCELLANEOUS CUSTOMER	03/03/31	25163	Badge Fees	02502249	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/03/31	25163	Badge Fees	02502253	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/03/31	25163	Badge Fees	02502261	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/03/31	25165	Fingerprinting Fees	02502261	145.00	145.00	90	
			MISCELLANEOUS CUSTOMER	03/03/31	25646	Parking Permits	02502249	70.00	24.00	90	
			MISCELLANEOUS CUSTOMER	03/03/31	25646	Parking Permits	02502261	75.00	75.00	90	
			MISCELLANEOUS CUSTOMER	03/03/14	25165	Fingerprinting Fees	02502001	58.00	58.00	90	
			MISCELLANEOUS CUSTOMER	03/03/14	25646	Parking Permits	02502001	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/03/10	25163	Badge Fees	02501967	80.00	80.00	90	
			MISCELLANEOUS CUSTOMER	03/03/10	25165	Fingerprinting Fees	02501964	58.00	58.00	90	
			MISCELLANEOUS CUSTOMER	03/03/10	25646	Parking Permits	02501963	30.00	30.00	90	
			MISCELLANEOUS CUSTOMER	03/03/10	25646	Parking Permits	02501964	30.00	30.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25163	Badge Fees	02501918	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25165	Fingerprinting Fees	02501911	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25165	Fingerprinting Fees	02501917	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25165	Fingerprinting Fees	02501931	87.00	87.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25165	Fingerprinting Fees	02501939	116.00	48.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25165	Fingerprinting Fees	02501954	58.00	58.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25646	Parking Permits	02501911	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25646	Parking Permits	02501917	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25646	Parking Permits	02501931	35.00	35.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25646	Parking Permits	02501933	440.00	440.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25646	Parking Permits	02501939	30.00	30.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25646	Parking Permits	02501954	20.00	20.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25163	Badge Fees	02501327	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25165	Fingerprinting Fees	02501323	58.00	58.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25165	Fingerprinting Fees	02501344	116.00	116.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25165	Fingerprinting Fees	02501349	232.00	232.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25646	Parking Permits	02501323	30.00	30.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25646	Parking Permits	02501344	60.00	60.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25646	Parking Permits	02501349	120.00	120.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25163	Badge Fees	02500911	20.00	20.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25165	Fingerprinting Fees	02500887	29.00	9.00	90	

OPEN INVOICE REPORT OVER 90 DAYS
BY FUND, CUSTOMER TYPE FOR COA

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
25	0805	000007594	MISCELLANEOUS CUSTOMER	02/08/31	25165	Fingerprinting Fees	02500911	319.00	319.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25646	Parking Permits	02500887	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25646	Parking Permits	02500911	75.00	75.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25165	Fingerprinting Fees	02501019	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25165	Fingerprinting Fees	02501021	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25646	Parking Permits	02501018	5.00	4.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25646	Parking Permits	02501019	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	02/08/31	25646	Parking Permits	02501021	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	02/07/31	25646	Parking Permits	02500742	15.00	10.00	90	
							TOTAL	3,897.00	3,757.00		
		000007719	DUNKIN DONUTS	03/04/30	25163	Badge Fees	02502500	30.00	30.00	90	
			DUNKIN DONUTS	03/04/30	25163	Badge Fees	02502500	300.00	300.00	90	
							TOTAL	330.00	330.00		
		000007726	5TH AVENUE LIMOUSINE	03/06/01	25148	Non-Airline Space Rent	02502529	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007750	ON THE GO LIMOUSINE INC	03/06/01	25148	Non-Airline Space Rent	02502719	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007933	EXECUTIVE TRANSPORTATION	03/06/01	25148	Non-Airline Space Rent	02502636	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000007953	TRANSPORTATION SECURITY ADMIN	03/07/01	25152	Terminal Rent/Display	02503079	2,333.49	.01	90	
			TRANSPORTATION SECURITY ADMIN	03/06/01	25152	Terminal Rent/Display	02502909	2,333.49	.01	90	
			TRANSPORTATION SECURITY ADMIN	03/05/01	25152	Terminal Rent/Display	02502467	2,333.49	.01	90	
							TOTAL	7,000.47	.03		
							CUSTOMER TYPE TOTAL	4,081,424.62	1,182,744.45		
							FUND TOTAL	4,081,424.62	1,182,744.45		
65	0807	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/06/24	65652	JFK Electric Reimbursemnt	9844674	3,485.10	3,485.10	90	
			SCHOOL ADMINISTRATIVE UNIT #37	03/05/23	65652	JFK Electric Reimbursemnt	9843771	3,657.44	3,657.44	90	
			SCHOOL ADMINISTRATIVE UNIT #37	03/05/02	65652	JFK Electric Reimbursemnt	9843133	5,136.86	5,136.86	90	
			SCHOOL ADMINISTRATIVE UNIT #37	03/03/26	65652	JFK Electric Reimbursemnt	9842248	6,015.51	6,015.51	90	
			SCHOOL ADMINISTRATIVE UNIT #37	03/02/26	65652	JFK Electric Reimbursemnt	9841487	7,097.92	7,097.92	90	
			SCHOOL ADMINISTRATIVE UNIT #37	03/01/24	65652	JFK Electric Reimbursemnt	9840746	5,922.80	3,439.57	90	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							TOTAL	31,315.63	28,832.40		
65	0807	000000946	MANCHESTER SCHOOL ATHLETICS	02/09/30	65462	School Athletics - Q1FY03	9837284	106,477.45	2,388.76	90	July - Sept 2002
			MANCHESTER SCHOOL ATHLETICS	01/09/30	65462	School Athletics - Qtr 1	9826497	147,085.13	610.97	90	7/1/01 - 9/30/01
							TOTAL	253,562.58	2,999.73		
		000004783	JUTRAS POST	03/06/30	65457	Baseball	9844912	450.00	30.00	90	
							TOTAL	450.00	30.00		
		000004784	POST 79	03/06/30	65457	Baseball	9844913	525.00	525.00	90	
							TOTAL	525.00	525.00		
							CUSTOMER TYPE TOTAL	285,853.21	32,387.13		
							FUND TOTAL	285,853.21	32,387.13		
							FINAL TOTALS TOTAL	5,424,637.21	1,939,428.17		

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CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
10	0101	000002561	MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Labor - Risk	9848412	935.00	935.00	C
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Benefits - Risk	9848412	269.76	269.76	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Overhead - Risk	9848412	93.50	93.50	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Labor - Solicitor	9848412	873.72	873.72	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Benefits - Solicitor	9848412	251.89	251.89	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Overhead - Solicitor	9848412	87.37	87.37	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Labor - Finance	9848412	2,947.86	2,947.86	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Benefits - Finance	9848412	617.11	617.11	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Materials - Finance	9848412	42.32	42.32	
	0101		MANCHESTER AIRPORT	03/09/30	10929	1st Qtr Cost Reimbrsmnt	Overhead - Finance	9848412	971.21	971.21	
								TOTAL	7,089.74	7,089.74	
								CUSTOMER TYPE TOTAL	7,089.74	7,089.74	
27	0801	000002557	MANCHESTER WATER WORKS	03/10/22	27999	Grinding/Paving William,	Tilton & Riddle Sts.	9847998	4,634.81	4,634.81	
								TOTAL	4,634.81	4,634.81	
								CUSTOMER TYPE TOTAL	4,634.81	4,634.81	
34	0101	000002539	MANCHESTER HIGHWAY DEPT	03/10/25	3A140	Regular Rate Officer's	Police Extra Detail	9848488	270.00	270.00	
	0101		MANCHESTER HIGHWAY DEPT	03/10/25	3A225	Regular Rate Retirement	Police Extra Detail	9848488	23.04	23.04	
	0101		MANCHESTER HIGHWAY DEPT	03/10/25	3B140	Overtime Rate Officer's	Police Extra Detail	9848488	102.80	102.80	
	0101		MANCHESTER HIGHWAY DEPT	03/10/25	3B225	Overtime Rate Retirement	Police Extra Detail	9848488	8.78	8.78	
	0101		MANCHESTER HIGHWAY DEPT	03/10/25	33237	Extra Detail Admin Fee	Police Extra Detail	9848488	17.00	17.00	
	0101		MANCHESTER HIGHWAY DEPT	03/10/11	3A140	Regular Rate Officer's	Police Extra Detail	9847878	202.50	202.50	
	0101		MANCHESTER HIGHWAY DEPT	03/10/11	3A225	Regular Rate Retirement	Police Extra Detail	9847878	17.28	17.28	
	0101		MANCHESTER HIGHWAY DEPT	03/10/11	33237	Extra Detail Admin Fee	Police Extra Detail	9847878	10.20	10.20	
	0101		MANCHESTER HIGHWAY DEPT	03/10/11	33871	Police - Cruiser Rental	Police - Extra Detail	9847878	90.00	90.00	
								TOTAL	741.60	741.60	
	0101	000002557	MANCHESTER WATER WORKS	03/10/25	3A140	Regular Rate Officer's	Police Extra Detail	9848490	219.38	219.38	
	0101		MANCHESTER WATER WORKS	03/10/25	3A225	Regular Rate Retirement	Police Extra Detail	9848490	18.72	18.72	
	0101		MANCHESTER WATER WORKS	03/10/25	33237	Extra Detail Admin Fee	Police Extra Detail	9848490	11.05	11.05	
	0101		MANCHESTER WATER WORKS	03/10/18	3A140	Regular Rate Officer's	Police Extra Detail	9847980	270.00	270.00	
	0101		MANCHESTER WATER WORKS	03/10/18	3A225	Regular Rate Retirement	Police Extra Detail	9847980	23.04	23.04	
	0101		MANCHESTER WATER WORKS	03/10/18	33237	Extra Detail Admin Fee	Police Extra Detail	9847980	13.60	13.60	
	0101		MANCHESTER WATER WORKS	03/10/11	3A140	Regular Rate Officer's	Police Extra Detail	9847880	675.00	675.00	
	0101		MANCHESTER WATER WORKS	03/10/11	3A225	Regular Rate Retirement	Police Extra Detail	9847880	57.60	57.60	
	0101		MANCHESTER WATER WORKS	03/10/11	3B140	Overtime Rate Officer's	Police Extra Detail	9847880	179.90	179.90	
	0101		MANCHESTER WATER WORKS	03/10/11	3B225	Overtime Rate Retirement	Police Extra Detail	9847880	15.37	15.37	
	0101		MANCHESTER WATER WORKS	03/10/11	33237	Extra Detail Admin Fee	Police Extra Detail	9847880	39.95	39.95	
	0101		MANCHESTER WATER WORKS	03/10/04	3A140	Regular Rate Officer's	Police Extra Detail	9847769	860.63	860.63	

OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
34	0101	000002557	MANCHESTER WATER WORKS	03/10/04	3A225	Regular Rate Retirement	Police Extra Detail	9847769	73.44	73.44	C
	0101		MANCHESTER WATER WORKS	03/10/04	33237	Extra Detail Admin Fee	Police Extra Detail	9847769	43.35	43.35	
	0101		MANCHESTER WATER WORKS	03/09/27	3A140	Regular Rate Officer's	Police Extra Detail	9847632	691.88	691.88	
	0101		MANCHESTER WATER WORKS	03/09/27	3A225	Regular Rate Retirement	Police Extra Detail	9847632	59.04	59.04	
	0101		MANCHESTER WATER WORKS	03/09/27	3B140	Overtime Rate Officer's	Police Extra Detail	9847632	77.10	77.10	
	0101		MANCHESTER WATER WORKS	03/09/27	3B225	Overtime Rate Retirement	Police Extra Detail	9847632	6.59	6.59	
	0101		MANCHESTER WATER WORKS	03/09/27	33237	Extra Detail Admin Fee	Police Extra Detail	9847632	37.40	37.40	
								TOTAL	3,373.04	3,373.04	
								CUSTOMER TYPE TOTAL	4,114.64	4,114.64	
50	0101	000000034	MANCHESTER FIRE DEPARTMENT	03/10/31	50912	Fuel Reimbursement	October 21, 2003	9848515	56.83	56.83	
								TOTAL	56.83	56.83	
	0101	000000065	MANCHESTER WELFARE DEPT	03/11/06	50912	Fuel Reimbursement	September 2003	9848635	32.61	32.61	
								TOTAL	32.61	32.61	
	0101	000002545	MANCHESTER BUILDING MAINTENANC	03/10/31	5E130	Sch/Tch Boiler Rmvl Labor	WF0096015 Job 036	9848513	110.34	110.34	
	0101		MANCHESTER BUILDING MAINTENANC	03/10/31	5E130	Central Boiler Rmvl Labor	WF0096008 Job 036	9848513	413.07	413.07	
	0101		MANCHESTER BUILDING MAINTENANC	03/10/31	5E130	Sch/Tch Boiler Rmvl Labor	WF0096015 Job 036	9848513	370.76	370.76	
	0101		MANCHESTER BUILDING MAINTENANC	03/10/31	50361	Sch/Tch Boiler Rmvl Equip	WF0096015 Job 036	9848513	7.32	7.32	
	0101		MANCHESTER BUILDING MAINTENANC	03/09/30	5E130	Bkrsvle Boiler Rmvl Labor	WF0096006 Job 036	9847581	393.20	393.20	
	0101		MANCHESTER BUILDING MAINTENANC	03/09/30	50361	Bkrsvle Boiler Removal	WF0096006 Job 036	9847581	100.81	100.81	
								TOTAL	1,395.50	1,395.50	
	0101	000002557	MANCHESTER WATER WORKS	03/11/03	5H682	64 Recy Asph w/e 11/1/03	229.70 tons @ $2.14	9848530	491.56	491.56	
	0101		MANCHESTER WATER WORKS	03/11/03	50918	Recy Asph Ovhd we 11/1/03	229.70 tons @ $.36	9848530	82.69	82.69	
	0101		MANCHESTER WATER WORKS	03/10/27	5G130	45 Utility Insp OT-3hrs	S Commercial w/e 10/18/03	9848422	105.00	105.00	
	0101		MANCHESTER WATER WORKS	03/10/27	5H682	49 Recy Asph w/e 10/25/03	32.73 tons @ $2.14	9848422	70.04	70.04	
	0101		MANCHESTER WATER WORKS	03/10/27	50918	Recy Asph Ovhd we10/25/03	32.73 tons @ $.36	9848422	11.78	11.78	
	0101		MANCHESTER WATER WORKS	03/10/20	5G130	45 Utility Insp OT-5 hrs	Crescent Rd w/e 10/11/03	9847914	175.00	175.00	
	0101		MANCHESTER WATER WORKS	03/10/20	5H682	49 Recy Asph we 10/18/03	136.26 tons @ $2.14	9847914	291.60	291.60	
	0101		MANCHESTER WATER WORKS	03/10/20	50918	Recy Asph Ovhd we10/18/03	136.26 tons @ $.36	9847914	49.05	49.05	
	0101		MANCHESTER WATER WORKS	03/10/14	5H682	49 Recy Asph we 10/11/03	73.72 tons @ $2.14	9847803	157.76	157.76	
	0101		MANCHESTER WATER WORKS	03/10/14	50918	Recy Asph Ovhd we10/11/03	73.72 tons @ $.36	9847803	26.54	26.54	
	0101		MANCHESTER WATER WORKS	03/10/06	5H682	49 Recy Asph w/e 10/4/03	256.55 tons @ $2.14	9847686	549.02	549.02	
	0101		MANCHESTER WATER WORKS	03/10/06	50918	Recy Asph Ovrhd we10/4/03	256.55 tons @ $.36	9847686	92.36	92.36	
	0101		MANCHESTER WATER WORKS	03/10/03	5G130	Utility Insp OT-1 hour	Massabesic St w/e 9/27/03	9847686	35.00	35.00	
	0101		MANCHESTER WATER WORKS	03/09/29	5H682	49 Recy Asph w/e 9/27/03	9.43 tons @ $2.14	9847537	20.18	20.18	
	0101		MANCHESTER WATER WORKS	03/09/29	50918	Recy Asph Ovrhd we9/27/03	9.43 tons @ $ .36	9847537	3.39	3.39	
	0101		MANCHESTER WATER WORKS	03/09/25	5G130	45 Utlty Insp OT-0.5 hrs	264 Massabesic we 9/20/03	9847537	17.50	17.50	

OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
								TOTAL	2,178.47	2,178.47	
50	0101	000002573	MANCHESTER EPD	03/11/06	50912	Fuel Reimbursement	Fuel Cans 9/10/2003	9848634	22.55	22.55	C
	0101		MANCHESTER EPD	03/10/31	50361	O&M Sewer Reimbursement	October 2003	9848514	172.26	172.26	
	0101		MANCHESTER EPD	03/09/30	50361	O&M Sewer Reimbursement	July/August/Sept 2003	9847582	904.66	904.66	
								TOTAL	1,099.47	1,099.47	
								CUSTOMER TYPE TOTAL	4,762.88	4,762.88	
								AGING TOTAL	20,602.07	20,602.07	
50	0101	000000058	MANCHESTER PLANNING DEPT	03/08/25	5H682	spruce st sidewalk	cip cd $ balance per robn	9846677	1,310.18	1,310.18	30
								TOTAL	1,310.18	1,310.18	
								CUSTOMER TYPE TOTAL	1,310.18	1,310.18	
								AGING TOTAL	1,310.18	1,310.18	
13	0101	000000044	MANCHESTER LIBRARY	03/07/31	13740	OPTIPLEX GX 270	LIBRARY PO#: LIBGA-0728	9845829	1,404.40	146.98	60
								TOTAL	1,404.40	146.98	
								CUSTOMER TYPE TOTAL	1,404.40	146.98	
50	0101	000000029	MANCHESTER CITY SOLICITOR	03/07/31	50441	Insurance Reimbursement	A-1 Auto Body- Inv # 6807	9845768	808.72	808.72	
								TOTAL	808.72	808.72	
								CUSTOMER TYPE TOTAL	808.72	808.72	
								AGING TOTAL	2,213.12	955.70	
13	0101	000000024	MANCHESTER CITY CLERK	03/06/30	13740	HP4200N LASER PRINTER	CITY CLERK PO#: 329375	9845014	1,639.00	1,639.00	90
	0101		MANCHESTER CITY CLERK	03/06/30	13740	INFOLINX EXPRESS SFTWRE	CITY CLERK PO#: 329804	9845035	6,000.00	6,000.00	
								TOTAL	7,639.00	7,639.00	
	0301	000000065	MANCHESTER WELFARE DEPT	01/06/19	13965	PENT III PC'S	WEL PO#: 939518	9823721	9,930.00	9,930.00	

OPEN INVOICE REPORT BY AGING
INTERDEPARTMENTAL BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
								TOTAL	9,930.00	9,930.00	
13	0101	000002521	MANCHESTER POLICE DEPT	03/06/30	13740	VIEWSONIC VA 175b	POLICE PO#: 329129	9845027	850.00	850.00	90
	0101		MANCHESTER POLICE DEPT	03/06/30	13740	NETWARE 6	POLICE PO#: 329499	9845038	130.64	130.64	
	0101		MANCHESTER POLICE DEPT	03/06/30	13740	BORDERMANAGER V 3.7	POLICE PO#: 329499	9845038	28.40	28.40	
	0101		MANCHESTER POLICE DEPT	03/06/30	13740	ACCOUNT MANAGEMENT 3	POLICE PO#: 329499	9845038	12.78	12.78	
	0101		MANCHESTER POLICE DEPT	03/06/30	13740	MICROSOFT OFFICE XP PRO	POLICE PO#: 329499	9845038	309.00	309.00	
	0101		MANCHESTER POLICE DEPT	03/06/30	13740	OPTIPLEX GX260	POLICE PO#: 329499	9845038	1,149.68	1,149.68	
	0101		MANCHESTER POLICE DEPT	03/06/06	13740	CAMTASIA STUDIA & SNAGIT	POL PO#: 325803	9844046	350.00	350.00	
	0101		MANCHESTER POLICE DEPT	03/06/06	13740	CDRW INTERNAL	POL PO#: 325803	9844046	298.38	298.38	
	0101		MANCHESTER POLICE DEPT	03/06/06	13740	NEC AS70 MONITOR	POL PO#: 322507	9844056	288.42	288.42	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	IA TRAK	POL PO#: 322130	9842556	1,900.00	1,070.89	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	Novell Netware	POL PO#: 307461	9842563	343.64	343.64	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	HP Deskjet 5550	POL PO#: 316302	9842596	140.00	140.00	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	HP 1220 MSE Laser Prntr	POL PO#: 316302	9842596	400.00	400.00	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	Optiplex GX 260 2.4	POL PO #: 310910	9842597	745.00	745.00	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	NEC 17" AS70 Monitor	POL PO#: 310910	9842597	130.00	130.00	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	Systran 4 Premium CD	POL PO#: 310910	9842597	752.00	752.00	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	3COM Network Jack, etc.	POL PO#: 310910	9842597	175.25	175.25	
	0101		MANCHESTER POLICE DEPT	03/04/17	13740	Novell Netware	POL PO#: 310910	9842597	171.82	171.82	
								TOTAL	8,175.01	7,345.90	
	0101	000002539	MANCHESTER HIGHWAY DEPT	03/06/30	13740	MICROSOFT OFFICE XP PRO	HIGHWAY PO#: 225210	9845028	309.00	238.00	
								TOTAL	309.00	238.00	
	0101	000002557	MANCHESTER WATER WORKS	03/01/28	13926	Fringe Benefits-Info Sys	7/01/02-12/31/02	9840783	120.63	25.44	
								TOTAL	120.63	25.44	
	0101	000002561	MANCHESTER AIRPORT	03/04/15	13740	SCR #: 2002-203866	Continution Property	9842549	7,500.00	3,750.00	
								TOTAL	7,500.00	3,750.00	
								CUSTOMER TYPE TOTAL	33,673.64	28,928.34	
50	0101	000000029	MANCHESTER CITY SOLICITOR	03/06/30	50913	Insurance Reimbursement	Invoice # 329284	9844860	200.00	200.00	
	0101		MANCHESTER CITY SOLICITOR	03/06/24	50913	PO # 327480		9844693	1,835.92	269.20	
	0101		MANCHESTER CITY SOLICITOR	03/06/24	50913	PO # 327482		9844693	758.00	758.00	
	0101		MANCHESTER CITY SOLICITOR	03/06/24	50913	PO # 327500		9844693	481.32	481.32	
								TOTAL	3,275.24	1,708.52	
	0101	000000035	MANCHESTER HEALTH DEPT	02/11/26	17913	Reimbursement for MTA	invoice #210027	9838771	494.60	494.60	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
								TOTAL	494.60	494.60	
								CUSTOMER TYPE TOTAL	3,769.84	2,203.12	
								AGING TOTAL	37,443.48	31,131.46	
								FINAL TOTALS TOTAL	61,568.85	53,999.41	

* * * E N D O F R E P O R T * * *

CITY OF MANCHESTER, NH
OPEN INVOICE REPORT BY AGING
SCHOOL INVOICES BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
34	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/11/01	3A140	Regular Rate Officer's	Police Extra Detail	9848572	607.50	607.50	C
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/11/01	3A225	Regular Rate Retirement	Police Extra Detail	9848572	51.84	51.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/11/01	3I140	Supervisor Rate Officer's	Police Extra Detail	9848572	230.10	230.10	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/11/01	3I225	Supervisor Rate Retiremen	Police Extra Detail	9848572	19.68	19.68	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/25	3A140	Regular Rate Officer's	Police Extra Detail	9848476	303.75	303.75	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/25	3A225	Regular Rate Retirement	Police Extra Detail	9848476	25.92	25.92	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/25	3I140	Supervisor Rate Officer's	Police Extra Detail	9848476	115.05	115.05	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/25	3I225	Supervisor Rate Retiremen	Police Extra Detail	9848476	9.84	9.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/18	3A140	Regular Rate Officer's	Police Extra Detail	9847968	641.25	641.25	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/18	3A225	Regular Rate Retirement	Police Extra Detail	9847968	54.72	54.72	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/18	3I140	Supervisor Rate Officer's	Police Extra Detail	9847968	115.05	115.05	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/18	3I225	Supervisor Rate Retiremen	Police Extra Detail	9847968	9.84	9.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/11	3A140	Regular Rate Officer's	Police Extra Detail	9847863	708.75	708.75	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/11	3A225	Regular Rate Retirement	Police Extra Detail	9847863	60.48	60.48	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/11	3I140	Supervisor Rate Officer's	Police Extra Detail	9847863	230.10	230.10	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/11	3I225	Supervisor Rate Retiremen	Police Extra Detail	9847863	19.68	19.68	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/04	3A140	Regular Rate Officer's	Police Extra Detail	9847753	405.00	405.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/04	3A225	Regular Rate Retirement	Police Extra Detail	9847753	34.56	34.56	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/04	3I140	Supervisor Rate Officer's	Police Extra Detail	9847753	115.05	115.05	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/04	3I225	Supervisor Rate Retiremen	Police Extra Detail	9847753	9.84	9.84	
								TOTAL	3,768.00	3,768.00	
								CUSTOMER TYPE TOTAL	3,768.00	3,768.00	
50	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Sch Adm dmp p/e 10/25/03	WF0096028 Job 161	9848510	262.92	262.92	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Bkrsvlle dmp p/e 10/25/03	WF0096006 Job 161	9848510	525.84	525.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Beech dmp p/e 10/25/03	WF0096007 Job 161	9848510	1,248.87	1,248.87	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Gossler dmp p/e 10/25/03	WF0096009 Job 161	9848510	525.84	525.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Grn Acrs dmp p/e 10/25/03	WF0096010 Job 161	9848510	591.57	591.57	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Hllsvlle dmp p/e 10/25/03	WF0096011 Job 161	9848510	525.84	525.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Hghlnd dmp p/e 10/25/03	WF0096012 Job 161	9848510	394.38	394.38	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Jewett dmp p/e 10/25/03	WF0096014 Job 161	9848510	657.30	657.30	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	McDngh dmp p/e 10/25/03	WF0096016 Job 161	9848510	854.49	854.49	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Nrthwst dmp p/e 10/25/03	WF0096018 Job 161	9848510	525.84	525.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Pkr Vrny dmp p/e 10/25/03	WF0096019 Job 161	9848510	788.76	788.76	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Smyth dmp p/e 10/25/03	WF0096021 Job 161	9848510	460.11	460.11	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Webster dmp p/e 10/25/03	WF0096027 Job 161	9848510	328.65	328.65	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Weston dmp p/e 10/25/03	WF0096025 Job 161	9848510	394.38	394.38	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Wilson dmp p/e 10/25/03	WF0096026 Job 161	9848510	525.84	525.84	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Hillside dmp p/e 10/25/03	WF0096013 Job 161	9848510	1,248.87	1,248.87	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	McLghln dmp p/e 10/25/03	WF0096023 Job 161	9848510	1,906.17	1,906.17	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Parkside dmp p/e 10/25/03	WF0096020 Job 161	9848510	1,051.68	1,051.68	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Sthsde dmp p/e 10/25/03	WF0096022 Job 161	9848510	1,248.87	1,248.87	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Central dmp p/e 10/25/03	WF0096008 Job 161	9848510	2,300.55	2,300.55	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	West dmp p/e 10/25/03	WF0096024 Job 161	9848510	2,234.82	2,234.82	

OPEN INVOICE REPORT BY AGING
SCHOOL INVOICES BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
50	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Memorial dmp p/e 10/25/03	WF0096017 Job 161	9848510	2,300.55	2,300.55	C
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/30	50998	Sch/Tech dmp p/e 10/25/03	WF0096015 Job 161	9848510	985.95	985.95	
								TOTAL	21,888.09	21,888.09	
								CUSTOMER TYPE TOTAL	21,888.09	21,888.09	
65	0807	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/10/27	65652	JFK Electric Reimbursemnt		9848413	7,602.03	7,602.03	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/10/02	65998	Schl Grounds Maintenance	Q1 FY04, July - Sept 2003	9847617	13,805.70	13,805.70	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	03/09/24	65652	JFK Electric Reimbursemnt		9847490	5,284.47	5,284.47	
								TOTAL	26,692.20	26,692.20	
								CUSTOMER TYPE TOTAL	26,692.20	26,692.20	
								AGING TOTAL	52,348.29	52,348.29	
34	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/08/30	3A140	Regular Rate Officer's	Police Extra Detail	9846841	101.25	101.25	30
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/08/30	3A225	Regular Rate Retirement	Police Extra Detail	9846841	8.64	8.64	
								TOTAL	109.89	109.89	
								CUSTOMER TYPE TOTAL	109.89	109.89	
65	0204	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/08/31	65968	Hallsville Roof & Drain	Perm-A-Drive paid 9/15/03	9846685	13,682.26	13,682.26	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	03/08/19	65652	JFK Electric Reimbursemnt		9846572	4,078.90	4,078.90	
								TOTAL	17,761.16	17,761.16	
								CUSTOMER TYPE TOTAL	17,761.16	17,761.16	
								AGING TOTAL	17,871.05	17,871.05	
65	0807	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/07/24	65652	JFK Electric Reimbursemnt		9845710	3,519.94	3,519.94	60
								TOTAL	3,519.94	3,519.94	
								CUSTOMER TYPE TOTAL	3,519.94	3,519.94	

OPEN INVOICE REPORT BY AGING
SCHOOL INVOICES BY CUSTOMER TYPE

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
								AGING TOTAL	3,519.94	3,519.94	
13	0301	000000064	SCHOOL ADMINISTRATIVE UNIT #37	01/10/24	13965	FIBER TO MAPLE STREET	YOUTH CENTER	9827028	818.00	818.00	90
								TOTAL	818.00	818.00	
								CUSTOMER TYPE TOTAL	818.00	818.00	
21	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	99/09/01	21682	Mechanical Materials	MATERIALS PURCHASED FOR	9810522	19.96	19.96	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	99/09/01	21682	Mechanical Materials	MATERIALS PURCHASED FOR	9810522	19.23	19.23	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	99/04/29	21591	Custodial Contract Manpwr	MUSIC FESTIVAL HELD AT	9808955	1,091.86	1,013.67	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	99/04/29	21928	Custodial Indirect Cost	MUSIC FESTIVAL HELD AT	9808955	50.00	50.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/06/30	21998	School Charge Backs	FY 03 JUNE 1 THRU JUNE 30	9845641	166,701.29	35,297.64	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	00/04/06	21898	REIMBURSE PORTABLE INST	REMAINING BALANCE FOR	9813939	47.14	8.40	
								TOTAL	167,929.48	36,408.90	
	0101	000001009	MANCHESTER WEST HIGH SCHOOL	03/05/12	21591	Custodial Contract Manpwr	Northwest School	9843239	98.30	98.30	
	0101		MANCHESTER WEST HIGH SCHOOL	03/05/12	21928	Custodial Indirect Cost	Administrative Fees	9843239	6.70	6.70	
	0101		MANCHESTER WEST HIGH SCHOOL	01/04/05	21591	Custodial Contract Manpwr	WEST HIGH WRESTLING	9821544	148.32	148.32	
	0101		MANCHESTER WEST HIGH SCHOOL	01/04/05	21928	Custodial Indirect Cost	ADMINISTRATIVE FEES	9821544	19.68	19.68	
	0101		MANCHESTER WEST HIGH SCHOOL	00/05/09	21591	Custodial Contract Manpwr	LABOR TO CLEAN UP	9814404	234.00	234.00	
	0101		MANCHESTER WEST HIGH SCHOOL	00/05/09	21928	Custodial Indirect Cost	SCHOOL DANCE 11-20-99	9814404	39.00	39.00	
								TOTAL	546.00	546.00	
	0101	000004097	HALLSVILLE SCHOOL	99/06/18	21591	Custodial Contract Manpwr	CENTRAL PA 5-8-99 PLAY	9809602	92.17	92.17	
	0101		HALLSVILLE SCHOOL	99/06/18	21928	Custodial Indirect Cost	CENTRAL PA 5-8-99 PLAY	9809602	44.33	44.33	
								TOTAL	136.50	136.50	
	0101	000004110	CENTRAL HIGH SCHOOL	02/12/30	21591	Custodial Contract Manpwr	HILLSIDE CROSS CTRY RACE	9839997	324.70	324.70	
	0101		CENTRAL HIGH SCHOOL	02/12/30	21928	Custodial Indirect Cost	ADMINISTRATIVE FEES	9839997	32.30	32.30	
								TOTAL	357.00	357.00	
	0101	000004176	MANCHESTER SCHOOL OF TECH	03/06/30	21591	Custodial Contract Manpwr	GRADUATION MST AT MHS	9845006	58.98	58.98	
	0101		MANCHESTER SCHOOL OF TECH	03/06/30	21928	Custodial Indirect Cost	ADMINISTRATIVE FEES	9845006	4.02	4.02	
								TOTAL	63.00	63.00	
								CUSTOMER TYPE TOTAL	169,031.98	37,511.40	
41	0101	000004107	HILLSIDE MIDDLE SCHOOL	03/06/30	41110	MAHONEY FIELD TRIP 6/6/03	SCHOOL HEALTH NURSE	9844978	131.44	131.44	

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	COMMENT	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE
								TOTAL	131.44	131.44	
								CUSTOMER TYPE TOTAL	131.44	131.44	
50	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/05/14	50998	BEECH DUMPSTR 4-03	WF0066889-161	9843252	1,267.40	136.71	90
	0101		SCHOOL ADMINISTRATIVE UNIT #37	03/05/14	50998	BEECH LABOR 4-03	WF0066889-162	9843252	197.22	197.22	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	02/07/18	50998	Memorial labor	WF46721/162	9834840	126.36	126.36	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	02/07/18	50998	Parker V labor	WF46723/162	9834840	126.36	126.36	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	02/07/18	50998	Southside labor	WF46726/162	9834840	126.36	126.36	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	02/06/27	50998	Misc labor	WF46733/2	9834454	484.82	432.67	
								TOTAL	2,328.52	1,145.68	
	0101	000005290	SCHOOL OF TECHNOLOGY	99/06/29	50363	Drop-Off Center Revenue	#48639 6/9/99	9809909	10.00	10.00	
								TOTAL	10.00	10.00	
								CUSTOMER TYPE TOTAL	2,338.52	1,155.68	
65	0807	000000064	SCHOOL ADMINISTRATIVE UNIT #37	03/06/24	65652	JFK Electric Reimbursemnt		9844674	3,485.10	3,485.10	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	03/05/23	65652	JFK Electric Reimbursemnt		9843771	3,657.44	3,657.44	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	03/05/02	65652	JFK Electric Reimbursemnt		9843133	5,136.86	5,136.86	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	03/03/26	65652	JFK Electric Reimbursemnt		9842248	6,015.51	6,015.51	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	03/02/26	65652	JFK Electric Reimbursemnt		9841487	7,097.92	7,097.92	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	03/01/24	65652	JFK Electric Reimbursemnt		9840746	5,922.80	3,439.57	
								TOTAL	31,315.63	28,832.40	
								CUSTOMER TYPE TOTAL	31,315.63	28,832.40	
								AGING TOTAL	203,635.57	68,448.92	
								FINAL TOTALS TOTAL	277,374.85	142,188.20	

* * * E N D O F R E P O R T * * *

Court Preceedings Initiated
Submitted for Write Off
Payment Plan Initiated

Department of Finance
Accounts Receivable
Solicitor's Office Submission's

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount		Explanation
fire	C/O Very Narrow Trust Philip Desmarais	2937	9807750	1/26/1999	$480.00	$480.00		Court Preceedings Started
fire	C/O Very Narrow Trust Philip Desmarais	2937	9812557	1/1/2000	$480.00	$480.00		Court Preceedings Started
fire	C/O Very Narrow Trust Philip Desmarais	2937	9808634	3/25/1999	$850.00	$850.00		Court Preceedings Started
fire	*Joshua Irrevocable Trust*	*4431*	*9807770*	*1/26/1999*	*$480.00*	*$480.00*		*Pymt Plan Initiated*
fire	*Joshua Irrevocable Trust*	*4431*	*9812586*	*1/1/2000*	*$480.00*	*$480.00*		*Pymt Plan Initiated*
	above submitted to City Solicitor December 21, 2000						$2,770.00	
fire	New Beginnings Child Center	14	9812178	1/1/2000	$480.00	$105.00		Default Judgement Received
fire	New Beginnings Child Center	14	9809245	5/21/1999	$720.00	$720.00		Default Judgement Received
hwy	Gary Cate	5488	9813010	1/31/2000	$298.00	$298.00		Letter Sent by Solicitor's Office
hwy	Gary Cate	5488	9813080	2/11/2000	$89.00	$89.00		Letter Sent by Solicitor's Office
hwy	Gary Cate	5488	9813327	2/24/2000	$82.00	$82.00		Letter Sent by Solicitor's Office
hwy	Gary Cate	5488	9813379	2/29/2000	$15.00	$15.00		Letter Sent by Solicitor's Office
hwy	Gary Cate	5488	9813581	3/10/2000	$221.00	$221.00		Letter Sent by Solicitor's Office
hwy	Gary Cate	5488	9813701	3/23/2000	$172.00	$172.00		Letter Sent by Solicitor's Office
hwy	Gary Cate	5488	9813750	3/29/2000	$124.00	$124.00		Letter Sent by Solicitor's Office
hwy	Gary Cate	5488	9813982	4/12/2000	$56.00	$56.00		Letter Sent by Solicitor's Office
	above submitted to City Solicitor 3/12/01		Total sent to City Solicitor				$1,882.00	
fire	NH Demolition inc	5867	9815206	6/29/2000	$1,918.35	$1,762.10		closed AEX 05/28/01
traffic	Brian Smith	5973	9816151	8/9/2000	$859.94	$859.94		closed SKP 06/29/01
	above submitted to City Solicitor 7/13/01		Total sent to City Solicitor				$2,622.04	
traffic	Mark Paris	5747	9814844	6/6/2000	$1,369.71	$1,369.71		closed AEX 07/15/01
fire	Philip Desmarais	2937	9814629	5/24/2000	$650.00	$650.00		Court Preceedings Started
fire	*Joshua Irrevocable Trust*	*4431*	*9814633*	*5/24/2000*	*$50.00*	*$50.00*		*Pymt Plan Initiated*
	above submitted to City Solicitor 8/14/01		Total sent to City Solicitor				$2,069.71	
fire	*Joshua Irrevocable Trust*	*4431*	*9819350*	*1/1/2001*	*$480.00*	*$150.00*		*Pymt Plan Initiated*
	above submitted to City Solicitor 11/05/01		Total sent to City Solicitor				$150.00	
hwy	Chris Chakas - Highway Employee	6172	9818435	11/28/2000	$63.84	$63.84		workers compensation reimbursement
	above submitted to City Solicitor 11/23/01		Total sent to City Solicitor				$63.84	
fire	Philip Desmarais	2937	9819322	1/1/2001	$480.00	$480.00		Court Preceedings Started
hwy	John Kiskinis	6174	9818437	11/28/2000	$486.53	$486.53		workers compensation reimbursement
	above submittted to City Solicitor 12/17/01						$966.53	
fire	Philip Desmarais	2937	9821323	3/20/2001	$350.00	$350.00		Court Preceedings Started
	above submittted to City Solicitor 12/28/01						$350.00	
epd	Casey Septic	5684	6172&754	7/31/2000	$1,857.44	$ 1,857.44		closed AEX 12/30/01
	above submittted to City Solicitor 01/14/02						$ 1,857.44	
police	Mark Fava	3042	9800213	6/30/1997	$10,860.44	$10,860.44		closed AEX 04/14/02
	above submittted to City Solicitor 03/22/02						$10,860.44	
fire	Bernard Stubbs	6622	9823938	6/29/2001	$1,735.89	$1,735.89		closed AEX 05/26/02
hwy	Cold Stone Development	5981	9825286	8/20/2001	$530.70	$530.70		closed AEX 05/26/02
hwy	Cold Stone Development	5981	9825476	8/27/2001	$634.50	$634.50		closed AEX 05/26/02
hwy	Cold Stone Development	5981	9825663	9/10/2001	$406.50	$406.50		closed AEX 05/26/02
hwy	Cold Stone Development	5981	9825794	9/17/2001	$133.50	$133.50		closed AEX 05/26/02
hwy	Cold Stone Development	5981	9826156	9/24/2001	$31.50	$31.50		closed AEX 05/26/02
hwy	Cold Stone Development	5981	9826396	10/5/2001	$58.50	$58.50		closed AEX 05/26/02
hwy	Cold Stone Development	5981	9827382	11/13/2001	$105.00	$105.00		closed AEX 05/26/02
	above submittted to City Solicitor 06/13/02						$3,636.09	
hwy	Mike Healy - Highway Employee	6173	9818436	11/28/2000	$218.98	$218.98		workers compensation reimbursement
	above submittted to City Solicitor 08/12/02						$218.98	
fire	Bridge Bay LLC	6269	9819668	1/9/2001	$480.00	$480.00		closed AEX 01/01/03
fire	Bridge Bay LLC	6269	9829359	1/4/2002	$480.00	$480.00		closed AEX 01/01/03
fire	Bridge Bay LLC	6269	9839464	1/1/2003	$480.00	$480.00		closed AEX 01/01/03
fire	Phillip Desmarais	2937	9829220	1/4/2002	$480.00	$480.00		closed AEX 01/01/03
fire	Phillip Desmarais	2937	9832777	5/15/2002	$350.00	$350.00		closed AEX 01/01/03
fire	Phillip Desmarais	2937	9839329	1/1/2003	$480.00	$480.00		closed AEX 01/01/03
	above submittted to City Solicitor 01/15/03						$2,750.00	
traffic	Danielle Garcia	7307	9832429	4/24/2002	$3,160.29	$3,160.29		closed AEX 06/30/03
	above submittted to City Solicitor 07/15/03						$3,160.29	
fire	New Mornings Child Center	14	9838986	1/1/2003	$480.00	$480.00		closed AEX 08/08/03
	above submittted to City Solicitor 07/15/03						$480.00	
hwy	Steve Mann - Highway Employee	8005	9843224	5/6/2003	$417.56	$417.56		closed AEX 09/20/03
	above submittted to City Solicitor 10/15/03						$417.56	
							$34,254.92	

UNCOLLECTABLE PER COLLECTION AGENCY > $1,000-SEND TO CITY SOLICITOR

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that requests to enter into Septage Service Agreements with the Towns of Plaistow and Atkinson be approved, and further that the Mayor be authorized to execute same on behalf of the City, subject to the review and approval of the City Solicitor.

Respectfully submitted,

Clerk of Committee

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

November 12, 2003
#03-260

COMMITTEE ON ADMINISTRATION
c/o Leo Bernier
One City Hall Plaza
Manchester, NH 03101

RE: Septage Agreements
Plaistow & Atkinson

Dear Committee Members:

I have been advised that our request for approval of the two agreements has been referred to your Committee for review. In order to assist the Committee, I would like to provide some background information for the Committee as follows:

1. Septage from Manchester, Londonderry, Bedford and, Goffstown is currently disposed at the WWTF in accordance with the terms of our Intermunicipal Agreement with those communities. In addition, we accept septage from the Town of Auburn and Candia in accordance with a previous approval from the board of Mayor and Aldermen (see attachment #1). All septage is delivered to the receiving station at the treatment plant by commercial haulers licensed by EPD and the State of New Hampshire Department of Environmental Services (NHDES). The haulers are billed monthly by EPD based on the quantity of septage delivered during the month.

2. **March, 2003** – A representative of NHDES visited us and discussed the possibility of septage from additional towns being allowed to dump at our facility.

3. **April, 2003** – Received a letter from NHDES formalizing their request (Attachment #2). Review of our records at that time indicated a decrease in volume and corresponding revenue at EPD from septage. The Plant Superintendent felt that additional septage could be received at the WWTF with no detrimental impacts. However, it was decided that we could not handle the total quantity as requested by NHDES.

4. **May, 2003** – Response to NHDES (Attachment #3).

5. **June, 2003** – Requested approval from Public Works Director to submit the request to develop an agreement with Plaistow, Atkinson, and Litchfield to the Board of Mayor and Aldermen (BMA) for approval (Attachment #4).

P

6. **June 26, 2003** – Request submitted to BMA (Attachment #5).

7. **July 21, 2003** – Received notification from Deputy Clerk that BMA had approved our request (Attachment #6).

8. **August 26, 2003** – Submitted agreement form to Tom Clark for review (Attachment #7). Received verbal approval.

9. **October 8, 2003** – Plaistow agreement sent to BMA.

10. **October 20, 2003** – Atkinson agreement sent to BMA.

The estimated quantity of septage from Atkinson and Plaistow is 970,000 gallons/year. If we assume an 8-month period of septic tank service and if all the septage came to Manchester, it would average to 4,800 gpd or two additional truckloads. This would not impact the operation of our facility and would increase EPD revenue by about $67,000/year.

The agreements are for a 3-year period only and either party can opt out with 30 days notice. For added safeguards, we can refuse to accept septage for any period where the City feels it would be detrimental to plant operations.

It is requested that the Committee return a recommendation for approval to the BMA. I would be happy to address any additional questions the Committee may have.

Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

cc Frank C. Thomas, P.E.
Kevin Sheppard, P.E.
Susan Figg

RECEIVED
NOV 14 2003
CITY CLERK'S OFFICE

ATT. 1

City of Manchester
Office of the City Clerk

City Hall
904 Elm Street
Manchester, New Hampshire 03101
(603) 625-9573

Joan E. Walsh
City Clerk
Helen R. Suosso
Deputy Clerk
Jane St. Jean
Deputy Clerk

RECEIVED JUL 13 1978

July 12, 1978

MEMO TO: Raymond P. Carter, P.E.
Chief Sanitary Engineer
Environmental Protection Division

RE: Septage

Your communication of June 13, 1978, together with the requests of the Towns of Auburn, Candia and Mont Vernon for permission to deposit waste at the City's facility, was presented at a meeting of the Board of Mayor and Aldermen held July 11, 1978.

On motion made and duly seconded, it was unanimously voted to grant permission to the Towns of Auburn and Candia and to refer the request of the Town of Mont Vernon to the Intermunicipal Agreement Committee.

City Clerk

CC: Selectmen, Towns
of Auburn, Candia
and Mont Vernon

E.T. Bourque,
City Solicitor

M.R. Lomasney, P.E.

P

State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
(603) 271-3503 FAX (603) 271-2982

STW 711-6

April 2, 2003

RECEIVED
APR 4 2003
CITY OF MANCHESTER EPD

Mr. Thomas Seigle, P.E., Chief Sanitary Engineer
Mr. Thomas Corey, WWTF Superintendent
Manchester Wastewater Treatment Facility (WWTF)
300 Winston Street
Manchester, NH 03103

RE: Septage Disposal

Dear ~~Mr. Seigle~~ Tom & ~~Mr. Corey~~ Tom:

Thank you for taking time to meet with me on March 26th regarding the urgent need for increased septage disposal in the southern tier of the state. I also appreciate the guided tour of Manchester's wastewater treatment facility and sludge incinerator.

To reiterate part of our discussion on septage disposal, currently many towns in the south central–southeast portion of the state do not have a septage disposal solution for their residents as required by NH state law RSA 485-A:5-b. Many of the towns rely on out-of-state facilities for their septage disposal needs. At any time, the facilities in Massachusetts and Maine could shut off disposal from New Hampshire, thereby creating an extremely tenuous situation. While some of the municipalities in the south central-southeast region are exploring the concept of siting a septage disposal facility, there is an immediate need to accommodate their disposal requirements during this process. The Manchester WWTF has the capacity to meet those needs on a temporary basis (3-5 years), and pending approval of the city's governing board, could do so. The following is a list of potentially interested municipalities and estimates of their annual septage generation.

Amherst.... 720,000 gallons per year (gpy)
Atkinson....450,000 gpy
Chester.....260,000 gpy
*Derry.....225,000 gpy
Hampstead...550,000 gpy
Litchfield.....500,000 gpy
Plaistow.....520,000 gpy
*Although Derry does have a WWTF, it cannot accept septage for disposal at this time.

According to calculations on file at the Department of Environmental Services (DES), the septage receiving at the Manchester WWTF would increase by (approximately) 3.25 million gallons per year, if the city would agree to take the septage from the above listed municipalities. Since the annual septage disposal at the Manchester facility has declined nearly 4 million gallons since 1997, the increase realized by adding the 7 listed towns

(assuming all septage is actually disposed at Manchester) would not cause a capacity problem. At the current rate of $ .07 per gallon, the increase in septage disposal will potentially add a quarter of a million dollars of revenue to the city.

With the approval of Manchester's governing board, as the DES Septage Coordinator, I would be glad to help facilitate septage disposal agreements between Manchester and the other municipalities. I look forward to working with you on this issue, and thank you in advance for your willingness to help alleviate an urgent disposal need for the near term.

Sincerely,

Pat

Patricia A. Hannon
Septage Coordinator
Wastewater Engineering Bureau

cc:
John Bush, WWEB
Richard Flanders, WWEB
Manchester WWTF File

H: Septage & Sludge/SEPTAGE/WWTF Capacity/ManchesterWWTF.doc

P

ATT - 5 10m

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

May 20, 2003
#03-119

Ms. Patricia A. Hannon, Septage Coordinator
Wastewater Engineering Bureau
NH DEPT OF ENVIRONMENTAL SERVICES
P.O. Box 95
Concord, NH 03302-0095

RE: Septage Disposal

Dear Ms. Hannon:

In response to your letter regarding the need for increased septage disposal in the southern tier of the State, the City of Manchester's Environmental Protection Division would agree to recommend acceptance of septage from the towns of Plaistow, Atkinson and Litchfield. We cannot accept the full 3.225 million gallons per year that you requested, however, we are willing to accept the 1.47 million gallons represented by the above mentioned towns for a short-term agreement of three years.

The next step in this process would be for the selected municipalities to send us a letter requesting they be allowed to dispose septage at the City of Manchester's Wastewater Treatment Facility. We will then forward these requests to the Board of Mayor and Aldermen with our recommendation for approval. If Board approval is received, we will then be able to move forward in constructing applicable septage disposal agreements with these municipalities.

If you have any questions or concerns, do not hesitate to call me at 624-6341.

Sincerely,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/sf

Cc: Frank C. Thomas, P.E., Public Works Director
Thomas Corey, WWTP Superintendent
Susan Figg, Accountant II

P

17 / 7 4

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

Memo

To: Frank C. Thomas, P.E. #03-149

From: Thomas W. Seigle, P.E. TS

Date: 06/17/03

Re: Septage Service

Currently we accept septage from Auburn, Bedford, Candia, Goffstown, and Londonderry as well as from unsewered portions of Manchester. Bedford, Goffstown, and Londonderry have Intermunicipal Agreements with the City and therefore we accept their septage. Auburn and Candia were approved by the Board of Mayor and Aldermen many years ago to bring septage to Manchester.

We were recently visited by NHDES and subsequently received a letter from them requesting that we accept additional septage from surrounding towns.

Review of the septage quantities with the billing supervisor and the plant superintendent indicated that septage quantity has been down over the last several years. It is our feeling that we could in fact accept additional septage from several towns for a short term. This would provide some assistance to NHDES and also generate additional revenue for EPD.

With your concurrence, we would like to request approval from the Board of Mayor and Aldermen to enter into negotiations with the towns of Plaistow, Atkinson, and Litchfield to accept septage from these towns for a 3-year term.

An agreement would be submitted to the Board for final approval.

/djv

RECEIVED
JUN 20 2003
CITY OF MANCHESTER EPD

RECEIVED
JUN 18 2003

P

ATT-5 TOM

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

June 26, 2003
#03-161

Mr. Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

RE: Septage Service

Dear Mr. Bernier

It is requested that EPD be authorized by the Board of Mayor and Aldermen to enter into negotiations with the Towns of Atkinson, Litchfield, and Plaistow for receipt of septage from these towns at the Manchester WWTF for a period not to exceed three (3) years.

Agreements would be submitted to the City Solicitor for review and to the Board of Mayor and Aldermen for final approval.

I have attached copies of various correspondence regarding this request for the Board's review.

Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. – Public Works
Kevin Sheppard, P.E. – Public Works
Susan Figg – EPD
P. Hannon – NHDES

P

ATT-6

CITY OF MANCHESTER

Office of the City Clerk

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Thomas W. Seigle, PE
Chief Sanitary Engineer

From: C. Johnson
Deputy City Clerk

Date: July 21, 2003

Re: Septage Service

RECEIVED
JUL 22 2003
CITY OF MANCHESTER EPD

Please be advised that in action taken by the Board of Mayor and Aldermen at a meeting held on July 15, 2003, it was voted to authorize negotiations as requested providing that any resulting proposal for agreement to be presented to the City Solicitor and Board of Mayor and Aldermen for approval.

Enclosed for your review and further processing is a copy of the communication reflecting the action taken.

Enclosure

Pc: City Solicitor

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ci.manchester.nh.us

P

ATT-6

City Of Manchester
Department of Highways
Environmental Protection Division

300 Winston Street
Manchester, New Hampshire 03103-6526
(603) 624-6595 Fax (603) 628-6250

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

RECEIVED
JUN 30 2003
CITY CLERK'S OFFICE

June 26, 2003
#03-161

Mr. Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

RE: Septage Service

Dear Mr. Bernier

It is requested that EPD be authorized by the Board of Mayor and Aldermen to enter into negotiations with the Towns of Atkinson, Litchfield, and Plaistow for receipt of septage from these towns at the Manchester WWTF for a period not to exceed three (3) years.

Agreements would be submitted to the City Solicitor for review and to the Board of Mayor and Aldermen for final approval.

I have attached copies of various correspondence regarding this request for the Board's review.

Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. – Public Works
Kevin Sheppard, P.E. – Public Works
Susan Figg – EPD
P. Hannon – NHDES

IN BOARD OF MAYOR & ALDERMEN

DATE: July 15, 2003

ON MOTION OF ALD. O'Neil

SECONDED BY ALD. Gatsas

VOTED TO authorize such negotiations providing that any resulting proposal for agreement to be presented to the City Solicitor and Board of

CITY CLERK

ATT 1 Tom

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

Memo

To: Thomas Clark, Esq. #03-197

From: Thomas W. Seigle, P.E. T. Seigle

Date: 08/26/03

Re: Septage Receiving Agreements

As you are aware, the Board of Mayor and Aldermen authorized EPD to develop an agreement with the Towns of Litchfield, Atkinson and Plaistow for receipt of septage from these towns at the City's Wastewater Treatment Facility.

Attached is a draft agreement I would like to send to the towns to get the ball rolling.

Please review and let me know if this form is satisfactory.

/djv

Attach

P

TOM

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

October 8, 2003
#03-237

The Honorable Board of
Mayor and Aldermen
% Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

RE: Septage Service Agreement

Dear Mr. Bernier:

Attached is a copy of the Agreement between the City of Manchester and the Town of Plaistow for receipt of septage at the Manchester Treatment Plant. It is requested that the agreement be approved and the Mayor be authorized to sign on behalf of the City.

A preliminary copy of the agreement was approved by Tom Clark and the final agreement is being sent for his review.

As you are aware, on July 22, 2003 the Board authorized EPD to negotiate an agreement with several towns for receipt of septage. A copy of the Board's action is attached for your information. Current charge for receipt and treatment of septage is $70.00/1000 gallons.

If you have any questions, please contact me.

Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. – Highway Dept.
Susan Figg – EPD
Pat Hannon - NHDES

P

Tom

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

October 20, 2003
#03-242

The Honorable Board of
Mayor and Aldermen
% Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

RE: Septage Service Agreement

Dear Mr. Bernier:

Attached is a copy of the Agreement between the City of Manchester and the Town of Atkinson for receipt of septage at the Manchester Treatment Plant. It is requested that the agreement be approved and the Mayor be authorized to sign on behalf of the City.

A preliminary copy of the agreement was approved by Tom Clark and the final agreement is being sent for his review.

As you are aware, on July 22, 2003 the Board authorized EPD to negotiate an agreement with several towns for receipt of septage. A copy of the Board's action is attached for your information. Current charge for receipt and treatment of septage is $70.00/1000 gallons.

If you have any questions, please contact me.

Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. – Highway Dept.
Thomas Clark – City Solicitor
Susan Figg – EPD
Pat Hannon - NHDES

P

City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

October 8, 2003
#03-237

October 21, 2003.
In Board of Mayor and Aldermen.
On motion of Alderman Lopez, duly seconded by Alderman Forest, it was voted to refer to the Committee on Administration/Information Systems.

City Clerk

The Honorable Board of
Mayor and Aldermen
% Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

RE: Septage Service Agreement

Dear Mr. Bernier:

Attached is a copy of the Agreement between the City of Manchester and the Town of Plaistow for receipt of septage at the Manchester Treatment Plant. It is requested that the agreement be approved and the Mayor be authorized to sign on behalf of the City.

A preliminary copy of the agreement was approved by Tom Clark and the final agreement is being sent for his review.

As you are aware, on July 22, 2003 the Board authorized EPD to negotiate an agreement with several towns for receipt of septage. A copy of the Board's action is attached for your information. Current charge for receipt and treatment of septage is $70.00/1000 gallons.

If you have any questions, please contact me.

Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. – Highway Dept.
Susan Figg – EPD
Pat Hannon - NHDES

RECEIVED
OCT 14 2003
CITY CLERK'S OFFICE

CITY OF MANCHESTER – EPD
300 WINSTON ST.
MANCHESTER, NH

SEPTAGE AGREEMENT

Agreement by and between the City of Manchester and the Town of Plaistow for the period January 1, 2004 to December 31, 2006.

III. Service

1. The City of Manchester will accept septage as defined in the City's Sewer Use Ordinance (attachment A) at the City's Wastewater Treatment Facility, 300 Winston Street, Manchester, NH from the Town of Plaistow.

IV. Term and Conditions

1. The City will accept septage at the WWTF consistent with City Code, Title V: Public Works, Chapter 52: Sewers.

2. Septage will be delivered to the Septage Receiving Facility by only septage haulers licensed by the City of Manchester.

3. The terms and conditions for dumping shall be in accordance with the City of Manchester, Department of Highways – EPD Septage Disposal Regulations (attachment B) and any future revisions thereto.

4. Should quantities of septage received at the plant ever exceed the plant's capacity to accept it, or should the septage interfere with proper operation of the facility, the City reserves the right to refuse to accept septage from the Town of Plaistow for the duration of the operational difficulty.

5. Either party reserves the right to terminate this agreement with 30 days written notice to the other.

6. Any extensions of this agreement may be via written request to the Manchester Board of Mayor and Aldermen.

P

In witness thereof, the parties set their hands as of the day and year below written:

Town of Plaistow

By: _____ Date: September 15, 2003

City of Manchester

By: _____ Date: _____

Robert A. Baines, Mayor

P

CHAPTER 52: SEWERS

Section

General Provisions

52.001 Purpose
52.002 Definitions
52.003 Interpretation of provisions
52.004 Unlawful deposits and discharges
52.005 Specifications of public sewers and drains
52.006 Private sewage

Use of Public Sewers

52.020 Connection to public sewer required
52.021 Sewers for intended uses only
52.022 Applicable permits required
52.023 Use of sanitary sewers
52.024 Use of storm drains
52.025 Use designation
52.026 Prohibited discharges
52.027 Pretreatment facilities
52.028 Effluent monitoring devices
52.029 Grease, oil, and sand interceptors
52.030 Monitoring records; analytical methods
52.031 Special agreements
52.032 Compliance with state and federal limitations
52.033 Information required
52.034 Septage
52.035 Dilution prohibited
52.036 Slug discharge plans

Industrial Pretreatment

52.050 Compliance
52.051 Permit required
52.052 Industrial discharge permit contents
52.053 Appeals; permit enforceable
52.054 Compliance reports
52.055 Certification statement on reports
52.056 Record keeping requirements
52.057 Permit duration; reapplication
52.058 Transfer and modifications
52.059 Approval for changes to industrial user discharges
52.060 City notifications of regulations
52.061 Categorical standards
52.062 Notification of hazardous waste discharges
52.063 Slug discharges
52.064 Compliance monitoring
52.065 Public information
52.066 Public participation
52.067 Violations of limits; actions required

Septage Disposal

52.080 State permit
52.081 City permit
52.082 Discharge prohibited
52.083 Permit revocable
52.084 Billing; funds

Sewer Rental Charges

52.095 Sewer rental charge
52.096 Payment
52.097 Service charges
52.098 Usage charges
52.099 Water meter removal
52.100 Sewer fund
52.101 Billing periods; delinquent accounts

Building Sewers and Connection

52.115 Building connection permits required
52.116 Sewer improvement area
52.117 Certified pipe layers
52.118 Permits outstanding
52.119 Nontransferable
52.120 Suspension; revocation
52.121 Indemnification
52.122 Separate connections

P

52.123 Excavation
52.124 Protection
52.125 Size and slope
52.126 Building connection
52.127 Cover and alignment
52.128 Material specifications
52.129 Connection to city
52.130 Inspection and records
52.131 Abandoned connections
52.132 New building connections required
52.133 Stormwater prohibited
52.134 Separate systems required
52.135 Approval to discharge

Construction and Repair

52.145 Sewer and drains
52.146 Permit required
52.147 Authorized persons
52.148 Plumbers
52.149 Contractor responsibility

Rates and Charges

52.160 Sewer rental charges
52.161 Septage service charge
52.162 Other fees

Administration and Enforcement

52.175 Access to facilities
52.176 Information access
52.177 Easements
52.178 Safety
52.179 Notification of violations
52.180 Show cause hearing
52.181 Annual publication of significant violators
52.182 Consent orders
52.183 Termination of permit
52.184 Termination of service
52.185 Recovery of expenses
52.186 Harm to city property
52.187 Injunctive relief; other actions
52.188 Appeals

52.999 Penalty

GENERAL REGULATIONS

§ 52.001 PURPOSE.

In order to insure proper removal and disposal of sewage wastes and wastewaters within the city; to insure the proper operation and maintenance of public sewers, drains, sewage treatment plants, and other drainage or sewerage works within the city; and to provide for keeping adequate records of sewers, drains, and appurtenances and connections thereto; the following chapter regulating the construction, use, repair, alteration and discontinuance or abandonment of sewers, drains, and appurtenances; the connections thereto, including drains and pipe substances to be discharged directly or indirectly into and through sewers, drains, and appurtenances of the public sewerage system and storm drainage system of the city is hereby enacted by the city, Board of Mayor and Aldermen, and provided by the Charter of the city including special acts approved by the state legislature and by the laws of the state of New Hampshire.
(Ord. passed 1-17-95)

§ 52.002 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ASTM. The American Society for Testing and Materials.

B.O.D. (BIOCHEMICAL OXYGEN DEMAND). The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five days at 20° Centigrade expressed in parts per million by weight, as determined by Standard Methods.

BUILDING CONNECTION. A pipe connecting a public sewer with a building for the purpose of conveying sewage of any kind from said building (measured from outside face of building wall) to the public sewer.

BUILDING DRAIN. A sewer provided for the conveyance of stormwater, groundwater, or other waters as may be approved from a building to a storm drain or other conveyance excluding sanitary sewers.

BUILDING SEWER. That part of the lowest horizontal piping of a sanitary wastewater system which receives the discharge from soil, waste, and other sanitary pipes inside the walls of the building and conveys it to the building connection outside of the building wall.

CATEGORICAL PRETREATMENT STANDARDS. Any regulation containing pollutant discharge limits promulgated by EPA under the Clean Water Act, applicable to a specific category of industrial users, and which are found in the Code of Federal Regulations, 40 CFR, Subchapter N, Parts 401 through 471.

CHIEF SANITARY ENGINEER. The duly authorized representative in responsible charge of the Environmental Protection Division of the Department of Highways, or his duly authorized representative.

CHLORINE DEMAND. The amount of chlorine, expressed in parts per million by weight, that is required to produce a residual of 0.5 parts per million of chlorine after 30 minutes contact of chlorine with sewage, as determined by Standard Methods.

CITY. Or any other word in common usage designating a legally constituted unit of local government, shall mean the City of Manchester, New Hampshire.

C.O.D. (CHEMICAL OXYGEN DEMAND). A measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by a strong chemical oxidant, as determined by "Standard Methods for Examination of Water and Wastewater."

COMBINED SEWER. A sewer intended to receive both sewage and storm or surface water.

COMMERCIAL ESTABLISHMENT. For billing purposes shall mean any business or professional concern which provides a service and shall include any such concern occupying one or more rooms for the sole purpose of conducting a business in a building with available sanitary facilities whether such facilities are located within the space occupied by such concern or elsewhere in the building.

COMMISSION. The Highway Commission of the City of Manchester, New Hampshire.

CONTRACTOR. Either an individual, partnership, or corporation and the proper agents and representatives thereof, approved by the Commission and the Public Works Director and to whom the Department, acting through the Public Works Director, shall have issued an authorization to install and repair sewers, during the period when such authorization is valid.

DEPARTMENT. The Department of Highways of the City of Manchester, New Hampshire.

DWELLING UNIT. A single living quarter, arranged for the use of one or more individuals, with cooking, living, sanitary, and sleeping facilities.

EASEMENT. An acquired legal right for the specific use of land owned by others.

GARBAGE. The animal and vegetable wastes from the preparation, cooking, and dispensing of food and from handling, storage, and sale of produce.

GARBAGE DISPOSAL UNIT. A mechanical device used for the grinding, shredding, or macerating of food products preparatory to disposal thereof into the public sewerage system and intended for installation and service for such purposes in any building or structure.

GREASE. Volatile and nonvolatile residual fats, oils, fatty acids, soaps, waxes, mineral oils, and other similar materials.

GREASE, OIL, AND/OR SAND INTERCEPTOR. A device which receives oil, grease, sand, and other harmful or hazardous substances to the POTW. Receives drainage from fixtures and equipment having grease laden wastes from food preparation areas or

from vehicle or equipment repair facilities or factories where oily or flammable liquid wastes are likely to be present. Prevents heavy solids such as sand or rags from entering the sewer.

HUMAN EXCREMENT (PUTRESCIBLE MATERIAL). And other putrescible material shall mean liquid or solid waste matter discharged from the intestinal canal of man or other liquid or solid waste materials which are likely to undergo bacterial decomposition; provided, however, that these terms shall not include garbage as defined elsewhere in this section.

INDUSTRIAL ESTABLISHMENT. For purposes of billing, shall mean any business concern which manufactures or produces a product.

INDUSTRIAL SEWAGE or INDUSTRIAL WASTEWATER. The wastewater from industrial processes, trade, or business as distinct from sanitary sewage or unpolluted waters.

INDUSTRIAL USER. Any person contributing industrial wastewater or any nondomestic source of pollutants into the POTW.

INSPECTOR. The person, or persons, duly authorized by the Department of Public Works Director to inspect and approve the installation of building sewers and their connection to the public sewerage system.

INTERFERENCE. A discharge which, alone or in conjunction with the wastewaters from other sources, inhibits or disrupts the sewage treatment plant, its treatment processes or operations, or its sludge processes, use or disposal and therefore is a cause of a violation of:

(1) The sewage treatment plant's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in accordance with groundwater protection rules, WS 410, solid waste rules, Env-Wm-100-2800, hazardous waste rules, Env-Wm 1000 and Appendix III.

(2) The Clean Water Act, The Toxic Substance Control Act, the Marine Protection Research and Sanctuaries Act, the Clean Air Act, the Solid Waste Disposal Act and the Resource Conservation and Recovery Act.

(3) The 40 CFR Part 503 Standards for Sewage Sludge Use and Disposal, or of any regulation or permits issued under these standards.

MAY. Is permissive.

MULTIPLE DWELLING UNITS. Buildings or structures comprising two or more dwelling units.

NATURAL OUTLET. Any outlet, including storm sewers and combined sewer overflows, into a watercourse, pond, ditch, or other body of surface or groundwater.

NEW SOURCE.

(1) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:

(a) The building, structure, facility or installation is constructed at a site at which no other source is located; or,

(b) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or,

(c) The production of wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general

type of activity as the existing source, should be considered.

(2) Construction on a site at which an existing source is located results in a modification rather than a *NEW SOURCE* if the construction does not create a new building, structure, facility, or installation meeting the criteria of subsection (1)(b) or (c) of this definition but otherwise alters, replaces, or adds to existing process or production equipment.

(3) Construction of a new source as defined under this subsection as commenced if the owner or operator has:

(a) Begun, or caused to begin, as part of a continuous on-site construction program, any placement, assembly, or installation of facilities or equipment, or significant site preparation work including clearing, excavation, or removal of existing building, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or,

(b) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this definition.

NPDES PERMIT. The National Pollutant Discharge Elimination System Permit.

OWNER. Both the owner of fee in any real estate and all tenants, lessees or other in control, or possession and use, of the property in question, or having any interest therein, and his, her, its or their agents, or representatives, as the interest, duties, powers or liabilities of each may be.

PASS-THROUGH. The discharge of pollutants through the sewage treatment plant into waters of the U.S. in quantities or concentrations, which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirement of the sewage treatment plant's NPDES permit (including an increase in the magnitude or duration of a violation) or of applicable water quality criteria.

PERMITTEE. Any person, establishment, firm, corporation, municipal subdivision, or institution granted a permit under this chapter by the Public Works Director of the Department of Highways of the city.

PERSON. Any individual, establishment, firm, company, association, corporation, governmental authority, legal entity, or other group.

pH. The logarithm of the reciprocal of hydrogen ion concentration in gram equivalents per liter of solution.

PIPE LAYER. Any person in the business of, and certified by the Department for laying building connections from existing public sewers to the building sewer of residential, commercial, or industrial buildings, and similar structures and properties.

PRETREATMENT REQUIREMENT. Any substantive requirement related to pretreatment imposed on a user, other than a pretreatment standard.

PRETREATMENT STANDARDS. Prohibited discharge standards, categorical pretreatment standards, and local limits.

PRIVATE SEWER. All sewers other than public sewers.

PROPERLY SHREDDED GARBAGE. Garbage that has been shredded to such a degree that all particles will be carried freely in the public sewers.

PUBLIC SEWER. The main line of pipe or conduit, owned, controlled, and maintained by the city for the conveyance of waste or sewage from several properties, and shall not be understood to include building connections or private sewers, which are maintained by the owners of the properties using them.

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PUBLIC WORKS DIRECTOR. The Public Works Director of the Department of Highways of the City of Manchester, New Hampshire, or his authorized deputy, agent or representative.

POTW, (PUBLICLY OWNED TREATMENT WORKS). The treatment works owned by the city. This includes any devices used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes, and other conveyances that convey wastewater to the treatment plant. The term also means the city which has jurisdiction over the indirect discharges to and the discharges from such treatment works.

RESIDENTIAL. Buildings intended for providing full-time living accommodations as opposed to commercial or industrial establishments.

SANITARY SEWAGE OR SANITARY WASTEWATER. Normal water-carried household and toilet wastes or wastewater from sanitary conveniences of residences, commercial establishments, industrial plants or institutions, excluding ground, surface or storm water, and industrial wastewater.

SANITARY SEWER. A sewer intended to convey sanitary sewage or industrial sewage from residences, commercial or industrial establishments together with minor quantities of ground, storm, and surface waters that are not admitted intentionally.

SCREENING LEVEL. Concentrations above which a particular pollutant is expected to cause problems due to health, flammability, chemical reactivity, or organic/solids loading in the POTW.

SEPTAGE. Any liquid or solid (sludge or scum) pumped from chemical toilets, vaults, septic tanks, or cesspools into which have been received only sanitary wastewaters.

SEPTAGE TRUCK. Any watertight vehicle which is used for the collection and hauling of septage from septic tanks, vaults, and chemical toilets or cesspools, or industrial or commercial wastewaters from industrial pretreatment facilities, and complies with the regulations of the New Hampshire Department of Environmental Services.

SEPTIC TANK. An approved type of watertight compartment made of concrete or other approved material into which the outflowing domestic wastewater from dwellings or other buildings may be discharged.

SERVICE CHARGE. A basic charge for the convenience and availability of sewage disposal service.

SEWAGE or ***WASTEWATER.*** A combination of the liquid and water-carried wastes discharged from residences, businesses, institutions, and industrial establishments.

SEWAGE TREATMENT PLANT or WASTEWATER TREATMENT FACILITY. Any arrangement of devices and structures used for treating sewage or for the control of water pollution.

SEWAGE WORKS or SEWERAGE SYSTEM. All public facilities for collecting, pumping, treating, and disposing of sewage and for the control of water pollution.

SEWER. The main pipe or conduit, manholes, and other structures and equipment appurtenance thereto, provided to carry sewage, industrial wastes, or storm water, cooling water, similar wastes, subject in each particular case to the purpose and limitations imposed upon the particular pipe or conduit.

SEWER RENTAL CHARGE. A charge for defraying the capital and operation/maintenance costs of the sewerage system. Said charge consists of a service charge and usage charge.

SEWER IMPROVEMENT AREA. The span of land listed below, as requiring a major expansion or upgrading of the current sewer system serving the area to allow continued or expanded development. Each sewer improvement area, within which new construction is proposed, will require an off-site sewer improvement cost recovery fee. The following areas have been identified as ***SEWER IMPROVEMENT AREAS***:

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(1) Wellington Hill Area, which is generally defined as being located north and east of Interstate 93/Route 101, west of approximately Linda Lane and southerly of Leda Avenue, except the property owned by Digital Equipment Corporation, as more particularly defined on a plan on file at the Department.

(2) Youngsville Area, which is generally defined as being north of Proctor Road; west of the Boston & Maine Railroad, southerly of Groveland Avenue and easterly of Route 101, as more particularly defined on a plan on file at the Department.

(3) Hackett Hill Road Area, which is generally defined as being northerly of Dunbarton Road and the Dunbarton Road Sanitary Landfill, westerly of the Goffstown/Manchester town line, southerly of the Hooksett/Manchester town line, and easterly of the Merrimack River, as more particularly defined on a plan on file at the Department.

SHALL. Is mandatory.

SIGNIFICANT INDUSTRIAL USER.

(1) All industrial users subject to Categorical Pretreatment Standards under 40 CFR 403.8 and 40 CFR Chapter I, Subchapter N; and,

(2) Any other industrial user that discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5% or more of the average dry weather hydraulic or organic capacity of the POTW; or is designated as such by the Control Authority as defined in 40 CFR 403.12(a) on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement in accordance with 40 CFR 403.8(f)(6).

SIGNIFICANT NONCOMPLIANCE.

(1) Chronic violations of wastewater discharge limits, defined here as those in which 66% or more of wastewater measurements taken during a six month period exceed the daily maximum limit or average limit for the same pollutant parameter by any amount.

(2) Technical review criteria (TRC) violation, defined here as those in which 33% or more of wastewater measurement taken for each pollutant parameter during a six month period equals or exceeds the product of the daily maximum limit or the average limit multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH).

(3) For continuous pH monitoring, excursions shall be considered SNC when:

(a) The total time during which the pH values are outside the required range of pH values exceeds seven hours and 26 minutes in any calendar month; or,

(b) An individual excursion from the range of pH values exceeds 60 minutes.

(c) An excursion occurs which the city believes has caused, alone or in combination with other discharges, interference or pass-through; or endangered the health of the sewage treatment personnel or the general public.

(4) Any other discharge violation that the Public Works Director believes has caused, alone or in combination with other discharges, interference or pass-through, including endangering the health of POTW personnel or the general public.

(5) Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in the Public Works Director's exercise of emergency authority to halt or prevent such a discharge.

(6) Failure to meet, within 90 days of the scheduled date, a compliance schedule

milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.

(7) Failure to provide within 30 days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, reports on compliance with compliance schedules, and permit applications.

(8) Failure to accurately report noncompliance.

(9) Any other violations which the Public Works Director determines will adversely affect the operation of implementation of the local pretreatment program.

SLUG. Any discharge of water, wastewater, sewage, or industrial sewage which, in concentration of any given constituent or in quantity of flow, exceeds for any period of duration longer than 15 minutes more than five times the average 24 hour concentration or flow during normal operation, or which shall adversely affect the collection system and/or performance of the POTW.

STANDARD METHODS. The latest approved edition of "Standard Methods for the Examination of Water and Wastewater" as published by the American Public Health Association.

STORM DRAIN or DRAIN. A sewer provided and intended for the conveyance of storm water, groundwater, subsurface water, or other waters as may be approved for any particular drain, but excluding sewage or contaminated industrial wastewaters.

STORM WATER. The runoff or discharge of rain and melted snow or other water from roofs, surfaces of public or private lands or elsewhere.

SUBSOIL DRAINAGE. Water from soil percolating into subsoil drains and through foundation walls, basement floors, or underground pipes or from similar sources.

SUSPENDED SOLIDS (SS). The solids that either float on the surface of, or are suspended in water, sewage or other liquids; and which are removable by laboratory filtering, as determined by Standard Methods.

UNPOLLUTED WATER. Water of quality equal to or better than the effluent criteria in effect or water that would not cause a violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

USAGE CHARGE. A charge based on the volume and strength of wastewater discharge.

USAGE CHARGE FORMULA. The following formula to be used in computing the usage charge portion of the sewer rental charge as provided in this chapter:

$C = Vc\ (Vu/1000) + Bc\ (Bu/100) + Sc\ (Su/100)$, where:

C = the usage charge for the billing period.

Vc = the unit cost for the treatment per 1000 gallons of water: water volume at the rate specified in § 52.160.

Vu = the volume in gallons of wastewater discharged during the billing period.

Bc = the unit cost for the treatment per 100 pounds of BOD at the rate specified in § 52.160.

Bu = the BOD content in pounds of wastewater discharged during the billing period.

Sc = the unit cost for the treatment per hundred (100) pounds of suspended solids at the rate specified in § 52.160.

Su = the suspended solids content in pounds of wastewater discharged during the billing period.

WATERCOURSE. A natural or artificial channel for the passage of water either continuously or intermittently.

WSPCD. The Water Supply and Pollution Control Division of the NH Department of Environmental Services.
(Ord. passed 1-17-95; Am. Ord. passed 1-7-97)

§ 52.003 INTERPRETATION OF PROVISIONS.

The provisions of this chapter with respect to the meaning of technical terms and phrases, the classification of different types of sewers, the regulations with respect to making connections to sewers or drains, and other technical matters shall be interpreted and administered by the Public Works Director acting in and for the city, through its Highway Commission.
(Ord. passed 1-17-95)

§ 52.004 UNLAWFUL DEPOSITS AND DISCHARGES.

(A) It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the city, or any area under the jurisdiction of the city, any human or animal excrement, garbage, or objectionable waste.

(B) It shall be unlawful to discharge to any natural outlet within the city, or in any area under the jurisdiction of the city, any sanitary sewage, industrial sewage, or other contaminated or polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.005 SPECIFICATIONS OF PUBLIC SEWERS AND DRAINS.

Public sewers and drains shall meet all applicable requirements of the standard specifications of the Department and this chapter and the requirements of the WSPCD.
(Ord. passed 1-17-95)

§ 52.006 PRIVATE SEWAGE.

(A) *Private sewage pumping stations.*

(1) *Standard specifications.* Private sewage pumping stations shall meet all applicable requirements of the "Standard Specifications of the Department," the Department's Policy on Private Sewage Pump Stations, the New Hampshire Water Supply and Pollution Control Division, and this chapter. Plans and specifications, including shop drawings, of all items to be furnished shall be submitted to the Public Works Director and the New Hampshire Water Supply and Pollution Control Division for approval. Plans and specifications for a proposed private sewage pumping station shall be the result of the design of a professional engineer licensed in the state of New Hampshire. This does not include individual grinder pumps.

(2) *Owner responsibility.* The owner shall retain sole responsibility for the regular inspection, maintenance, service, and repair of all private sewage pumping stations. All costs inherent to such services shall be borne by the owner. The Department shall be allowed access to all private sewage pumping stations for periodic inspection.

(3) *Repairs and maintenance.* Any repairs to the private sewage pumping station deemed necessary by the Public Works Director shall be completed in a reasonable time with the total cost borne by the owner. A reasonable time period shall be understood to mean 30 calendar days unless otherwise directed by the Public Works Director. If said repairs are not made as directed, the Department shall cause the work to be completed and appropriate charges made to the owner.

(B) *Private sewage treatment plants.*

(1) *Specifications.* Private sewage treatment plants shall meet all applicable requirements of the "Standard Specifications of

the Department" and this chapter. Plans and specifications of all items to be furnished shall be submitted to the Public Works Director and the New Hampshire Water Supply and Pollution Control Division for review and approval. No construction of such facilities shall be commenced until said approvals are obtained in writing. Plans and specifications for a proposed private sewage treatment plant shall be the result of the design of a professional engineer licensed in the state of New Hampshire. Upon completion of construction, certification by a professional engineer must be submitted to the Department certifying that the plant was built in accordance with the approved plans and specifications. All structures shall be designed in such a manner to withstand degradation from a moist environment. Treatment plants shall be so located as to be protected against damage from 100-year frequency floods. Treatment plants shall be readily accessible on a year-round basis and be suitably fenced around the perimeter, as required.

(2) *Owner responsibility.* The owner shall retain sole responsibility for the regular operation, inspection, maintenance, service, and repair of all private sewage treatment plants. All costs inherent to such services shall be borne by the owner. The Department shall be allowed access to all private sewage treatment plants for periodic inspection and sampling.

(3) *Repairs and maintenance.* Any repairs to the private sewage treatment plant deemed necessary by the Public Works Director shall be completed in a reasonable time with the total cost borne by the owner. A reasonable time period shall be understood to mean 30 calendar days unless otherwise directed by the Public Works Director.
(Ord. passed 1-17-95) Penalty, see § 52.999

USE OF PUBLIC SEWERS

§ 52.020 CONNECTION TO PUBLIC SEWER REQUIRED.

The owner of any house, building, or property used for human occupancy, employment, recreation, or other purpose, situated within the city and abutting on any street, alley, or right-of-way in which there is now located or in the future may be located a public sewer of the city, is hereby required at his expense to install suitable sanitary facilities therein, and to connect such facilities directly with the public sewer in accordance with the provisions of this chapter, within 90 days after the date of official notice to do so, provided that said public sewer is accessible and available within 100 feet of said owner's building, as determined by the Public Works Director.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.021 SEWERS FOR INTENDED USERS ONLY.

No person shall discharge into or put into any public sewer or drain of the city, or into any sewer, drain, or fixture which thereafter discharges into any public sewer, drain, or appurtenance thereof, any waste or substance other than such kinds or types of waters or water-carried wastes for the conveyance of which the particular sewer, drain, or appurtenance is intended, designed, or provided.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.022 APPLICABLE PERMITS REQUIRED.

No person shall discharge into or put into any public sewer or drain of the city, or into any sewer, drain, or fixture which thereafter discharges into any public sewer, drain, or appurtenance thereof, any waste or substance until all applicable permits have been obtained.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.023 USE OF SANITARY SEWERS.

Except as specifically provided with reference to some particular sewer, sanitary sewers shall be used only for the conveyance and disposal of sanitary sewage as defined in § 52.002, and for water-carried industrial sewage which are not objectionable as hereinafter provided. No sanitary sewer shall be used to receive and convey or dispose of any storm or surface water, as defined in § 52.002,

or of subsoil drainages, as defined in § 52.002, or of unpolluted water.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.024 USE OF STORM DRAINS.

Stormwater, and all other approved drainage, shall be discharged into storm drains, or to a natural outlet, as approved by the Public Works Director. Industrial cooling water or uncontaminated process waters may be discharged, upon approval by the Public Works Director and the New Hampshire Water Supply and Pollution Control Division, to a storm sewer or natural outlet. However, no materials, the discharge of which into natural streams, ponds, lakes or other natural bodies of water is prohibited by state or federal law or regulations, shall be discharged into any storm drain. Also, a National Pollutant Discharge Elimination System (NPDES) permit shall be obtained by the industrial establishment for any such discharge of cooling or process waters.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.025 USE DESIGNATION.

If the intended or designated use of any particular sewer or drain and allowable discharge thereto is unclear, the Public Works Director will consider the pertinent facts and make a determination. Said determination will be final and binding.
(Ord. passed 1-17-95)

§ 52.026 PROHIBITED DISCHARGES.

No person shall discharge or cause to be discharged any of the following described water or wastes to any public sewer or drain:

(A) Any gasoline, benzene, naptha, fuel oil, or other flammable or explosive liquid, gas, or solid, or any substance which may generate or form any flammable, explosive, or combustible substance, fluid, gas, vapor, or mixture when combined with air, water, or other substances commonly found in sewers. This includes, but is not limited to, pollutants which cause an exceedance of 10% of the lower explosive limit (LEL) at any point in the POTW or wastes with a closed cup flash point in the POTW or wastes with a closed cup flash point of less than 140°F or 60°C, using the test method specified in 40 CFR 261.21.

(B) Any waters or wastewaters that either independently or by interaction with other wastewaters, pass through or cause interference with any part of the POTW, or constitute a hazard to humans or animals in the receiving waters or the POTW. This includes but is not limited to interference, substances which cause pass through or other problems caused by:

(1) Solid or viscous pollutants.

(2) Oxygen demanding pollutants.

(3) Waste causing POTW upsets.

(4) Pollutant discharges at specific rates or concentrations.

(5) Heat in amounts which would inhibit biological activity or cause the POTW influent to exceed 104° F.

(6) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin.

(7) Color or odor causing substances.

(C) Any waters or wastewaters having a pH lower than 5.0 or higher than 11.5 or having any other corrosive property which may be cable of causing damage or hazard to structures, equipment, and/or personnel of the POTW. In no case shall the quantities of waters or wastewaters be such that the pH of the influent to the POTW is caused to exceed a pH of 8.0.

(D) Any waters or wastewaters which result in the presence of toxic bases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.

(E) Any trucked or hauled pollutants, except at discharge points designated by the POTW.

(F) Any medical wastes except as specifically authorized in a discharge permit.

(G) Any wastewater causing the wastewater treatment plant's effluent or sludge to fail a toxicity test.

(H) Any garbage that has not been properly shredded by an approved garbage disposal unit.

(I) Any waters or wastewaters containing heavy metals, solvents, and similar objectionable or toxic substances to such degree that any such material discharged to the public sewer exceeds the limits established by the Public Works Director, the New Hampshire Water Supply and Pollution Control Division or the EPA for such materials.

(J) Any waters or wastewaters containing suspended solids, BOD, COD, or color of such character and quantity that would impose deleterious effects on the operation of the POTW or require more than normal attention or expense to handle.

(K) Any radioactive wastes of such half-life or concentration as may exceed limits established by the Public Works Director in compliance with applicable State or Federal regulations.

(L) Any waters or wastewaters with any of the following constituents at daily concentrations greater than those indicated in the table below:

(1) *Table of limited pollutants.*

COMPOUND	*mg/l*
Copper	4.55
Cyanide (T)	2.86
Lead	0.94
Mercury	0.023
Silver	0.90
Zinc	10.42

(2) Daily concentrations are the concentration of a pollutant discharged, determined from the analysis of a flow composited sample (or other sampling procedure approved by the Public Works Director) representative of the discharge over the duration of a 24 hour day or industrial operating schedule of less than 24 hours. For industrial discharge applications, the above limits shall apply at the end of the process train prior to dilution with nonindustrial wastewaters.

(M) *Screening levels.* The following constituents (list below is not all inclusive) cannot be discharged to the POTW exceeding concentrations listed below without approval of the Public Works Director:

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(1) *Table of screening levels.*

COMPOUNDS	*mg/l*
Benzene	0.13
BOD	350
Carbon disulfide	0.06
Chlorine	1,500
Chloroform	0.41
1.2 Dichloroethylene	0.28
Sulfide	1.0
Sulfate (for Type II concentrate)	1,500/150
Sulfite	280
Suspended solids	350
Tetrachloroethylene:	0.53
1,1,1 trichloroethane	1.55
Trichloroethene	0.71
OIL AND GREASE	
Petroleum or mineral origin	100 ppm
Animal and vegetable origin	350 ppm

(2) Screening levels are concentrations above which a particular pollutant is expected to create problems due to health, flammability, chemical reactivity, or organic/solids loadings.

(3) If any of the screening levels are exceeded and repeat analyses indicate noncompliance with the screening level, then the Industrial User may be required at the discretion of the city, to implement a study to evaluate the potential impact of the discharge of this pollutant to the city's collection system or wastewater treatment facility. This study must be conducted under the supervision and approval of the city.

(4) Upon evaluation of pH, temperature, dilution, type of sewer construction, other toxic fumes and ventilation present at the site of the particular discharge, screening levels shall then be adjusted and administered as limits for the specific discharge. (Ord. passed 1-17-95; Am. Ord. passed 10-1-96; Am. Ord. passed 8-5-97) Penalty, see § 52.999

§ 52.027 PRETREATMENT FACILITIES.

(A) If any waters or wastes are discharged or are proposed to be discharged to the public sewers, containing the substances or possessing the characteristics enumerated in § 52.026, the Public Works Director may:

(1) Reject the wastes.

(2) Require pretreatment to any acceptable condition for discharge to the public sewers.

(3) Require control over the quantities and rates of discharge.

(4) Pursue enforcement action.

(B) If the pretreatment of waste flows is required, the design and installation of the pretreatment facilities shall be subject to the review and approval of the Public Works Director and the WSPCD, and be subject to the requirements of all applicable codes, ordinances, and laws. No construction of such facilities shall commence until approvals are obtained in writing, plans designed by a professional engineer licensed in the state. Such approval shall not relieve the owner of the responsibility of discharging treated waste meeting the requirements of this chapter. Following completion of the pretreatment system, the city shall be provided with a certification by a professional engineer licensed in the state of New Hampshire, certifying that the facility has been constructed in accordance with the approved plans and specifications.

(C) All pretreatment facilities shall be maintained continuously in satisfactory and effective operation by the owner at no expense

to the city. In the maintaining of the facilities, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates, and means of disposal which are subject to review by the Public Works Director. Any removal and hauling of the collected materials, not performed by owner personnel, must be performed by currently licensed waste disposal firms.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.028 EFFLUENT MONITORING DEVICES.

At premises where any of the substances or wastes prescribed as being or to be excluded from any public sewer or drain are present and liable to be discharged contrary to the limitations of this chapter, the Public Works Director may require that the owner of said premises operate and maintain suitable monitoring devices on any or all building sewers or drains from said building sewers or premises near the point or points where said building sewers or drains connect to any public sewer or drain. By means of said devices, the owner, owners and occupants of said premises and the Public Works Director, or any public officer charged with any duty involving the supervision of the disposal of wastewaters, may secure samples of or examine the wastes and wastewaters discharged into said public sewer or drain and measure the quantities thereof for the purpose of ascertaining the compliance or noncompliance with the requirements of this chapter. All such devices and facilities shall be accessible and safely located, shall be constructed in accordance with plans approved by the Public Works Director, shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.029 GREASE, OIL, AND SAND INTERCEPTORS.

(A) Grease, oil, and sand interceptors shall be provided when, in the opinion of the Public Works Director, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.

(B) The user shall maintain records (which are subject to review by the Public Works Director) of the dates, and means of disposal of accumulated interceptor wastes. Any removal and hauling of the collected materials not performed by the user's personnel must be performed by currently licensed waste disposal firms.

(C) To facilitate compliance with this section, the user shall apply for a permit and furnish as part of the permit application a plan and description of the device. Where grease, oil, or sand interceptors or similar appurtenances are involved, approval must be granted from both the Building Department and the Public Works Director.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.030 MONITORING RECORDS; ANALYTICAL METHODS.

The owner shall keep records of all monitoring and/or sampling data as required by the Public Works Director and submit said records upon request to the Department, the New Hampshire Water Supply and Pollution Control Division and the EPA. All measurements, tests, and analyses of the characteristics of water and wastewater to which reference is made in this chapter shall be determined in accordance with the EPA Approved Methods published in the Code of Federal Regulations, Title 40, Part 136 (40 CFR 136) and amendments thereto. Where 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the POTW or

other parties, approved by EPA. Analytical measurements shall be determined at the sampling manhole provided, or upon suitable samples taken at said sampling manhole or at the end of the pretreatment process prior to discharge to the city sewer. In the event that a special sampling manhole has not been required, the sampling manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling will be carried out by customarily accepted methods which, in the opinion of the Public Works Director, reflect the effect of constituents upon the sewage works and determine the existence of hazards to life, limb, and property.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.031 SPECIAL AGREEMENTS.

No statement contained in this subchapter except for § 52.026(A) - (B) shall be construed as preventing any special agreement or arrangement between the city and any industrial user or commercial establishment, whereby an industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefore by the industrial or commercial establishment, and provided that such agreements do not contravene any requirements of existing federal or state laws and/or regulations promulgated thereunder, are compatible with any user charge now in effect, and do not waive applicable National Categorical Pretreatment standards. The city may submit a proposal to EPA to modify its maximum headworks loading allocations to allow for IU specific limitations to be included in its industrial discharge permits.
(Ord. passed 1-17-95)

§ 52.032 COMPLIANCE WITH STATE AND FEDERAL LIMITATIONS.

All industrial wastewaters shall be pretreated in accordance with Federal and State regulations and this chapter to the extent required by applicable National Categorical Pretreatment standards, state pretreatment standards or standards established by the Public Works Director, whichever is more stringent.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.033 INFORMATION REQUIRED.

(A) The Public Works Director may require a user of sewer services to provide information needed to determine compliance with this chapter.

(B) This information may include:

(1) Wastewater discharge peak rates and volumes over a specified time period.

(2) Chemical analyses of wastewaters.

(3) Information on raw materials, processes, and products affecting wastewater volume and quality.

(4) Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials important to sewer use control.

(5) A plot plan of sewage works on the user's property showing building sewer and pretreatment facility location.

(6) Plans and specifications of wastewater pretreatment facilities.

(7) Details of systems to prevent and control the losses of materials through spills to the public sewer or drain.
(Ord. passed 1-17-95)

§ 52.034 SEPTAGE.

No septage shall be discharged to the city's public or private sewers or drains.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.035 DILUTION PROHIBITED.

It shall be illegal to meet requirements of this chapter by dilution of wastewater in lieu of proper pretreatment.
(Ord. passed 1-17-95) Penalty, see § 52.999

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§ 52.036 SLUG DISCHARGE PLANS.

Based on inspection and surveillance activities of industrial users, the Public Works Director may require a plan to prevent and control slug discharges. This may require descriptions of discharge practices, descriptions of stored chemicals, notification procedures in the event of a discharge, procedural practices for spill prevention, containment structures, and equipment for control, cleanup, and monitoring. (Ord. passed 1-17-95)

INDUSTRIAL PRETREATMENT

§ 52.050 COMPLIANCE.

All persons or industrial or commercial establishments discharging industrial wastewaters into a public sewer or drain, shall comply with applicable requirements of federal and state industrial pretreatment regulations, in addition to the requirements of this chapter. The national categorical standards, found in 40 CFR Chapter I, Subchapter N, parts 405-471, are hereby incorporated into this chapter. (Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.051 PERMIT REQUIRED; APPLICATIONS.

(A) All persons, industrial or commercial establishments subject to these rules shall submit an application for an industrial discharge permit (IDP), as required by the city, containing information required under applicable federal, state, and local industrial pretreatment reporting regulations. Such information, as a minimum, shall include:

(1) The name and address of the facility, including the name of the operators and owners.

(2) A list of all environmental permits held by or for the facility.

(3) A brief description of the nature, average rate of production, and standard industrial classification of the operations carried out at such facility.

(4) An identification of the categorical pretreatment standards applicable to each regulated process.

(5) An analysis identifying the nature and concentration of pollutants in the discharge. A new source shall give estimates of its anticipated quantity of pollutants to be discharged.

(6) Information showing the measured averaged daily and maximum daily flow, in gallons per day, to the public sewer or drain from regulated process streams and from other streams.

(7) A schedule of actions to be taken to comply with discharge limitations.

(8) Additional information as required by the Public Works Director.

(B) All permit applications must be signed and certified in accordance with procedures set out in § 52.055 of this chapter.

(C) It shall be unlawful for significant industrial users to discharge wastewater, either directly or indirectly, into the city's sewer system without first obtaining an industrial discharge permit from the city. Any violation of the terms and conditions of an industrial user permit shall be deemed a violation of this chapter. Obtaining an industrial discharge permit does not relieve a permittee of its obligation to obtain other permits required by federal, state, or local law.

(D) The city may require that other industrial users, including liquid waste haulers, obtain industrial discharge permits as necessary to carry out the purposes of this chapter. (Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.052 INDUSTRIAL DISCHARGE PERMIT CONTENTS.

(A) The IDP will outline the general and specific conditions under which the industrial

process waste will be accepted for discharge into the city's public sewers and drains.

(B) Specifically, the IDP will include, but need not be limited to, the following:

(1) Pretreatment and self-monitoring facilities required.

(2) Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on federal, state, and local law.

(3) Effluent limitations on the industrial process waste.

(4) A statement that indicates IDP duration, which in no event shall exceed five years.

(5) A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with § 52.057.

(6) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.053 APPEALS; PERMIT ENFORCEABLE.

Conditions of the industrial discharge permits may be appealed in accordance with § 52.188. The conditions of the IDP will be strictly enforceable by the city.
(Ord. passed 1-17-95)

§ 52.054 COMPLIANCE REPORTS.

Significant industrial users shall submit periodic compliance reports at least once every six months or as required by the Public Works Director, indicating the nature and concentration of pollutants in the discharge from the regulated processes governed by pretreatment standards and the average and maximum daily flow for these process units. The reports shall state whether the applicable categorical pretreatment standards and effluent limitations are being met on a consistent basis and, if not, what additional operation and maintenance practices and/or pretreatment are necessary in order to meet all standards on a consistent basis. Sampling and analysis may be performed by the city in lieu of the significant noncategorical industrial user. Where the POTW itself collects all the information required for the report the noncategorical significant industrial user may not be required to submit the report. All compliance reports must be in conformance with § 52.055 of this chapter.
(Ord. passed 1-17-95)

§ 52.055 CERTIFICATION STATEMENT ON REPORTS.

(A) All wastewater discharge permit applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

> "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

(B) An authorized representative is:

(1) A responsible corporate officer; if the industrial user is a corporation. A responsible corporate officer means a president, secretary, treasurer, or vice president of the

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corporation in charge of principal business function, or any other person who performs similar policy or decision making functions for the corporation or the manager of one or more manufacturing production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

(2) A general partner or the proprietor, if the industrial user is a partnership or sole proprietorship, respectively;

(3) A duly authorized representative of either of the individuals designated above if:

(a) The authorization is made in writing by the individual described above.

(b) The authorization specified either an individual or a position having responsibility for the overall operation of the facility from which the industrial discharge originates, such as the position of plant manager, operator of a well, field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company.

(c) The written authorization is submitted to the city.

(C) If an authorization under subsection (B)(3) of this section is no longer accurate because a different individual or position has responsibility for environmental matters for the company, a new authorization satisfying the requirements of such authorization must be submitted to the city prior or together with any reports to be signed by an authorized representative.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.056 RECORD KEEPING REQUIREMENTS.

(A) Industrial users subject to the reporting requirements under this subchapter shall maintain records of information resulting from monitoring activities required to prepare such reports.

(B) Such records shall include for each sample:

(1) The date, exact place, method, and time of sampling and the names or persons taking the sample.

(2) The name and signature of each person who handles the sample in the chain of custody.

(3) The dates when analyses were performed.

(4) The name of the laboratory performing the analyses.

(5) The techniques, methods, measurement units, and detection limits used in all analyses.

(6) The results of all analyses.

(C) These records shall be maintained for a minimum of three years or longer in the case of unresolved litigation or when requested by the Public Works Director, the state, or the U.S. EPA.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.057 PERMIT DURATION; REAPPLICATION.

(A) The IDP shall be in effect for three years, unless the applicant is notified otherwise by the city. The user shall apply for permit reissuance by submitting a complete permit application a minimum of 60 days prior to the expiration date of the user's existing permit. Under no circumstances shall the permittee continue to discharge without an effective permit.

(B) An expired permit will continue to be effective and enforceable until the permit is reissued if:

(1) The industrial user has submitted a complete permit application at least 60 days

prior to the expiration date of the user's existing permit.

(2) The failure to reissue the permit, prior to expiration of the previous permit, is not due to any act or failure to act on the part of the industrial user.
(Ord. passed 1-17-95)

§ 52.058 TRANSFER AND MODIFICATIONS.

(A) In the event that the permittee undergoes a major change in ownership of either its corporate voting stock or control of its corporate stock or of the building to which this contract relates, then the permit may be reassigned or transferred if:

(1) At least 30 days advance notice is provided to the Public Works Director.

(2) The new owner provides written notice that there is not immediate intent to change the facility's operations and processes, and identifies the specific date on which the transfer is to occur.

(3) The new owner enters into a new permit which embodies the terms of this permit.

(B) The IDP may be modified, suspended, or revoked in whole or in part during its term for causes including but not limited to the following:

(1) Violation of any term or condition of this permit.

(2) Providing false information, misrepresentation of facts, or failure to disclose fully all relevant facts in permit applications, reports, and inspections.

(3) A change in conditions or the existence of a condition which requires either a temporary or permanent reduction of elimination of the authorized discharge.

(4) Promulgation of a more stringent pretreatment standard by city, state, or federal agencies having jurisdiction over receiving waters. Permits modified under this section may include implementation schedules, self-monitoring requirements, revised effluent limitations, and other provisions necessary to assure compliance.

(5) To reflect transfer of the facility ownership and/or operation of a new owner/operator.
(Ord. passed 1-17-95)

§ 52.059 APPROVAL FOR CHANGES TO INDUSTRIAL USER DISCHARGES.

An industry proposing a new discharge, a flow increase of 20% or greater than currently permitted, or any change in character or pollutants than currently permitted, including the listed or characteristic hazardous wastes for which the IU has submitted initial notification under 40 CFR 403.12 (p), must submit a completed IDP application to the city at least 60 calendar days prior to the commencement of such discharge. The submitted application must include the information as enumerated in § 52.033. Upon approval of the IDP application by the city, a discharge permit request will be submitted by the city to the New Hampshire Water Supply and Pollution Control Division on behalf of the industry. Upon approval of the Discharge Permit Request by the New Hampshire Water Supply and Pollution Control division, the industry and the city will enter into a new or amended IDP in accordance with the procedure outlined in this section.
(Ord. passed 1-17-95)

§ 52.060 CITY NOTIFICATIONS OF REGULATIONS.

The city, through duly authorized agents, shall provide timely notification to appropriate industries of applicable categorical pretreatment standards and revisions thereto.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.061 CATEGORICAL STANDARDS.

(A) Compliance with categorical pretreatment standards shall be achieved within three years of the date such standards are

effective, unless a shorter compliance time is specified in the standards.

(B) An industrial user subject to categorical pretreatment standards shall not discharge wastewater directly or indirectly to the city's public sewers or drains after the compliance date of such standards unless an amendment to the IDP has been issued by the city.

(C) Within 120 calendar days after the effective date of a categorical pretreatment standard, (or, for a new source, 90 days prior to the commencement of discharge) an industry subject to such standards shall submit an application for an IDP amendment. The application shall contain the information outlined under § 52.051. An attachment shall state whether the applicable pretreatment standards are being met on a consistent basis, and, if not, what additional operation and maintenance and/or pretreatment is necessary to bring the industrial user into compliance with the applicable pretreatment standards. This statement shall be signed and certified in accordance with the procedures set out in § 52.055 of this chapter and certified to by a professional engineer licensed in the state. Such application shall be considered a baseline monitoring report.

(D) Each user subject to a compliance schedule as required under § 52.051 or 40 CFR 403.12(b) (7), shall report on progress toward meeting compliance with these regulations as follows:

(1) Not later than 14 days following each date in the schedule, and the final date for compliance, the industrial user shall submit a progress report to the city indicating whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply, the reason for the delay, and the steps being taken by the industrial user to return the progress to the schedule established.

(2) The time for any increment in the schedule, or the interval between reports required in subsection (1) of this division, shall not exceed nine months. An increment is the time between the dates for commencement and completion of major events leading to the construction and operation of pretreatment facilities necessary to achieve compliance with this chapter and national categorical pretreatment standards.

(E) Within 90 days following the date for final compliance with applicable national categorical pretreatment standards, or in the case of a new industrial user following introduction of wastewater into a city sewer, any industrial user subject to pretreatment standards and requirements shall submit to the city a report indicating the nature and concentration of all pollutants in the discharge from the regulated process which are limited by pretreatment standards and the average and maximum daily flow for these process lines. The report shall state whether the applicable pretreatment standards are being met on a consistent basis, and if not, what additional operation and maintenance and/or pretreatment is necessary to bring the industrial user into compliance with the applicable pretreatment standards. This statement shall be signed by an authorized representative and certified to by a professional engineer licensed in the state of New Hampshire.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.062 NOTIFICATION OF HAZARDOUS WASTES DISCHARGES.

(A) Any user who commences the discharge of hazardous waste shall notify the Public Works Director, the EPA Regional Waste Management Division Director, and State hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous batch, or other). If the user discharges more than 100 kilograms of such waste per calendar month to the POTW, the notification also shall contain the following information to the extent such information is known and readily available to the user:

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(1) An identification of the hazardous constituents contained in the wastes.

(2) An estimation of the mass and concentration of such constituents in the wastestream discharged during the calendar month.

(3) An estimation of the mass of constituents in the wastestream expected to be discharged during the following 12 months.

(B) All notification must take place no later than 180 days after the discharge commences. Any notification under this division need be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under § 52.058 of this chapter. The notification requirement in this section does not apply to pollutants already reported by users subject to categorical pretreatment standards under the self-monitoring requirements of §§ 52.054 and 52.061.

(C) Dischargers are exempt from the requirements of division (A), above, during a calendar month in which they discharge no more than 15 kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than 15 kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one time notification. Subsequent months during which the user discharges more than such quantities of any hazardous waste do not require additional notification.

(D) In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the user must notify the Public Works Director, the EPA Regional Waste Management Division Director, and state hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.

(E) In the case of any notification made under this section, the user shall certify that it has a program in place to reduce the volume of toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

(F) This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this chapter, a permit issued hereunder, or any other applicable federal or state law.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.063 SLUG DISCHARGES.

Industrial users shall notify the Public Works Director or his representative immediately of all discharges to the public sewer or drainage systems that could cause problems to the POTW, including a slug loading as defined § 52.002. The Public Works Director may, after notice to the industrial user, immediately halt or prevent any industrial wastewater discharge to the sewer system which appears to present a danger to the health and welfare of persons, the environment, or which may threaten to interfere with operation of the public sewer system and/or sewage treatment plant.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.064 COMPLIANCE MONITORING.

The Public Works Director shall, as necessary, sample and analyze wastewater discharges of industrial users and conduct inspection activities to identify occasional and continuing noncompliance with industrial pretreatment standards. All industries discharging to public sewers and drains shall allow unrestricted access to the Department, New Hampshire Water Supply, and Pollution Control Division, and EPA personnel for the purpose of inspection, investigating and sampling of facilities and discharges from the industries.
(Ord. passed 1-17-95)

§ 52.065 PUBLIC INFORMATION.

Information and data submitted to the Public Works Director relating to wastewater discharge characteristics shall be available to the public without restriction. Other such information shall be available to the extent provided by 40 CFR Part 2.302.
(Ord. passed 1-17-95)

§ 52.066 PUBLIC PARTICIPATION.

The Public Works Director shall comply with the public participation requirements of 40 CFR, Part 25 in the enforcement of industrial pretreatment standards and requirements.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.067 VIOLATIONS OF LIMITS; ACTIONS REQUIRED.

If sampling performed by an industrial user indicates a violation, the user shall notify the city within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the city within 30 days after becoming aware of the violations, except the industrial user is not required to resample if:

(A) The city performs sampling at the industrial user at a frequency of at least once per month; or,

(B) The city performs sampling at the industrial user between the time when the user performs its initial sampling and the time the user receives the results of this sampling.
(Ord. passed 1-17-95)

SEPTAGE DISPOSAL

§ 52.080 STATE PERMIT.

Any person, firm, corporation, municipal subdivision or institution who removes, transports, or disposes, or intends to remove, transport or dispose of any human excrement or other putrescible material by portable or mobile container shall hold an unrevoked permit for that purpose from the New Hampshire Department of Environmental Services, and shall be a condition precedent to the issuance of a permit by the Public Works Director.
(Ord. passed 1-17-95; Am. Ord. passed 1-7-97)

§ 52.081 CITY PERMIT.

(A) Any person, firm, corporation, municipal subdivision, or institution who intends to dispose of any human excrement or other putrescible material within the limits of the city shall first obtain a permit therefor from the Public Works Director. Such permittee may discharge such septage to the septage receiving facility provided at the Manchester Wastewater Treatment Plant. Service charges are as set forth in § 52.161. Disposal of septage in the city will be in accordance with the rules and regulations of the Department and this chapter.

(B) The Public Works Director shall issue to each applicant for a permit an application form whereon the applicant shall identify the motor vehicle, the capacity of the tank, and the state permit number and other details of compliance with the regulations of the New Hampshire Department of Environmental Services. The Public Works Director shall cause the said septage truck to be inspected and if it complies with this subchapter and other applicable laws, he shall issue to the owner a permit for each such truck upon payment of a permit fee of $5.

(C) The following conditions shall constitute conditions precedent to the issuance of each permit:

(1) Each septage truck shall have installed thereon a sight level by which the quantity of the contents of each tank may be ascertained by sight. In the event that the permittee has either a defective sight level or no sight level attached to the septage truck the permittee shall be charged according to the full tank capacity at the time of discharge or by other methods as determined by the Public Works Director.

(2) Evidence of satisfactory insurance coverage must be provided at the time of application for a permit and maintained throughout its duration.

(3) City permits are nontransferable.

(D) An identification decal shall be affixed to each vehicle. The owner must continually display the decal on the truck.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.082 DISCHARGE PROHIBITED.

No person, firm, corporation, municipal subdivision, or institution shall discharge the contents of a portable or mobile container which contains human excrement or other putrescible material at any place, or into any container (not conforming to state law) or at any point of discharge within the city, other than to the facility provided as described in § 52.081. No person, firm, corporation, municipal subdivision, or institution shall discharge any toxic, poisonous, or radioactive solids, liquids, or gases into the wastewater treatment plant. No person, firm, corporation, municipal subdivision, or institution shall discharge the contents of grease, oil, and/or sand interceptors into any city facility without specific authorization of the Public Works Director.
(Ord. passed 1-17-95; Am. Ord. passed 1-7-97) Penalty, see § 52.999

§ 52.083 PERMIT REVOCABLE.

Failure to comply with city ordinances and regulations regarding septage may be cause for revocation of the permit as defined in § 52.081.
(Ord. passed 1-17-95)

§ 52.084 BILLING; FUNDS.

(A) The Public Works Director shall bill the permittee on a monthly basis for charges incurred. Such bills shall be due and payable within ten days of the billing date. Late payment charges of 12% shall be added to delinquent payments; the Public Works Director is authorized to require payment in cash at the time of discharge of the septage.

(B) The funds received from the collection of service charges for the receipt and treatment of septage shall be kept as a separate and distinct fund which shall be known as the sewer fund. Any surplus in such fund may, as determined by the Board of Mayor and Aldermen, be used for the enlargement or replacement of the wastewater treatment facilities and the cost and operation of the city's public sewer system. Such service charges may be used to pay for previous expansion or improvements of wastewater treatment facilities or for any purpose provided in § 52.095.

(C) Charges for the receipt and treatment of septage at the wastewater treatment facility will be in accordance with § 52.161.
(Ord. passed 1-17-95)

SEWER RENTAL CHARGES

§ 52.095 SEWER RENTAL CHARGE.

Pursuant to R.S.A. 149-I:7, a system of sewer rental charges is hereby established and assessed for paying the cost of construction, payment of interest on debt incurred, management, maintenance, replacement, operation, and repair of the city's wastewater treatment facilities, and the city's public sewer system and other legal expenses of the Environmental Protection Division. Said sewer rental charges shall consist of a service charge and a sewer user charge. Sewer rental charge = service charge (S) + sewer usage charge.
(Ord. passed 1-17-95)

§ 52.096 PAYMENT.

Sewer rental charges for residential premises, commercial establishments, and industrial establishments shall be paid by the owner of any structure containing one or more dwelling units, commercial establishments, or industrial establishments from which structure

sewage discharges into the city's public sewer system.
(Ord. passed 1-17-95)

§ 52.097 SERVICE CHARGES.

Service charges shall be payable by the owner of the real estate whether or not the premises are occupied. All service charges shall be at the rates provided in § 52.160. In the case of structures containing multiple dwelling units or any combination of dwelling units, commercial establishments, or industrial establishments, a separate service charge shall be payable for each dwelling unit, commercial, and industrial establishment.
(Ord. passed 1-17-95)

§ 52.098 USAGE CHARGES.

Usage charges for residential and commercial premises shall be based on the consumption of water on premises connected with public sewers and drains. In computing charges under the user charge formula for residential and commercial users, biochemical oxygen demand, and suspended solids content are fixed at 250 mg/l. Industrial user charges are based on the volume and strength of wastewater discharged by industrial users. Strength shall be determined from the BOD and SS content of the wastewater as determined by periodic composite sampling by the Environmental Protection Division of the Department. Said periodic composite sampling shall be conducted by or under the supervision of the Chief Sanitary Engineer to an extent that will permit a reasonable determination of BOD and SS. All usage charges shall be at the rate provided in § 52.160.
(Ord. passed 1-17-95)

§ 52.099 WATER METER REMOVAL.

If a building or structure is demolished, or damaged by fire or an Act of God, service charges for the original number of dwelling units or establishments shall continue to accrue until such time that the water meter has been removed.
(Ord. passed 1-17-95)

§ 52.100 SEWER FUND.

The funds received from the collection of sewer rental charges shall be kept as a separate and distinct fund which shall be known as the sewer fund. Any surplus in such fund may, as determined by the Board of Mayor and Aldermen, be used for the enlargement or replacement of the wastewater treatment facilities and the city's public sewer system. Such sewer rental charges may be used to pay previous expansion or improvements of wastewater treatment facilities or for any purpose provided in § 52.095.
(Ord. passed 1-17-95)

§ 52.101 BILLING PERIODS; DELINQUENT ACCOUNTS.

(A) Billing period for sewer rental charges shall correspond with billing periods of the Manchester waterworks for the same customers. Bills shall be itemized and shall specify a due date which shall be no less than 25 days from the date when bills are mailed.

(B) Delinquent accounts are subject to such interest and late payment charges as are provided by R.S.A. Chapter 149-I.

(C) The Board of Mayor and Aldermen may commit all sewer charges under R.S.A. 149-I, or any delinquent portion thereof, to the Collector of Taxes with a warrant under the hands and seal of the Mayor and Aldermen requiring him to collect them; and he shall have the same rights and remedies and be subject to the same liabilities in relation thereto as in collections of taxes.

(D) Warrants for delinquent charges shall be committed to the Tax Collector quarterly at the second meeting of the Board of Mayor and Aldermen of the months of January, April, and October of each year, and on the first regular meeting of July of each year; except, that if any

such date falls on a legal holiday, then such meeting shall be held on the Tuesday following said holiday.
(Ord. passed 1-17-95)

BUILDING SEWERS AND CONNECTIONS

§ 52.115 BUILDING CONNECTION PERMITS REQUIRED.

(A) No person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer, or appurtenances thereof, unless a proper permit therefore shall have been duly issued by the Public Works Director, as hereinafter provided. All building connection installation and alteration work shall be performed by pipe layers certified by the Department, or by licensed plumbers.

(B) There shall be two classes of building connection permits: Class A permits, which shall authorize the connection of residential establishments generating only sanitary sewage, as defined in § 52.002, to the public sewer; and Class B permits, which shall authorize the connection of commercial or industrial establishments to the public sewer. Building connection permit fees shall be assessed based on the number of connections to the public or private sewer.

(C) Application for a building connection permit shall be made by a certified pipe layer for the building to be connected and shall be made on an application form provided by the Public Works Director. Each application shall be supplemented with the plans and specifications for the building sewer connection and such other information relating to the building and the wastes to be discharged as may be considered pertinent by the Public Works Director. At his discretion, the Public Works Director may also require that all plans, specifications, and data so submitted shall bear the seal and signature of a professional civil engineer registered in the state of New Hampshire. A permit and inspection fee will be established by the Board of Highway Commissioners as noted in § 52.162.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.116 SEWER IMPROVEMENT AREA.

(A) Application for a building connection permit in the following locations, identified as sewer improvement areas, within which new construction is proposed, requires the following off-site sewer improvement cost recovery fee:

(1) Wellington Hill Area - $600 per unit.

(2) Youngsville Area - $675 per unit.

(3) Hackett Hill Road Area - $758 per unit.

(B) The foregoing off-site sewer improvement cost recovery fees are based on an equivalent dwelling unit basis where one dwelling unit is equal to a design average daily sanitary flow of 250 gallons per day, as determined by the Department. The off-site sewer improvement cost recovery fee will be paid to the Department at the time of or prior to the issuance of the building sewer permit.

(C) The Board of Mayor and Aldermen reserves the right to review the off-site sewer improvement cost recovery fee at least once a year and to adjust those fees as deemed necessary.
(Ord. passed 1-17-95; Am. Ord. passed 8-6-02)

§ 52.117 CERTIFIED PIPE LAYERS.

All pipe layers shall be certified by the Department prior to performing any work in the city. A valid plumbers license shall be prima facie evidence of certification as a pipe layer as defined in § 52.002. All certifications shall be issued for a one-year period, the renewal date being one year from date of approval by the Highway Commission. In applying for a certification, the prospective pipe layer shall provide all information required by the Department including a statement that he will supervise and be responsible for all work performed.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.118 PERMITS OUTSTANDING.

(A) No pipe layer shall have more than ten building connection permits outstanding at any time without written permission from the Department. One copy of the permit shall be available for inspection at the site of the work at all times. Pipe layers shall install building connections only during the normal working hours of the city.

(B) Emergency working hours shall be approved only in writing by the Department.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.119 NONTRANSFERABLE.

No certified pipe layer shall allow his name to be used by any other person, either for the purpose of obtaining permits or doing any work under his certification.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.120 SUSPENSION; REVOCATION.

Should the Public Works Director find that any certified pipe layer has failed to conform to the requirements of this chapter and to the conditions of any permit or certification issued thereunder, the Public Works Director may suspend, cancel, or revoke such permit or certification. Suspension, cancellation, or termination of a permit or certification shall not entitle the permittee or certificate holder to any compensation or reimbursement from the city or its agents for any alleged loss or expense incurred thereby, and permits and certifications shall be issued only on this condition.
(Ord. passed 1-17-95)

§ 52.121 INDEMNIFICATION.

All costs and expenses incidental to the installation and connection of a building connection shall be borne by the owner, and the issuance of a building connection permit shall be contingent upon the owner indemnifying the city against any loss or damage that may be caused directly or indirectly by the installation of the building sewer.
(Ord. passed 1-17-95)

§ 52.122 SEPARATE CONNECTIONS.

A separate and independent building connection shall be provided for every building except that, when two or more buildings are so situated that a separate and independent building connection for each building would involve practical difficulties and impose unnecessary hardships, the Public Works Director may authorize the connection of such buildings to the public sewer through a single building connection, subject to such terms and conditions of easement, design, and construction as he may require. In the case of multi-family, condominium, or town house dwelling units, each building connection will be subject to the issuance of a permit.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.123 EXCAVATION.

All excavation required for the installation of a building connection shall be open trench work, unless otherwise approved by the Public Works Director. The size, slope, alignment, materials of construction of a building connection, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling of the trench, shall all conform to the standard specifications of the Department, the Department's street opening regulations and this chapter.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.124 PROTECTION.

All excavation for building connection installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city, and in accordance with any other ordinance, rule, or regulation pertaining thereto.
(Ord. passed 1-17-95) Penalty, see § 52.999

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§ 52.125 SIZE AND SLOPE.

The size and slope of the building connection shall be subject to the approval of the Public Works Director, but in no event shall the diameter be less than four inches; and the slope of the four inch pipe shall in no case be less than ¼ inch per foot. Six inch pipe may be laid at a slope of ⅛ inch per foot. Pipe larger than the minimum size herein specified shall be used when and as the size of structure, numbers and kinds of fixtures to be drained or other conditions may make it necessary to provide for adequate and proper flow.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.126 BUILDING CONNECTION.

Wherever possible, the building connection shall be brought to the building at an elevation below the basement floor. In no instance shall the connection enter the building through a footing. In all buildings in which any building sewer is too low to permit gravity flow to the public sewer, sanitary or industrial sewage carried by such sewer shall be lifted by means approved by the local Building Inspector and discharged to the building connection. The requirements of the Building Department shall be observed with respect to fixtures inside of the exterior face of any building or structure and with respect to an exterior pump chamber from the point of discharge.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.127 COVER AND ALIGNMENT.

The cover over the crown of the building connection shall be at least four feet to afford protection from frost action. Any deviation from the minimum cover required shall be done only with the written permission of the Public Works Director. The building connection shall be laid at a uniform grade and in straight alignment. Changes in direction shall be made only at clean outs or manholes as required by the Public Works Director. Clean outs shall be provided at maximum spacing of 75 feet on straight runs.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.128 MATERIAL SPECIFICATIONS.

The building connection outside the exterior face of any building or similar structure shall conform to the requirements of this chapter and the Department Regulations as to permits, materials, and workmanship. Building connections, for gravity applications, shall be constructed of extra-strength vitrified clay pipe conforming to ATSM Specification C-700; extra heavy cast-iron soil pipe conforming to ASTM Specification A-74; ductile iron pipe conforming to ANSI/AWWA A021.5V C-151, Class 52 or polyvinyl chloride pipe conforming to ASTM D-3034, SDR 35. For building connections larger than 10 inch diameter, reinforced concrete pipe conforming to ASTM Specification C-76, Class IV, Wall B shall be used. Building sewer force mains shall be constructed of ductile iron pipe conforming to ANSI/AWWA A-21.51/C-151, Class 53 or polyvinyl chloride pipe conforming to ASTM D-2241, SDR 26. Building sewer force mains shall be laid as to maintain a continuous positive slope from the building to the point of discharge unless vacuum relief valves and clean outs are installed at high and low points, respectively. Asbestos cement pipe and no-hub cast iron pipe will not be allowed for the installation of or repair of any building connection.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.129 CONNECTION TO CITY.

The construction of the building connection into the public sewer shall be made at the curb fitting of the "Y" branch, if such branch is provided and available at a suitable location. On direction of the Public Works Director, where no "Y" branch is available, a neat hole may be cut, by machine, into the public sewer to receive the building connection, with entry in the downstream direction at an angle of 45°, with an approved saddle or clamp-type fitting. A neat hole may also be cored in a manhole where connection to a manhole is appropriate and approved in advance by the Public Works Director. Such connections shall be made completely watertight at the location specified by the Public Works Director and under the supervision and in the presence of the Inspector,

and as directed by and to the satisfaction of the Inspector.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.130 INSPECTION AND RECORDS.

(A) The pipe layer shall notify the Public Works Director when the building connection is ready for inspection and connection to the public sewer. The Public Works Director shall be notified not less than 48 hours in advance of the time any connection is to be made to any public sewer or drain of the city, and such connection shall be made only in the presence of the Inspector and according to his instructions. The Public Works Director shall be afforded all reasonable opportunity to oversee the construction of all parts of any building sewer or drain connected directly, or indirectly, or intended to be so connected, to any public sewer or drain of the city, and to obtain and record the location and other pertinent facts with respect to such building sewer or drain. This requirement also shall apply to repairs or alterations to building connections, drains, or pipes discharging thereto.

(B) No building connection or drain or connection to a public sewer or drains shall be covered until it has been inspected by the Public Works Director and found to conform to the requirements and established standards of the Department in all respects and be satisfactory as to the quality of the workmanship and materials.

(C) The Public Works Director shall keep a record of all connections made to public sewers and drains under this chapter and all repairs and alterations made to building connections or drains connected to or discharging into public sewers and drains of the city or intended to so discharge. All persons concerned shall assist the Public Works Director securing data needed for such records.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.131 ABANDONED CONNECTIONS.

When any building or other structure previously served by a connection to any public sewer or drain is demolished, destroyed, abandoned, or altered so that any building sewer or portion of an abandoned plumbing system which is directly or indirectly connected to any public sewer or drain is no longer used and is no longer connected to the drainage system of the building or structure, the open end of such building connection or drain which discharges, directly or indirectly, into a public sewer or drain shall be promptly closed and sealed to the satisfaction of the Public Works Director. The Public Works Director shall be notified of such abandonment or discontinuance, and of the closing and sealing of such building drain, and shall be afforded an opportunity to see such work performed. All said work shall be the responsibility of the person or party who demolishes the building or structure of who alters the drainage of the premises so as to make such closing and sealing necessary and shall be in accordance with this chapter. In the event of failure of such person to do so, said work shall be the responsibility of the owner, lessee, or tenant of the premises to the satisfaction of the Public Works Director, all without expense to the city.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.132 NEW BUILDING CONNECTIONS REQUIRED.

Building connections installed prior to 1973 shall not be used for servicing new, reconstructed, or remodeled buildings. Building connections installed since 1973 may be used for servicing new, reconstructed, or remodeled buildings only when, in the opinion of the Public Works Director, they are found, on examination or test by the Public Works Director, to meet all the requirements of this chapter.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.133 STORMWATER PROHIBITED.

No person shall make a connection of roof downspouts, exterior or interior foundation drains, areaway drains, cooling-water drains, storm water drains, or any other sources of surface runoff or groundwater to a building sewer or building connection which in turn is

connected, or intended to be connected, directly or indirectly, to a public sewer.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.134 SEPARATE SYSTEMS REQUIRED.

In all new construction, and in all reconstruction and remodeling involving building sanitary facilities, as directed by the Public Works Director, separate piping systems shall be provided for wastewater and for storm water and shall be extended from the building as separate systems to the public sewer and each, in turn, connected to the appropriate sanitary sewer or storm drain. Where the public sewer is presently a combined sewer, the requirements for separate wastewater and storm water system shall also apply, even though the separate systems will connect to the same combined sewer.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.135 APPROVAL TO DISCHARGE.

(A) Any person proposing a new discharge into the sewer system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Public Works Director at least 60 calendar days prior to the proposed change or connection. No connections or change in discharge shall be made until formally approved by the Public Works Director.

(B) Proposed new discharges from residential or commercial sources involving loadings exceeding 50 population equivalents or any increases in industrial discharge must also be approved by the WSPCD.
(Ord. passed 1-17-95) Penalty, see § 52.999

CONSTRUCTION AND REPAIR

§ 52.145 SEWER AND DRAINS.

To insure compliance with this chapter and to facilitate the supervision of the construction, operation, and repair of public sewers and drains and the keeping of records thereof, no person other than those described in this subchapter, shall construct, repair, alter, or remove any building connection or drain connected to or with, or discharging directly or indirectly to or into, any public sewer or drain of the city of intended to discharge thus, at some future time, regardless of whether said work is located in a public street or in public or private land.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.146 PERMIT REQUIRED.

No person, other than those working for and under the direction of the Department, shall make any excavation for or construct, install, lay, repair, alter, or remove any sewer, drain, sewer connection, or appurtenance thereof, within the city, which is in any way connected to or discharges directly or indirectly to or into any public sewer or drain of the city, or is intended at some future time to be so connected or to so discharge, until said person shall have applied for and secured from the Public Works Director a permit for doing such work. Such permits may be issued only to those qualified to perform such work as provided in § 52.147.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.147 AUTHORIZED PERSONS.

The following may, as indicated, construct, repair, alter, or remove public sewers and drains, including building connections, subject to supervision and approval by the Public Works Director.

(A) Regular forces of a contractor employed by the city operating under orders of the Public Works Director and in the performance of work for the city.

(B) Regular forces of the waterworks or the New Hampshire Department of Transportation operating under and subject to a permit for the particular job to be issued by the Public Works Director and while engaged in the regular operations of the waterworks or the Department of Transportation.

(C) Regular forces of any public utility corporation authorized by state law to construct, maintain and operate pipes or ducts within public highways within the city, while engaged in work incidental to the regular structures of said utility company and operating under and subject to the conditions of the permit for the particular job issued by the Public Works Director.

(D) Any contractor or person who shall have been duly authorized by the Department to perform work of the type in question during the period provided in such authorization and when operating under and subject to the conditions of a permit for the particular job issued therefore by the Public Works Director.

(E) Regular forces of the Department operating under orders of the Public Works Director and in the performance of work for the city.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.148 PLUMBERS.

The limitations as to the person who may construct, alter, or repair public sewers and drains, as provided in § 52.147 shall not restrict the usual work of plumbers or others when operating in accordance with the plumbing and building codes of the city; provided no plumber or other person shall make any connection to a public sewer or drain of the city without a permit therefore, even if said public sewer or drain is located under or immediately adjacent to any building or similar structure; and provided all drains and fixtures within said building or structure and all use made of them shall conform to the requirements of this chapter as to what may or may not be permitted to be discharged into public sewers and drains.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.149 CONTRACTOR RESPONSIBILITY.

Each contractor or person shall be responsible for the faithful performance of all work performed under the certificate or permits issued and for the conduct of all work and all materials furnished on work by his employees or agents. No work shall be sublet by a contractor or person under any permit issued under such certificate in any manner to divest said contractor or person of full control and responsibility for all parts of said work. Only competent personnel shall be employed on work performed under such certificate and only suitable materials conforming to the Standard Specifications of the Department shall be furnished or used on such work.
(Ord. passed 1-17-95) Penalty, see § 52.999

RATES AND CHARGES

§ 52.160 SEWER RENTAL CHARGES.

(A) The following sewer rental charges shall be in effect unless amended by further action of the Board of Mayor and Aldermen:

(1) Service charges are payable at the following rates per quarter:

(a) Structures containing single-dwelling unit - $11.

(b) Structures, containing two dwelling units - $9 per unit.

(c) Multiple structures, per dwelling unit - $7.

(d) Commercial establishments, per establishment - $15.

(e) Industrial establishments, per establishment - $31.

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

RATE	EFFECTIVE BILLING DATE
$1.37/100 CF	1/01/94
$1.55/100 CF	1/01/96

(B) In the case of nonmetered premises, the average consumption for comparable structures as determined by the Chief Sanitary Engineer shall be used as a basis for billing. Such owners may have metering facilities installed at their own expense. Such installations must be requested in writing and conform to EPD policy for such installations.

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

Vu	*Bu*	*Su*	*Effective Date*
$1.29/1000 gallons	$12.55/100 lbs.	$12.32/100 lbs	1/01/94
$1.46/1000 gallons	$14.19/100 lbs.	$13.93/100 lbs.	1/01/96

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

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

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

(3) User charge credits for non-residential customers are available by making application to the Highway Department, Environmental Protection Division (EPD) for a deduct meter as stipulated in (1) and (2) above and in accordance with conditions established by the Highway Department. Credits for non-residential users will be given for water used for irrigation purposes only. All other provisions of § 52.160 will apply.

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

(E) User charge credits for residential accounts will be given to those sewer accounts that are granted a tax deferral by the Tax Assessor's Office for those on the Tax Deferral for Elderly and Disabled Persons Program. Residents qualifying for the tax deferral will be billed at the rate of 50% of the current sewer service charge. This credit will not apply to condominium associations or homeowners associations. The sewer usage and sewer service charges will revert back to standard rates outline in § 52.160 upon notification from the Tax Assessor's Office that the property has been removed from the Tax Assessor's Tax Deferral Program. All other provisions of § 52.160 will apply.
(Ord. passed 1-17-95; Am. Ord. passed 5-16-95; Am. Ord. passed 10-7-97; Am. Ord. passed 1-2-01; Am. Ord. passed 9-4-01)

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§ 52.161 SEPTAGE SERVICE CHARGE.

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

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

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

(C) For any discharge as measured by the weight scale at the septage receiving facility: $.07 per gallon (using conversion of 8.34 lb/gal), effective 1-1-93; or, $.0085 per pound.
(Ord. passed 1-17-95; Am. Ord. passed 4-21-98)

§ 52.162 OTHER FEES.

Building connection permits and inspection fees shall be established by the Manchester Highway Commission through Department regulations. Such fees shall remain in effect unless amended by further action of the Commission. Such fees shall be paid to the Department at the time the application for a building connection permit is filed.
(Ord. passed 1-17-95)

ADMINISTRATION AND ENFORCEMENT

§ 52.175 ACCESS TO FACILITIES.

The Public Works Director, and other duly authorized employees of the Department bearing proper credentials and identification, shall have unrestricted access to all properties discharging to public sewers and drains for the purposes of inspection, observation, measurement, sampling, inspection, and copying of records, and testing pertinent to discharge to public sewers and drains in accordance with the provisions of this chapter.
(Ord. passed 1-17-95)

§ 52.176 INFORMATION ACCESS.

The Public Works Director, and other duly authorized employees of the Department bearing proper credentials and identification, are authorized to obtain information concerning industrial processes which have a bearing on the kind and source of discharge to public sewers and drains. The industry may declare information to be confidential, however, in such instances the industry must establish that the revelation to the public of the information in question might result in an advantage to competitors.
(Ord. passed 1-17-95)

§ 52.177 EASEMENTS.

The Public Works Director, and other duly authorized employees of the Department bearing proper credentials and identification, shall be permitted to enter all private properties through which the city holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement shall be done in full accordance with the duly negotiated easement pertaining to the private property involved.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.178 SAFETY.

While performing the necessary work on private properties referred to in § 52.175, the Public Works Director or duly authorized employees of the city shall observe all safety rules applicable to the premises established by the commercial or industrial establishment.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.179 NOTIFICATION OF VIOLATIONS.

Whenever the Public Works Director finds that any person, firm, corporation, municipal subdivision, institution, or industrial user has violated or is violating this chapter, or a wastewater permit or order issued hereunder, the Public Works Director or his agent may serve upon said offender written notice of the violation. Within a time period specified in the violation notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Public Works Director. The offender shall permanently cease all violations and take such action as is recommended or necessary to insure that there will be no recurrence of such violation. All such work in connection therewith shall be performed by the offender without delay and without expense to the city. Compliance with this section in no way relieves the offender of liability for any violations occurring before or after receipt of the notice of violation.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.180 SHOW CAUSE HEARING.

The Public Works Director may order any person or industrial user which causes or contributes to violation of this chapter or wastewater permit or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the offender specifying the time and place for the meeting, the proposed enforcement action and the reasons for such action, and a request that the offender show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by certified mail (return receipt requested) at least ten days prior to the hearing. Such notice may be served on any person, principle executive, general partner, or corporate officer. Whether or not a duly notified offender appears as noticed, immediate enforcement action may be pursued.
(Ord. passed 1-17-95)

§ 52.181 ANNUAL PUBLICATION OF SIGNIFICANT VIOLATORS.

The Public Works Director shall publish, at least annually, in the largest daily newspaper circulated in the service area, a description of those industrial users which are found to be in significant noncompliance, as defined in the Code of Federal Regulations 40 CFR, Part 403, with any provisions of this chapter or any permit or order issued hereunder during the period since the previous publication.
(Ord. passed 1-17-95)

§ 52.182 CONSENT ORDERS.

The Public Works Director is hereby empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the person or industrial user responsible for the noncompliance. Such order will include specific action to be taken by the person or industrial user to correct the noncompliance within a time period also specified by the order. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the installation of pretreatment technology, additional self-monitoring and management practices.
(Ord. passed 1-17-95)

§ 52.183 TERMINATION OF PERMIT.

Any industrial user who violates the following conditions of this chapter or a wastewater discharge permit or order, or any applicable state or federal law, is subject to permit termination:

(A) Violation of permit conditions.

(B) Failure to accurately report the wastewater constituents and characteristics of its discharge.

(C) Failure to report significant changes in operations or wastewater constituents and characteristics.

(D) Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling.
(Ord. passed 1-17-95)

§ 52.184 TERMINATION OF SERVICE.

The city may, after notice to the person discharging wastewater to the public sewer or drain, immediately halt or prevent any such discharge reasonably appearing to present an imminent endangerment to the health and welfare of person, or any discharge presenting, or which may present, an endangerment to the environment, or which threatens to interfere with the operation of the public sewer or drains, or sewage treatment plant.
(Ord. passed 1-17-95)

§ 52.185 RECOVERY OF EXPENSES.

Any person or industrial user violating any of the provisions of this chapter shall become liable to the city for any expense, loss, or damage occasioned the city by reason of such violation. If the Public Works Director shall have caused the disconnection of a drain from the public sewerage system, the city may collect the cost of making such disconnection from any person responsible for or willfully concerned in or who profited by such violation of the requirements of this chapter and may, thereafter, refuse to permit the restoration of the former connection or of any new connection to the property concerned in the violation of this chapter until the claim of the city for the cost of making such disconnection shall have been paid in full plus interest and the reasonable cost of any legal expenses incurred by the city in connection therewith.
(Ord. passed 1-17-95)

§ 52.186 HARM TO CITY PROPERTY.

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the public sewerage system. Any person violating this provision shall be subject to immediate arrest pursuant to the local ordinances and state and federal statutes.
(Ord. passed 1-17-95)

§ 52.187 INJUNCTIVE RELIEF; OTHER ACTIONS.

(A) Whenever a person or industrial user has violated or continues to violate the provisions of this chapter or permit or order issued hereunder, the city, through counsel, may petition the court for the issuance of a preliminary or permanent injunction or both (as may be appropriate) which restrains or compels the activities on the part of the person or user.

(B) Actions which may be taken by the city for violations of this chapter include ex parte temporary judicial injunctive relief, entry on private property to halt discharges, blockage of a public sewer or drain to halt discharges, or demand on specific action by the person in violation.
(Ord. passed 1-17-95)

§ 52.188 APPEALS.

Any party aggrieved by any decision, regulation, or provision under this chapter, as amended, from time to time, shall have the right of appeal within 30 calendar days of said decision to the Manchester Highway Commission, who shall issue a decision within 30 calendar days. If said appeal is denied by the Manchester Highway Commission, then said aggrieved party shall have the right to appeal to the Hillsborough County Superior Court for equitable relief, provided that said appeal is entered within 30 calendar days from the issues of the decision of the Manchester Highway Commission.
(Ord. passed 1-17-95)

§ 52.999 PENALTY.

(A) Any person or industrial user who has violated or continues to violate this chapter or

any order or permit issued hereunder, shall be liable to the city for a civil penalty of not more than $10,000 plus actual damages incurred by the POTW per violation per day for as long as the violation continues. In addition to the above described penalty and damages, the Public Works Director may recover reasonable attorney's fees, court costs, and other expenses associated with the enforcement activities, including sampling and monitoring expenses.

(B) The Public Works Director shall petition the Court to impose, assess, and recover such sums. In determining the amount of liability, consideration shall be given to all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration, any economic benefit gained through the industrial user's violation, corrective actions by the industrial user, the compliance history of the user, and any other factors as justice requires.

(C) Any person or industrial user who willfully or negligently violates any provision of this chapter or any orders or permits issued hereunder shall, upon conviction, be guilty of a violation, punishable by a fine not to exceed $1,000 for each violation. Every separate provision violated shall constitute a separate violation. Every day that a violation occurs shall be deemed a separate violation.
(Ord. passed 1-17-95; Am. Ord. passed 10-1-96)

Statutory reference:

R.S.A. 47:17 (suppl) and R.S.A. 31:39 (suppl)

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attachment B

CITY OF MANCHESTER

DEPARTMENT OF HIGHWAY - EPD

SEPTAGE DISPOSAL REGULATIONS

1. Any person, firm, corporation, municipal subdivision, or institution who intends to dispose of septage at the City of Manchester's Wastewater Treatment Facility is required to complete the attached Septage Disposal Permit Application and obtain a Septage Permit from the Department of Highways - EPD in accordance with Chapter 52.080 of the City Code.

   All forms are to be returned to:

   City of Manchester - EPD
   300 Winston St.
   Manchester, NH 03103

2. A permit fee of Ten Dollars ($10.00) for each truck shall be paid at the time the application is filed. All checks shall be made payable to the City of Manchester, EPD. An annual renewal fee of $10.00 per truck will be required on July 1st of each year beginning July of 2001.

   Please note that the application requires the origin of registration of all of the company's trucks.

   The septage hauler must provide copies of liability insurance certificates at the time of application with appropriate renewals, thereafter.

3. Only septage from domestic sources will be accepted from the towns of **AUBURN, BEDFORD, CANDIA, GOFFSTOWN, LONDONDERRY, AND MANCHESTER**. Septage from other communities will not be accepted, unless specifically approved by the Board of Mayor and Aldermen. Violations of this section are subject to the progressive penalty provisions outlined.

4. Septage will be accepted at the Septage Receiving Facility at the WWTF only at the times to be designated by the Plant Superintendent.

5. Trucks must be calibrated by the EPD's WWTF staff and a calibrated site tube must be installed.

6. Haulers will be responsible to insure that septage does not leak on the ground near the discharge point and that all spills are washed down prior to leaving the area.

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7. Disposal slips and a scale activation card will be issued by EPD for each vehicle after the owner receives a permit. Disposal slips must be **completely and legibly** filled out before any hauler will be allowed to discharge. Disposal slips and activation cards must be kept with the corresponding truck for which they were issued. Cards that no longer work will be replaced at no charge; replacement cards for any other reason will cost $5.00

8. Charges for the disposal of septage into the Manchester Wastewater Treatment Facility will be in accordance with Chapter 52.161 of the City Code.

9. Bills will be sent out monthly to each permittee. Such bills shall be due and payable ~~within ten (10) days of the billing date but~~ no later than the 25th of that month. If payment is not made when due, the hauler will be "shut off" until payment in full is made. **Once payment is received, the hauler will be reactivated by the end of the next business day.** A late payment charge shall be added to all delinquent accounts over thirty (30) days at 12% per annum. In the event that the permittee is delinquent, the Public Works Director may require payment in cash at the time of discharge of septage, or to rescind the Septage Permit.

10. No permittee shall discharge any hazardous, toxic, poisonous, or radioactive solids, liquids or gases into the Wastewater Treatment Facilities. Violations of this section are subject to the progressive penalty provisions outlined within Section 17 of these regulations.

11. Waste from chemical toilets is more toxic and harder to treat than normal septage. Chemical toilet wastes are 2½ to 20 times more toxic than septage; therefore, only trucks equal to or less than 750 gallons will be allowed to discharge waste from chemical toilets. Combining chemical toilet waste with septage is not acceptable. Chemical toilet trucks greater than 750 gallons can only be discharged by appointment with the Plant Superintendent.

12. Should the dumping of septage be detrimental to the operation and maintenance of the treatment facilities, the permittee shall be responsible for all costs incurred at the facility which resulted because of said dumping.

13. The dumping of grease and oil at the WWTF is strictly prohibited. Evaluation of the presence of grease is subject to the Screening Limit of 350 mg/l (1664 HEM). The dumping of petroleum based oils is subject to the Screening Limit Maximum of 100 mg/l (1664-HEM-SGT). If either limit is violated, the hauler is subject to the penalties outlined beginning at the 3rd offense ($500.00) and progressing forward.

14. The Permit, when issued, does not confer upon the User any property right and is revocable for violation of the conditions herein set forth.

15. In the event that the user terminates its business, undergoes a ~~major~~ change in ownership of either its corporate voting stock or control of its corporate stock, or its possessions, or is filed in bankruptcy, then such permit becomes void.

16. In the event that said permit becomes void, the User's right to discharge septage at the Treatment Facility is terminated.

17. Failure to comply with provisions of the City Code and these regulations will result in revocation or suspension of the Septage Permits. Enforcement response will generally be in accordance with the following:

First Offense -	$100 Fine – Offense removed from file after 12 months with no infractions.
Second Offense -	$250 Fine – Offense removed from file after 15 months with no infractions.
Third Offense* -	$500 Fine – Offense removed after 18 months with no other infractions.
Fourth Offense -	$500 Fine - & One (1) Week Company Suspension. Offense removed after 24 months.
Fifth Offense -	$1,000 Fine & Two (2) Weeks Company Suspension Offense removed after 36 months
Sixth Offense -	$1,000 Fine & Revocation of All Company Permits for One (1) Year

*Illegal grease discharge will have penalties beginning at the third offense.

Fines and revocation of permits will be in addition to other remedies available to the City through the courts, City, State, and Federal laws, regulations and ordinances.

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City Of Manchester
Department of Highways
Environmental Protection Division

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

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

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

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

October 20, 2003
#03-242

IN BOARD OF MAYOR & ALDERMEN

DATE: November 5, 2003

ON MOTION OF ALD. Shea

SECONDED BY ALD. Guinta

VOTED TO refer to the Committee on Administration/Info Systems

CITY CLERK

The Honorable Board of
Mayor and Aldermen
% Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

RE: Septage Service Agreement

Dear Mr. Bernier:

Attached is a copy of the Agreement between the City of Manchester and the Town of Atkinson for receipt of septage at the Manchester Treatment Plant. It is requested that the agreement be approved and the Mayor be authorized to sign on behalf of the City.

A preliminary copy of the agreement was approved by Tom Clark and the final agreement is being sent for his review.

As you are aware, on July 22, 2003 the Board authorized EPD to negotiate an agreement with several towns for receipt of septage. A copy of the Board's action is attached for your information. Current charge for receipt and treatment of septage is $70.00/1000 gallons.

If you have any questions, please contact me.

Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. – Highway Dept.
Thomas Clark – City Solicitor
Susan Figg – EPD
Pat Hannon - NHDES

RECEIVED
OCT 20 2003
CITY CLERK'S OFFICE

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CITY OF MANCHESTER – EPD
300 WINSTON ST.
MANCHESTER, NH

SEPTAGE AGREEMENT

Agreement by and between the City of Manchester and the Town of Atkinson for the period January 1, 2004 to December 31, 2006.

I. Service

1. The City of Manchester will accept septage as defined in the City's Sewer Use Ordinance (attachment A) at the City's Wastewater Treatment Facility, 300 Winston Street, Manchester, NH from the Town of Atkinson.

II. Term and Conditions

1. The City will accept septage at the WWTF consistent with City Code, Title V: Public Works, Chapter 52: Sewers.

2. Septage will be delivered to the Septage Receiving Facility by only septage haulers licensed by the City of Manchester.

3. The terms and conditions for dumping shall be in accordance with the City of Manchester, Department of Highways – EPD Septage Disposal Regulations (attachment B) and any future revisions thereto.

4. Should quantities of septage received at the plant ever exceed the plant's capacity to accept it, or should the septage interfere with proper operation of the facility, the City reserves the right to refuse to accept septage from the Town of Atkinson for the duration of the operational difficulty.

5. Either party reserves the right to terminate this agreement with 30 days written notice to the other.

6. Any extensions of this agreement may be via written request to the Manchester Board of Mayor and Aldermen.

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In witness thereof, the parties set their hands as of the day and year below written:

Town of Atkinson

By: B Stewart Date: 10/6/03

Barbara, Stewart
Chairman, Board of Selectmen

City of Manchester

By: _____ Date: _____

Robert A. Baines, Mayor

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CHAPTER 52: SEWERS

Section

General Provisions

52.001 Purpose
52.002 Definitions
52.003 Interpretation of provisions
52.004 Unlawful deposits and discharges
52.005 Specifications of public sewers and drains
52.006 Private sewage

Use of Public Sewers

52.020 Connection to public sewer required
52.021 Sewers for intended uses only
52.022 Applicable permits required
52.023 Use of sanitary sewers
52.024 Use of storm drains
52.025 Use designation
52.026 Prohibited discharges
52.027 Pretreatment facilities
52.028 Effluent monitoring devices
52.029 Grease, oil, and sand interceptors
52.030 Monitoring records; analytical methods
52.031 Special agreements
52.032 Compliance with state and federal limitations
52.033 Information required
52.034 Septage
52.035 Dilution prohibited
52.036 Slug discharge plans

Industrial Pretreatment

52.050 Compliance
52.051 Permit required
52.052 Industrial discharge permit contents
52.053 Appeals; permit enforceable
52.054 Compliance reports
52.055 Certification statement on reports
52.056 Record keeping requirements
52.057 Permit duration; reapplication
52.058 Transfer and modifications
52.059 Approval for changes to industrial user discharges
52.060 City notifications of regulations
52.061 Categorical standards
52.062 Notification of hazardous waste discharges
52.063 Slug discharges
52.064 Compliance monitoring
52.065 Public information
52.066 Public participation
52.067 Violations of limits; actions required

Septage Disposal

52.080 State permit
52.081 City permit
52.082 Discharge prohibited
52.083 Permit revocable
52.084 Billing; funds

Sewer Rental Charges

52.095 Sewer rental charge
52.096 Payment
52.097 Service charges
52.098 Usage charges
52.099 Water meter removal
52.100 Sewer fund
52.101 Billing periods; delinquent accounts

Building Sewers and Connection

52.115 Building connection permits required
52.116 Sewer improvement area
52.117 Certified pipe layers
52.118 Permits outstanding
52.119 Nontransferable
52.120 Suspension; revocation
52.121 Indemnification
52.122 Separate connections

52.123 Excavation
52.124 Protection
52.125 Size and slope
52.126 Building connection
52.127 Cover and alignment
52.128 Material specifications
52.129 Connection to city
52.130 Inspection and records
52.131 Abandoned connections
52.132 New building connections required
52.133 Stormwater prohibited
52.134 Separate systems required
52.135 Approval to discharge

Construction and Repair

52.145 Sewer and drains
52.146 Permit required
52.147 Authorized persons
52.148 Plumbers
52.149 Contractor responsibility

Rates and Charges

52.160 Sewer rental charges
52.161 Septage service charge
52.162 Other fees

Administration and Enforcement

52.175 Access to facilities
52.176 Information access
52.177 Easements
52.178 Safety
52.179 Notification of violations
52.180 Show cause hearing
52.181 Annual publication of significant violators
52.182 Consent orders
52.183 Termination of permit
52.184 Termination of service
52.185 Recovery of expenses
52.186 Harm to city property
52.187 Injunctive relief; other actions
52.188 Appeals

52.999 Penalty

GENERAL REGULATIONS

§ 52.001 PURPOSE.

In order to insure proper removal and disposal of sewage wastes and wastewaters within the city; to insure the proper operation and maintenance of public sewers, drains, sewage treatment plants, and other drainage or sewerage works within the city; and to provide for keeping adequate records of sewers, drains, and appurtenances and connections thereto; the following chapter regulating the construction, use, repair, alteration and discontinuance or abandonment of sewers, drains, and appurtenances; the connections thereto, including drains and pipe substances to be discharged directly or indirectly into and through sewers, drains, and appurtenances of the public sewerage system and storm drainage system of the city is hereby enacted by the city, Board of Mayor and Aldermen, and provided by the Charter of the city including special acts approved by the state legislature and by the laws of the state of New Hampshire.
(Ord. passed 1-17-95)

§ 52.002 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ASTM. The American Society for Testing and Materials.

B.O.D. (BIOCHEMICAL OXYGEN DEMAND). The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five days at 20° Centigrade expressed in parts per million by weight, as determined by Standard Methods.

BUILDING CONNECTION. A pipe connecting a public sewer with a building for the purpose of conveying sewage of any kind from said building (measured from outside face of building wall) to the public sewer.

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BUILDING DRAIN. A sewer provided for the conveyance of stormwater, groundwater, or other waters as may be approved from a building to a storm drain or other conveyance excluding sanitary sewers.

BUILDING SEWER. That part of the lowest horizontal piping of a sanitary wastewater system which receives the discharge from soil, waste, and other sanitary pipes inside the walls of the building and conveys it to the building connection outside of the building wall.

CATEGORICAL PRETREATMENT STANDARDS. Any regulation containing pollutant discharge limits promulgated by EPA under the Clean Water Act, applicable to a specific category of industrial users, and which are found in the Code of Federal Regulations, 40 CFR, Subchapter N, Parts 401 through 471.

CHIEF SANITARY ENGINEER. The duly authorized representative in responsible charge of the Environmental Protection Division of the Department of Highways, or his duly authorized representative.

CHLORINE DEMAND. The amount of chlorine, expressed in parts per million by weight, that is required to produce a residual of 0.5 parts per million of chlorine after 30 minutes contact of chlorine with sewage, as determined by Standard Methods.

CITY. Or any other word in common usage designating a legally constituted unit of local government, shall mean the City of Manchester, New Hampshire.

C.O.D. (CHEMICAL OXYGEN DEMAND). A measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by a strong chemical oxidant, as determined by "Standard Methods for Examination of Water and Wastewater."

COMBINED SEWER. A sewer intended to receive both sewage and storm or surface water.

COMMERCIAL ESTABLISHMENT. For billing purposes shall mean any business or professional concern which provides a service and shall include any such concern occupying one or more rooms for the sole purpose of conducting a business in a building with available sanitary facilities whether such facilities are located within the space occupied by such concern or elsewhere in the building.

COMMISSION. The Highway Commission of the City of Manchester, New Hampshire.

CONTRACTOR. Either an individual, partnership, or corporation and the proper agents and representatives thereof, approved by the Commission and the Public Works Director and to whom the Department, acting through the Public Works Director, shall have issued an authorization to install and repair sewers, during the period when such authorization is valid.

DEPARTMENT. The Department of Highways of the City of Manchester, New Hampshire.

DWELLING UNIT. A single living quarter, arranged for the use of one or more individuals, with cooking, living, sanitary, and sleeping facilities.

EASEMENT. An acquired legal right for the specific use of land owned by others.

GARBAGE. The animal and vegetable wastes from the preparation, cooking, and dispensing of food and from handling, storage, and sale of produce.

GARBAGE DISPOSAL UNIT. A mechanical device used for the grinding, shredding, or macerating of food products preparatory to disposal thereof into the public sewerage system and intended for installation and service for such purposes in any building or structure.

GREASE. Volatile and nonvolatile residual fats, oils, fatty acids, soaps, waxes, mineral oils, and other similar materials.

GREASE, OIL, AND/OR SAND INTERCEPTOR. A device which receives oil, grease, sand, and other harmful or hazardous substances to the POTW. Receives drainage from fixtures and equipment having grease laden wastes from food preparation areas or

from vehicle or equipment repair facilities or factories where oily or flammable liquid wastes are likely to be present. Prevents heavy solids such as sand or rags from entering the sewer.

HUMAN EXCREMENT (PUTRESCIBLE MATERIAL). And other putrescible material shall mean liquid or solid waste matter discharged from the intestinal canal of man or other liquid or solid waste materials which are likely to undergo bacterial decomposition; provided, however, that these terms shall not include garbage as defined elsewhere in this section.

INDUSTRIAL ESTABLISHMENT. For purposes of billing, shall mean any business concern which manufactures or produces a product.

INDUSTRIAL SEWAGE or INDUSTRIAL WASTEWATER. The wastewater from industrial processes, trade, or business as distinct from sanitary sewage or unpolluted waters.

INDUSTRIAL USER. Any person contributing industrial wastewater or any nondomestic source of pollutants into the POTW.

INSPECTOR. The person, or persons, duly authorized by the Department of Public Works Director to inspect and approve the installation of building sewers and their connection to the public sewerage system.

INTERFERENCE. A discharge which, alone or in conjunction with the wastewaters from other sources, inhibits or disrupts the sewage treatment plant, its treatment processes or operations, or its sludge processes, use or disposal and therefore is a cause of a violation of:

(1) The sewage treatment plant's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in accordance with groundwater protection rules, WS 410, solid waste rules, Env-Wm-100-2800, hazardous waste rules, Env-Wm 1000 and Appendix III.

(2) The Clean Water Act, The Toxic Substance Control Act, the Marine Protection Research and Sanctuaries Act, the Clean Air Act, the Solid Waste Disposal Act and the Resource Conservation and Recovery Act.

(3) The 40 CFR Part 503 Standards for Sewage Sludge Use and Disposal, or of any regulation or permits issued under these standards.

MAY. Is permissive.

MULTIPLE DWELLING UNITS. Buildings or structures comprising two or more dwelling units.

NATURAL OUTLET. Any outlet, including storm sewers and combined sewer overflows, into a watercourse, pond, ditch, or other body of surface or groundwater.

NEW SOURCE.

(1) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:

(a) The building, structure, facility or installation is constructed at a site at which no other source is located; or,

(b) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or,

(c) The production of wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general

type of activity as the existing source, should be considered.

(2) Construction on a site at which an existing source is located results in a modification rather than a ***NEW SOURCE*** if the construction does not create a new building, structure, facility, or installation meeting the criteria of subsection (1)(b) or (c) of this definition but otherwise alters, replaces, or adds to existing process or production equipment.

(3) Construction of a new source as defined under this subsection as commenced if the owner or operator has:

(a) Begun, or caused to begin, as part of a continuous on-site construction program, any placement, assembly, or installation of facilities or equipment, or significant site preparation work including clearing, excavation, or removal of existing building, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or,

(b) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this definition.

NPDES PERMIT. The National Pollutant Discharge Elimination System Permit.

OWNER. Both the owner of fee in any real estate and all tenants, lessees or other in control, or possession and use, of the property in question, or having any interest therein, and his, her, its or their agents, or representatives, as the interest, duties, powers or liabilities of each may be.

PASS-THROUGH. The discharge of pollutants through the sewage treatment plant into waters of the U.S. in quantities or concentrations, which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirement of the sewage treatment plant's NPDES permit (including an increase in the magnitude or duration of a violation) or of applicable water quality criteria.

PERMITTEE. Any person, establishment, firm, corporation, municipal subdivision, or institution granted a permit under this chapter by the Public Works Director of the Department of Highways of the city.

PERSON. Any individual, establishment, firm, company, association, corporation, governmental authority, legal entity, or other group.

pH. The logarithm of the reciprocal of hydrogen ion concentration in gram equivalents per liter of solution.

PIPE LAYER. Any person in the business of, and certified by the Department for laying building connections from existing public sewers to the building sewer of residential, commercial, or industrial buildings, and similar structures and properties.

PRETREATMENT REQUIREMENT. Any substantive requirement related to pretreatment imposed on a user, other than a pretreatment standard.

PRETREATMENT STANDARDS. Prohibited discharge standards, categorical pretreatment standards, and local limits.

PRIVATE SEWER. All sewers other than public sewers.

PROPERLY SHREDDED GARBAGE. Garbage that has been shredded to such a degree that all particles will be carried freely in the public sewers.

PUBLIC SEWER. The main line of pipe or conduit, owned, controlled, and maintained by the city for the conveyance of waste or sewage from several properties, and shall not be understood to include building connections or private sewers, which are maintained by the owners of the properties using them.

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PUBLIC WORKS DIRECTOR. The Public Works Director of the Department of Highways of the City of Manchester, New Hampshire, or his authorized deputy, agent or representative.

POTW, (PUBLICLY OWNED TREATMENT WORKS). The treatment works owned by the city. This includes any devices used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes, and other conveyances that convey wastewater to the treatment plant. The term also means the city which has jurisdiction over the indirect discharges to and the discharges from such treatment works.

RESIDENTIAL. Buildings intended for providing full-time living accommodations as opposed to commercial or industrial establishments.

SANITARY SEWAGE OR SANITARY WASTEWATER. Normal water-carried household and toilet wastes or wastewater from sanitary conveniences of residences, commercial establishments, industrial plants or institutions, excluding ground, surface or storm water, and industrial wastewater.

SANITARY SEWER. A sewer intended to convey sanitary sewage or industrial sewage from residences, commercial or industrial establishments together with minor quantities of ground, storm, and surface waters that are not admitted intentionally.

SCREENING LEVEL. Concentrations above which a particular pollutant is expected to cause problems due to health, flammability, chemical reactivity, or organic/solids loading in the POTW.

SEPTAGE. Any liquid or solid (sludge or scum) pumped from chemical toilets, vaults, septic tanks, or cesspools into which have been received only sanitary wastewaters.

SEPTAGE TRUCK. Any watertight vehicle which is used for the collection and hauling of septage from septic tanks, vaults, and chemical toilets or cesspools, or industrial or commercial wastewaters from industrial pretreatment facilities, and complies with the regulations of the New Hampshire Department of Environmental Services.

SEPTIC TANK. An approved type of watertight compartment made of concrete or other approved material into which the outflowing domestic wastewater from dwellings or other buildings may be discharged.

SERVICE CHARGE. A basic charge for the convenience and availability of sewage disposal service.

SEWAGE or ***WASTEWATER.*** A combination of the liquid and water-carried wastes discharged from residences, businesses, institutions, and industrial establishments.

SEWAGE TREATMENT PLANT or WASTEWATER TREATMENT FACILITY. Any arrangement of devices and structures used for treating sewage or for the control of water pollution.

SEWAGE WORKS or SEWERAGE SYSTEM. All public facilities for collecting, pumping, treating, and disposing of sewage and for the control of water pollution.

SEWER. The main pipe or conduit, manholes, and other structures and equipment appurtenance thereto, provided to carry sewage, industrial wastes, or storm water, cooling water, similar wastes, subject in each particular case to the purpose and limitations imposed upon the particular pipe or conduit.

SEWER RENTAL CHARGE. A charge for defraying the capital and operation/maintenance costs of the sewerage system. Said charge consists of a service charge and usage charge.

SEWER IMPROVEMENT AREA. The span of land listed below, as requiring a major expansion or upgrading of the current sewer system serving the area to allow continued or expanded development. Each sewer improvement area, within which new construction is proposed, will require an off-site sewer improvement cost recovery fee. The following areas have been identified as ***SEWER IMPROVEMENT AREAS***:

(1) Wellington Hill Area, which is generally defined as being located north and east of Interstate 93/Route 101, west of approximately Linda Lane and southerly of Leda Avenue, except the property owned by Digital Equipment Corporation, as more particularly defined on a plan on file at the Department.

(2) Youngsville Area, which is generally defined as being north of Proctor Road; west of the Boston & Maine Railroad, southerly of Groveland Avenue and easterly of Route 101, as more particularly defined on a plan on file at the Department.

(3) Hackett Hill Road Area, which is generally defined as being northerly of Dunbarton Road and the Dunbarton Road Sanitary Landfill, westerly of the Goffstown/Manchester town line, southerly of the Hooksett/Manchester town line, and easterly of the Merrimack River, as more particularly defined on a plan on file at the Department.

SHALL. Is mandatory.

SIGNIFICANT INDUSTRIAL USER.

(1) All industrial users subject to Categorical Pretreatment Standards under 40 CFR 403.8 and 40 CFR Chapter I, Subchapter N; and,

(2) Any other industrial user that discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5% or more of the average dry weather hydraulic or organic capacity of the POTW; or is designated as such by the Control Authority as defined in 40 CFR 403.12(a) on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement in accordance with 40 CFR 403.8(f)(6).

SIGNIFICANT NONCOMPLIANCE.

(1) Chronic violations of wastewater discharge limits, defined here as those in which 66% or more of wastewater measurements taken during a six month period exceed the daily maximum limit or average limit for the same pollutant parameter by any amount.

(2) Technical review criteria (TRC) violation, defined here as those in which 33% or more of wastewater measurement taken for each pollutant parameter during a six month period equals or exceeds the product of the daily maximum limit or the average limit multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH).

(3) For continuous pH monitoring, excursions shall be considered SNC when:

(a) The total time during which the pH values are outside the required range of pH values exceeds seven hours and 26 minutes in any calendar month; or,

(b) An individual excursion from the range of pH values exceeds 60 minutes.

(c) An excursion occurs which the city believes has caused, alone or in combination with other discharges, interference or pass-through; or endangered the health of the sewage treatment personnel or the general public.

(4) Any other discharge violation that the Public Works Director believes has caused, alone or in combination with other discharges, interference or pass-through, including endangering the health of POTW personnel or the general public.

(5) Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in the Public Works Director's exercise of emergency authority to halt or prevent such a discharge.

(6) Failure to meet, within 90 days of the scheduled date, a compliance schedule

milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.

(7) Failure to provide within 30 days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, reports on compliance with compliance schedules, and permit applications.

(8) Failure to accurately report noncompliance.

(9) Any other violations which the Public Works Director determines will adversely affect the operation of implementation of the local pretreatment program.

SLUG. Any discharge of water, wastewater, sewage, or industrial sewage which, in concentration of any given constituent or in quantity of flow, exceeds for any period of duration longer than 15 minutes more than five times the average 24 hour concentration or flow during normal operation, or which shall adversely affect the collection system and/or performance of the POTW.

STANDARD METHODS. The latest approved edition of "Standard Methods for the Examination of Water and Wastewater" as published by the American Public Health Association.

STORM DRAIN or DRAIN. A sewer provided and intended for the conveyance of storm water, groundwater, subsurface water, or other waters as may be approved for any particular drain, but excluding sewage or contaminated industrial wastewaters.

STORM WATER. The runoff or discharge of rain and melted snow or other water from roofs, surfaces of public or private lands or elsewhere.

SUBSOIL DRAINAGE. Water from soil percolating into subsoil drains and through foundation walls, basement floors, or underground pipes or from similar sources.

SUSPENDED SOLIDS (SS). The solids that either float on the surface of, or are suspended in water, sewage or other liquids; and which are removable by laboratory filtering, as determined by Standard Methods.

UNPOLLUTED WATER. Water of quality equal to or better than the effluent criteria in effect or water that would not cause a violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

USAGE CHARGE. A charge based on the volume and strength of wastewater discharge.

USAGE CHARGE FORMULA. The following formula to be used in computing the usage charge portion of the sewer rental charge as provided in this chapter:

$C = Vc\ (Vu/1000) + Bc\ (Bu/100) + Sc\ (Su/100)$, where:

C = the usage charge for the billing period.

Vc = the unit cost for the treatment per 1000 gallons of water: water volume at the rate specified in § 52.160.

Vu = the volume in gallons of wastewater discharged during the billing period.

Bc = the unit cost for the treatment per 100 pounds of BOD at the rate specified in § 52.160.

Bu = the BOD content in pounds of wastewater discharged during the billing period.

Sc = the unit cost for the treatment per hundred (100) pounds of suspended solids at the rate specified in § 52.160.

Su = the suspended solids content in pounds of wastewater discharged during the billing period.

WATERCOURSE. A natural or artificial channel for the passage of water either continuously or intermittently.

WSPCD. The Water Supply and Pollution Control Division of the NH Department of Environmental Services.
(Ord. passed 1-17-95; Am. Ord. passed 1-7-97)

§ 52.003 INTERPRETATION OF PROVISIONS.

The provisions of this chapter with respect to the meaning of technical terms and phrases, the classification of different types of sewers, the regulations with respect to making connections to sewers or drains, and other technical matters shall be interpreted and administered by the Public Works Director acting in and for the city, through its Highway Commission.
(Ord. passed 1-17-95)

§ 52.004 UNLAWFUL DEPOSITS AND DISCHARGES.

(A) It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the city, or any area under the jurisdiction of the city, any human or animal excrement, garbage, or objectionable waste.

(B) It shall be unlawful to discharge to any natural outlet within the city, or in any area under the jurisdiction of the city, any sanitary sewage, industrial sewage, or other contaminated or polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.005 SPECIFICATIONS OF PUBLIC SEWERS AND DRAINS.

Public sewers and drains shall meet all applicable requirements of the standard specifications of the Department and this chapter and the requirements of the WSPCD.
(Ord. passed 1-17-95)

§ 52.006 PRIVATE SEWAGE.

(A) *Private sewage pumping stations.*

(1) *Standard specifications.* Private sewage pumping stations shall meet all applicable requirements of the "Standard Specifications of the Department," the Department's Policy on Private Sewage Pump Stations, the New Hampshire Water Supply and Pollution Control Division, and this chapter. Plans and specifications, including shop drawings, of all items to be furnished shall be submitted to the Public Works Director and the New Hampshire Water Supply and Pollution Control Division for approval. Plans and specifications for a proposed private sewage pumping station shall be the result of the design of a professional engineer licensed in the state of New Hampshire. This does not include individual grinder pumps.

(2) *Owner responsibility.* The owner shall retain sole responsibility for the regular inspection, maintenance, service, and repair of all private sewage pumping stations. All costs inherent to such services shall be borne by the owner. The Department shall be allowed access to all private sewage pumping stations for periodic inspection.

(3) *Repairs and maintenance.* Any repairs to the private sewage pumping station deemed necessary by the Public Works Director shall be completed in a reasonable time with the total cost borne by the owner. A reasonable time period shall be understood to mean 30 calendar days unless otherwise directed by the Public Works Director. If said repairs are not made as directed, the Department shall cause the work to be completed and appropriate charges made to the owner.

(B) *Private sewage treatment plants.*

(1) *Specifications.* Private sewage treatment plants shall meet all applicable requirements of the "Standard Specifications of

the Department" and this chapter. Plans and specifications of all items to be furnished shall be submitted to the Public Works Director and the New Hampshire Water Supply and Pollution Control Division for review and approval. No construction of such facilities shall be commenced until said approvals are obtained in writing. Plans and specifications for a proposed private sewage treatment plant shall be the result of the design of a professional engineer licensed in the state of New Hampshire. Upon completion of construction, certification by a professional engineer must be submitted to the Department certifying that the plant was built in accordance with the approved plans and specifications. All structures shall be designed in such a manner to withstand degradation from a moist environment. Treatment plants shall be so located as to be protected against damage from 100-year frequency floods. Treatment plants shall be readily accessible on a year-round basis and be suitably fenced around the perimeter, as required.

(2) *Owner responsibility.* The owner shall retain sole responsibility for the regular operation, inspection, maintenance, service, and repair of all private sewage treatment plants. All costs inherent to such services shall be borne by the owner. The Department shall be allowed access to all private sewage treatment plants for periodic inspection and sampling.

(3) *Repairs and maintenance.* Any repairs to the private sewage treatment plant deemed necessary by the Public Works Director shall be completed in a reasonable time with the total cost borne by the owner. A reasonable time period shall be understood to mean 30 calendar days unless otherwise directed by the Public Works Director.
(Ord. passed 1-17-95) Penalty, see § 52.999

USE OF PUBLIC SEWERS

§ 52.020 CONNECTION TO PUBLIC SEWER REQUIRED.

The owner of any house, building, or property used for human occupancy, employment, recreation, or other purpose, situated within the city and abutting on any street, alley, or right-of-way in which there is now located or in the future may be located a public sewer of the city, is hereby required at his expense to install suitable sanitary facilities therein, and to connect such facilities directly with the public sewer in accordance with the provisions of this chapter, within 90 days after the date of official notice to do so, provided that said public sewer is accessible and available within 100 feet of said owner's building, as determined by the Public Works Director.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.021 SEWERS FOR INTENDED USERS ONLY.

No person shall discharge into or put into any public sewer or drain of the city, or into any sewer, drain, or fixture which thereafter discharges into any public sewer, drain, or appurtenance thereof, any waste or substance other than such kinds or types of waters or water-carried wastes for the conveyance of which the particular sewer, drain, or appurtenance is intended, designed, or provided.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.022 APPLICABLE PERMITS REQUIRED.

No person shall discharge into or put into any public sewer or drain of the city, or into any sewer, drain, or fixture which thereafter discharges into any public sewer, drain, or appurtenance thereof, any waste or substance until all applicable permits have been obtained.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.023 USE OF SANITARY SEWERS.

Except as specifically provided with reference to some particular sewer, sanitary sewers shall be used only for the conveyance and disposal of sanitary sewage as defined in § 52.002, and for water-carried industrial sewage which are not objectionable as hereinafter provided. No sanitary sewer shall be used to receive and convey or dispose of any storm or surface water, as defined in § 52.002,

or of subsoil drainages, as defined in § 52.002, or of unpolluted water.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.024 USE OF STORM DRAINS.

Stormwater, and all other approved drainage, shall be discharged into storm drains, or to a natural outlet, as approved by the Public Works Director. Industrial cooling water or uncontaminated process waters may be discharged, upon approval by the Public Works Director and the New Hampshire Water Supply and Pollution Control Division, to a storm sewer or natural outlet. However, no materials, the discharge of which into natural streams, ponds, lakes or other natural bodies of water is prohibited by state or federal law or regulations, shall be discharged into any storm drain. Also, a National Pollutant Discharge Elimination System (NPDES) permit shall be obtained by the industrial establishment for any such discharge of cooling or process waters.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.025 USE DESIGNATION.

If the intended or designated use of any particular sewer or drain and allowable discharge thereto is unclear, the Public Works Director will consider the pertinent facts and make a determination. Said determination will be final and binding.
(Ord. passed 1-17-95)

§ 52.026 PROHIBITED DISCHARGES.

No person shall discharge or cause to be discharged any of the following described water or wastes to any public sewer or drain:

(A) Any gasoline, benzene, naptha, fuel oil, or other flammable or explosive liquid, gas, or solid, or any substance which may generate or form any flammable, explosive, or combustible substance, fluid, gas, vapor, or mixture when combined with air, water, or other substances commonly found in sewers. This includes, but is not limited to, pollutants which cause an exceedance of 10% of the lower explosive limit (LEL) at any point in the POTW or wastes with a closed cup flash point in the POTW or wastes with a closed cup flash point of less than 140°F or 60°C, using the test method specified in 40 CFR 261.21.

(B) Any waters or wastewaters that either independently or by interaction with other wastewaters, pass through or cause interference with any part of the POTW, or constitute a hazard to humans or animals in the receiving waters or the POTW. This includes but is not limited to interference, substances which cause pass through or other problems caused by:

(1) Solid or viscous pollutants.

(2) Oxygen demanding pollutants.

(3) Waste causing POTW upsets.

(4) Pollutant discharges at specific rates or concentrations.

(5) Heat in amounts which would inhibit biological activity or cause the POTW influent to exceed 104° F.

(6) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin.

(7) Color or odor causing substances.

(C) Any waters or wastewaters having a pH lower than 5.0 or higher than 11.5 or having any other corrosive property which may be cable of causing damage or hazard to structures, equipment, and/or personnel of the POTW. In no case shall the quantities of waters or wastewaters be such that the pH of the influent to the POTW is caused to exceed a pH of 8.0.

(D) Any waters or wastewaters which result in the presence of toxic bases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.

(E) Any trucked or hauled pollutants, except at discharge points designated by the POTW.

(F) Any medical wastes except as specifically authorized in a discharge permit.

(G) Any wastewater causing the wastewater treatment plant's effluent or sludge to fail a toxicity test.

(H) Any garbage that has not been properly shredded by an approved garbage disposal unit.

(I) Any waters or wastewaters containing heavy metals, solvents, and similar objectionable or toxic substances to such degree that any such material discharged to the public sewer exceeds the limits established by the Public Works Director, the New Hampshire Water Supply and Pollution Control Division or the EPA for such materials.

(J) Any waters or wastewaters containing suspended solids, BOD, COD, or color of such character and quantity that would impose deleterious effects on the operation of the POTW or require more than normal attention or expense to handle.

(K) Any radioactive wastes of such half-life or concentration as may exceed limits established by the Public Works Director in compliance with applicable State or Federal regulations.

(L) Any waters or wastewaters with any of the following constituents at daily concentrations greater than those indicated in the table below:

(1) *Table of limited pollutants.*

COMPOUND	*mg/l*
Copper	4.55
Cyanide (T)	2.86
Lead	0.94
Mercury	0.023
Silver	0.90
Zinc	10.42

(2) Daily concentrations are the concentration of a pollutant discharged, determined from the analysis of a flow composited sample (or other sampling procedure approved by the Public Works Director) representative of the discharge over the duration of a 24 hour day or industrial operating schedule of less than 24 hours. For industrial discharge applications, the above limits shall apply at the end of the process train prior to dilution with nonindustrial wastewaters.

(M) *Screening levels.* The following constituents (list below is not all inclusive) cannot be discharged to the POTW exceeding concentrations listed below without approval of the Public Works Director:

P

(1) *Table of screening levels.*

COMPOUNDS	*mg/l*
Benzene	0.13
BOD	350
Carbon disulfide	0.06
Chlorine	1,500
Chloroform	0.41
1.2 Dichloroethylene	0.28
Sulfide	1.0
Sulfate (for Type II concentrate)	1,500/150
Sulfite	280
Suspended solids	350
Tetrachloroethylene:	0.53
1,1,1 trichloroethane	1.55
Trichloroethene	0.71
OIL AND GREASE	
Petroleum or mineral origin	100 ppm
Animal and vegetable origin	350 ppm

(2) Screening levels are concentrations above which a particular pollutant is expected to create problems due to health, flammability, chemical reactivity, or organic/solids loadings.

(3) If any of the screening levels are exceeded and repeat analyses indicate noncompliance with the screening level, then the Industrial User may be required at the discretion of the city, to implement a study to evaluate the potential impact of the discharge of this pollutant to the city's collection system or wastewater treatment facility. This study must be conducted under the supervision and approval of the city.

(4) Upon evaluation of pH, temperature, dilution, type of sewer construction, other toxic fumes and ventilation present at the site of the particular discharge, screening levels shall then be adjusted and administered as limits for the specific discharge. (Ord. passed 1-17-95; Am. Ord. passed 10-1-96; Am. Ord. passed 8-5-97) Penalty, see § 52.999

§ 52.027 PRETREATMENT FACILITIES.

(A) If any waters or wastes are discharged or are proposed to be discharged to the public sewers, containing the substances or possessing the characteristics enumerated in § 52.026, the Public Works Director may:

(1) Reject the wastes.

(2) Require pretreatment to any acceptable condition for discharge to the public sewers.

(3) Require control over the quantities and rates of discharge.

(4) Pursue enforcement action.

(B) If the pretreatment of waste flows is required, the design and installation of the pretreatment facilities shall be subject to the review and approval of the Public Works Director and the WSPCD, and be subject to the requirements of all applicable codes, ordinances, and laws. No construction of such facilities shall commence until approvals are obtained in writing, plans designed by a professional engineer licensed in the state. Such approval shall not relieve the owner of the responsibility of discharging treated waste meeting the requirements of this chapter. Following completion of the pretreatment system, the city shall be provided with a certification by a professional engineer licensed in the state of New Hampshire, certifying that the facility has been constructed in accordance with the approved plans and specifications.

(C) All pretreatment facilities shall be maintained continuously in satisfactory and effective operation by the owner at no expense

to the city. In the maintaining of the facilities, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates, and means of disposal which are subject to review by the Public Works Director. Any removal and hauling of the collected materials, not performed by owner personnel, must be performed by currently licensed waste disposal firms.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.028 EFFLUENT MONITORING DEVICES.

At premises where any of the substances or wastes prescribed as being or to be excluded from any public sewer or drain are present and liable to be discharged contrary to the limitations of this chapter, the Public Works Director may require that the owner of said premises operate and maintain suitable monitoring devices on any or all building sewers or drains from said building sewers or premises near the point or points where said building sewers or drains connect to any public sewer or drain. By means of said devices, the owner, owners and occupants of said premises and the Public Works Director, or any public officer charged with any duty involving the supervision of the disposal of wastewaters, may secure samples of or examine the wastes and wastewaters discharged into said public sewer or drain and measure the quantities thereof for the purpose of ascertaining the compliance or noncompliance with the requirements of this chapter. All such devices and facilities shall be accessible and safely located, shall be constructed in accordance with plans approved by the Public Works Director, shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.029 GREASE, OIL, AND SAND INTERCEPTORS.

(A) Grease, oil, and sand interceptors shall be provided when, in the opinion of the Public Works Director, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.

(B) The user shall maintain records (which are subject to review by the Public Works Director) of the dates, and means of disposal of accumulated interceptor wastes. Any removal and hauling of the collected materials not performed by the user's personnel must be performed by currently licensed waste disposal firms.

(C) To facilitate compliance with this section, the user shall apply for a permit and furnish as part of the permit application a plan and description of the device. Where grease, oil, or sand interceptors or similar appurtenances are involved, approval must be granted from both the Building Department and the Public Works Director.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.030 MONITORING RECORDS; ANALYTICAL METHODS.

The owner shall keep records of all monitoring and/or sampling data as required by the Public Works Director and submit said records upon request to the Department, the New Hampshire Water Supply and Pollution Control Division and the EPA. All measurements, tests, and analyses of the characteristics of water and wastewater to which reference is made in this chapter shall be determined in accordance with the EPA Approved Methods published in the Code of Federal Regulations, Title 40, Part 136 (40 CFR 136) and amendments thereto. Where 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the POTW or

other parties, approved by EPA. Analytical measurements shall be determined at the sampling manhole provided, or upon suitable samples taken at said sampling manhole or at the end of the pretreatment process prior to discharge to the city sewer. In the event that a special sampling manhole has not been required, the sampling manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling will be carried out by customarily accepted methods which, in the opinion of the Public Works Director, reflect the effect of constituents upon the sewage works and determine the existence of hazards to life, limb, and property.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.031 SPECIAL AGREEMENTS.

No statement contained in this subchapter except for § 52.026(A) - (B) shall be construed as preventing any special agreement or arrangement between the city and any industrial user or commercial establishment, whereby an industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefore by the industrial or commercial establishment, and provided that such agreements do not contravene any requirements of existing federal or state laws and/or regulations promulgated thereunder, are compatible with any user charge now in effect, and do not waive applicable National Categorical Pretreatment standards. The city may submit a proposal to EPA to modify its maximum headworks loading allocations to allow for IU specific limitations to be included in its industrial discharge permits.
(Ord. passed 1-17-95)

§ 52.032 COMPLIANCE WITH STATE AND FEDERAL LIMITATIONS.

All industrial wastewaters shall be pretreated in accordance with Federal and State regulations and this chapter to the extent required by applicable National Categorical Pretreatment standards, state pretreatment standards or standards established by the Public Works Director, whichever is more stringent.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.033 INFORMATION REQUIRED.

(A) The Public Works Director may require a user of sewer services to provide information needed to determine compliance with this chapter.

(B) This information may include:

(1) Wastewater discharge peak rates and volumes over a specified time period.

(2) Chemical analyses of wastewaters.

(3) Information on raw materials, processes, and products affecting wastewater volume and quality.

(4) Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials important to sewer use control.

(5) A plot plan of sewage works on the user's property showing building sewer and pretreatment facility location.

(6) Plans and specifications of wastewater pretreatment facilities.

(7) Details of systems to prevent and control the losses of materials through spills to the public sewer or drain.
(Ord. passed 1-17-95)

§ 52.034 SEPTAGE.

No septage shall be discharged to the city's public or private sewers or drains.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.035 DILUTION PROHIBITED.

It shall be illegal to meet requirements of this chapter by dilution of wastewater in lieu of proper pretreatment.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.036 SLUG DISCHARGE PLANS.

Based on inspection and surveillance activities of industrial users, the Public Works Director may require a plan to prevent and control slug discharges. This may require descriptions of discharge practices, descriptions of stored chemicals, notification procedures in the event of a discharge, procedural practices for spill prevention, containment structures, and equipment for control, cleanup, and monitoring. (Ord. passed 1-17-95)

INDUSTRIAL PRETREATMENT

§ 52.050 COMPLIANCE.

All persons or industrial or commercial establishments discharging industrial wastewaters into a public sewer or drain, shall comply with applicable requirements of federal and state industrial pretreatment regulations, in addition to the requirements of this chapter. The national categorical standards, found in 40 CFR Chapter I, Subchapter N, parts 405-471, are hereby incorporated into this chapter. (Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.051 PERMIT REQUIRED; APPLICATIONS.

(A) All persons, industrial or commercial establishments subject to these rules shall submit an application for an industrial discharge permit (IDP), as required by the city, containing information required under applicable federal, state, and local industrial pretreatment reporting regulations. Such information, as a minimum, shall include:

(1) The name and address of the facility, including the name of the operators and owners.

(2) A list of all environmental permits held by or for the facility.

(3) A brief description of the nature, average rate of production, and standard industrial classification of the operations carried out at such facility.

(4) An identification of the categorical pretreatment standards applicable to each regulated process.

(5) An analysis identifying the nature and concentration of pollutants in the discharge. A new source shall give estimates of its anticipated quantity of pollutants to be discharged.

(6) Information showing the measured averaged daily and maximum daily flow, in gallons per day, to the public sewer or drain from regulated process streams and from other streams.

(7) A schedule of actions to be taken to comply with discharge limitations.

(8) Additional information as required by the Public Works Director.

(B) All permit applications must be signed and certified in accordance with procedures set out in § 52.055 of this chapter.

(C) It shall be unlawful for significant industrial users to discharge wastewater, either directly or indirectly, into the city's sewer system without first obtaining an industrial discharge permit from the city. Any violation of the terms and conditions of an industrial user permit shall be deemed a violation of this chapter. Obtaining an industrial discharge permit does not relieve a permittee of its obligation to obtain other permits required by federal, state, or local law.

(D) The city may require that other industrial users, including liquid waste haulers, obtain industrial discharge permits as necessary to carry out the purposes of this chapter. (Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.052 INDUSTRIAL DISCHARGE PERMIT CONTENTS.

(A) The IDP will outline the general and specific conditions under which the industrial

process waste will be accepted for discharge into the city's public sewers and drains.

(B) Specifically, the IDP will include, but need not be limited to, the following:

(1) Pretreatment and self-monitoring facilities required.

(2) Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on federal, state, and local law.

(3) Effluent limitations on the industrial process waste.

(4) A statement that indicates IDP duration, which in no event shall exceed five years.

(5) A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with § 52.057.

(6) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.053 APPEALS; PERMIT ENFORCEABLE.

Conditions of the industrial discharge permits may be appealed in accordance with § 52.188. The conditions of the IDP will be strictly enforceable by the city.
(Ord. passed 1-17-95)

§ 52.054 COMPLIANCE REPORTS.

Significant industrial users shall submit periodic compliance reports at least once every six months or as required by the Public Works Director, indicating the nature and concentration of pollutants in the discharge from the regulated processes governed by pretreatment standards and the average and maximum daily flow for these process units. The reports shall state whether the applicable categorical pretreatment standards and effluent limitations are being met on a consistent basis and, if not, what additional operation and maintenance practices and/or pretreatment are necessary in order to meet all standards on a consistent basis. Sampling and analysis may be performed by the city in lieu of the significant noncategorical industrial user. Where the POTW itself collects all the information required for the report the noncategorical significant industrial user may not be required to submit the report. All compliance reports must be in conformance with § 52.055 of this chapter.
(Ord. passed 1-17-95)

§ 52.055 CERTIFICATION STATEMENT ON REPORTS.

(A) All wastewater discharge permit applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

> "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

(B) An authorized representative is:

(1) A responsible corporate officer; if the industrial user is a corporation. A responsible corporate officer means a president, secretary, treasurer, or vice president of the

corporation in charge of principal business function, or any other person who performs similar policy or decision making functions for the corporation or the manager of one or more manufacturing production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

(2) A general partner or the proprietor, if the industrial user is a partnership or sole proprietorship, respectively;

(3) A duly authorized representative of either of the individuals designated above if:

(a) The authorization is made in writing by the individual described above.

(b) The authorization specified either an individual or a position having responsibility for the overall operation of the facility from which the industrial discharge originates, such as the position of plant manager, operator of a well, field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company.

(c) The written authorization is submitted to the city.

(C) If an authorization under subsection (B)(3) of this section is no longer accurate because a different individual or position has responsibility for environmental matters for the company, a new authorization satisfying the requirements of such authorization must be submitted to the city prior or together with any reports to be signed by an authorized representative.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.056 RECORD KEEPING REQUIREMENTS.

(A) Industrial users subject to the reporting requirements under this subchapter shall maintain records of information resulting from monitoring activities required to prepare such reports.

(B) Such records shall include for each sample:

(1) The date, exact place, method, and time of sampling and the names or persons taking the sample.

(2) The name and signature of each person who handles the sample in the chain of custody.

(3) The dates when analyses were performed.

(4) The name of the laboratory performing the analyses.

(5) The techniques, methods, measurement units, and detection limits used in all analyses.

(6) The results of all analyses.

(C) These records shall be maintained for a minimum of three years or longer in the case of unresolved litigation or when requested by the Public Works Director, the state, or the U.S. EPA.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.057 PERMIT DURATION; REAPPLICATION.

(A) The IDP shall be in effect for three years, unless the applicant is notified otherwise by the city. The user shall apply for permit reissuance by submitting a complete permit application a minimum of 60 days prior to the expiration date of the user's existing permit. Under no circumstances shall the permittee continue to discharge without an effective permit.

(B) An expired permit will continue to be effective and enforceable until the permit is reissued if:

(1) The industrial user has submitted a complete permit application at least 60 days

prior to the expiration date of the user's existing permit.

(2) The failure to reissue the permit, prior to expiration of the previous permit, is not due to any act or failure to act on the part of the industrial user.
(Ord. passed 1-17-95)

§ 52.058 TRANSFER AND MODIFICATIONS.

(A) In the event that the permittee undergoes a major change in ownership of either its corporate voting stock or control of its corporate stock or of the building to which this contract relates, then the permit may be reassigned or transferred if:

(1) At least 30 days advance notice is provided to the Public Works Director.

(2) The new owner provides written notice that there is not immediate intent to change the facility's operations and processes, and identifies the specific date on which the transfer is to occur.

(3) The new owner enters into a new permit which embodies the terms of this permit.

(B) The IDP may be modified, suspended, or revoked in whole or in part during its term for causes including but not limited to the following:

(1) Violation of any term or condition of this permit.

(2) Providing false information, misrepresentation of facts, or failure to disclose fully all relevant facts in permit applications, reports, and inspections.

(3) A change in conditions or the existence of a condition which requires either a temporary or permanent reduction of elimination of the authorized discharge.

(4) Promulgation of a more stringent pretreatment standard by city, state, or federal agencies having jurisdiction over receiving waters. Permits modified under this section may include implementation schedules, self-monitoring requirements, revised effluent limitations, and other provisions necessary to assure compliance.

(5) To reflect transfer of the facility ownership and/or operation of a new owner/operator.
(Ord. passed 1-17-95)

§ 52.059 APPROVAL FOR CHANGES TO INDUSTRIAL USER DISCHARGES.

An industry proposing a new discharge, a flow increase of 20% or greater than currently permitted, or any change in character or pollutants than currently permitted, including the listed or characteristic hazardous wastes for which the IU has submitted initial notification under 40 CFR 403.12 (p), must submit a completed IDP application to the city at least 60 calendar days prior to the commencement of such discharge. The submitted application must include the information as enumerated in § 52.033. Upon approval of the IDP application by the city, a discharge permit request will be submitted by the city to the New Hampshire Water Supply and Pollution Control Division on behalf of the industry. Upon approval of the Discharge Permit Request by the New Hampshire Water Supply and Pollution Control division, the industry and the city will enter into a new or amended IDP in accordance with the procedure outlined in this section.
(Ord. passed 1-17-95)

§ 52.060 CITY NOTIFICATIONS OF REGULATIONS.

The city, through duly authorized agents, shall provide timely notification to appropriate industries of applicable categorical pretreatment standards and revisions thereto.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.061 CATEGORICAL STANDARDS.

(A) Compliance with categorical pretreatment standards shall be achieved within three years of the date such standards are

effective, unless a shorter compliance time is specified in the standards.

(B) An industrial user subject to categorical pretreatment standards shall not discharge wastewater directly or indirectly to the city's public sewers or drains after the compliance date of such standards unless an amendment to the IDP has been issued by the city.

(C) Within 120 calendar days after the effective date of a categorical pretreatment standard, (or, for a new source, 90 days prior to the commencement of discharge) an industry subject to such standards shall submit an application for an IDP amendment. The application shall contain the information outlined under § 52.051. An attachment shall state whether the applicable pretreatment standards are being met on a consistent basis, and, if not, what additional operation and maintenance and/or pretreatment is necessary to bring the industrial user into compliance with the applicable pretreatment standards. This statement shall be signed and certified in accordance with the procedures set out in § 52.055 of this chapter and certified to by a professional engineer licensed in the state. Such application shall be considered a baseline monitoring report.

(D) Each user subject to a compliance schedule as required under § 52.051 or 40 CFR 403.12(b) (7), shall report on progress toward meeting compliance with these regulations as follows:

(1) Not later than 14 days following each date in the schedule, and the final date for compliance, the industrial user shall submit a progress report to the city indicating whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply, the reason for the delay, and the steps being taken by the industrial user to return the progress to the schedule established.

(2) The time for any increment in the schedule, or the interval between reports required in subsection (1) of this division, shall not exceed nine months. An increment is the time between the dates for commencement and completion of major events leading to the construction and operation of pretreatment facilities necessary to achieve compliance with this chapter and national categorical pretreatment standards.

(E) Within 90 days following the date for final compliance with applicable national categorical pretreatment standards, or in the case of a new industrial user following introduction of wastewater into a city sewer, any industrial user subject to pretreatment standards and requirements shall submit to the city a report indicating the nature and concentration of all pollutants in the discharge from the regulated process which are limited by pretreatment standards and the average and maximum daily flow for these process lines. The report shall state whether the applicable pretreatment standards are being met on a consistent basis, and if not, what additional operation and maintenance and/or pretreatment is necessary to bring the industrial user into compliance with the applicable pretreatment standards. This statement shall be signed by an authorized representative and certified to by a professional engineer licensed in the state of New Hampshire.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.062 NOTIFICATION OF HAZARDOUS WASTES DISCHARGES.

(A) Any user who commences the discharge of hazardous waste shall notify the Public Works Director, the EPA Regional Waste Management Division Director, and State hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous batch, or other). If the user discharges more than 100 kilograms of such waste per calendar month to the POTW, the notification also shall contain the following information to the extent such information is known and readily available to the user:

(1) An identification of the hazardous constituents contained in the wastes.

(2) An estimation of the mass and concentration of such constituents in the wastestream discharged during the calendar month.

(3) An estimation of the mass of constituents in the wastestream expected to be discharged during the following 12 months.

(B) All notification must take place no later than 180 days after the discharge commences. Any notification under this division need be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under § 52.058 of this chapter. The notification requirement in this section does not apply to pollutants already reported by users subject to categorical pretreatment standards under the self-monitoring requirements of §§ 52.054 and 52.061.

(C) Dischargers are exempt from the requirements of division (A), above, during a calendar month in which they discharge no more than 15 kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than 15 kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one time notification. Subsequent months during which the user discharges more than such quantities of any hazardous waste do not require additional notification.

(D) In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the user must notify the Public Works Director, the EPA Regional Waste Management Division Director, and state hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.

(E) In the case of any notification made under this section, the user shall certify that it has a program in place to reduce the volume of toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

(F) This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this chapter, a permit issued hereunder, or any other applicable federal or state law.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.063 SLUG DISCHARGES.

Industrial users shall notify the Public Works Director or his representative immediately of all discharges to the public sewer or drainage systems that could cause problems to the POTW, including a slug loading as defined § 52.002. The Public Works Director may, after notice to the industrial user, immediately halt or prevent any industrial wastewater discharge to the sewer system which appears to present a danger to the health and welfare of persons, the environment, or which may threaten to interfere with operation of the public sewer system and/or sewage treatment plant.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.064 COMPLIANCE MONITORING.

The Public Works Director shall, as necessary, sample and analyze wastewater discharges of industrial users and conduct inspection activities to identify occasional and continuing noncompliance with industrial pretreatment standards. All industries discharging to public sewers and drains shall allow unrestricted access to the Department, New Hampshire Water Supply, and Pollution Control Division, and EPA personnel for the purpose of inspection, investigating and sampling of facilities and discharges from the industries.
(Ord. passed 1-17-95)

§ 52.065 PUBLIC INFORMATION.

Information and data submitted to the Public Works Director relating to wastewater discharge characteristics shall be available to the public without restriction. Other such information shall be available to the extent provided by 40 CFR Part 2.302.
(Ord. passed 1-17-95)

§ 52.066 PUBLIC PARTICIPATION.

The Public Works Director shall comply with the public participation requirements of 40 CFR, Part 25 in the enforcement of industrial pretreatment standards and requirements.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.067 VIOLATIONS OF LIMITS; ACTIONS REQUIRED.

If sampling performed by an industrial user indicates a violation, the user shall notify the city within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the city within 30 days after becoming aware of the violations, except the industrial user is not required to resample if:

(A) The city performs sampling at the industrial user at a frequency of at least once per month; or,

(B) The city performs sampling at the industrial user between the time when the user performs its initial sampling and the time the user receives the results of this sampling.
(Ord. passed 1-17-95)

SEPTAGE DISPOSAL

§ 52.080 STATE PERMIT.

Any person, firm, corporation, municipal subdivision or institution who removes, transports, or disposes, or intends to remove, transport or dispose of any human excrement or other putrescible material by portable or mobile container shall hold an unrevoked permit for that purpose from the New Hampshire Department of Environmental Services, and shall be a condition precedent to the issuance of a permit by the Public Works Director.
(Ord. passed 1-17-95; Am. Ord. passed 1-7-97)

§ 52.081 CITY PERMIT.

(A) Any person, firm, corporation, municipal subdivision, or institution who intends to dispose of any human excrement or other putrescible material within the limits of the city shall first obtain a permit therefor from the Public Works Director. Such permittee may discharge such septage to the septage receiving facility provided at the Manchester Wastewater Treatment Plant. Service charges are as set forth in § 52.161. Disposal of septage in the city will be in accordance with the rules and regulations of the Department and this chapter.

(B) The Public Works Director shall issue to each applicant for a permit an application form whereon the applicant shall identify the motor vehicle, the capacity of the tank, and the state permit number and other details of compliance with the regulations of the New Hampshire Department of Environmental Services. The Public Works Director shall cause the said septage truck to be inspected and if it complies with this subchapter and other applicable laws, he shall issue to the owner a permit for each such truck upon payment of a permit fee of $5.

(C) The following conditions shall constitute conditions precedent to the issuance of each permit:

(1) Each septage truck shall have installed thereon a sight level by which the quantity of the contents of each tank may be ascertained by sight. In the event that the permittee has either a defective sight level or no sight level attached to the septage truck the permittee shall be charged according to the full tank capacity at the time of discharge or by other methods as determined by the Public Works Director.

(2) Evidence of satisfactory insurance coverage must be provided at the time of application for a permit and maintained throughout its duration.

(3) City permits are nontransferable.

(D) An identification decal shall be affixed to each vehicle. The owner must continually display the decal on the truck.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.082 DISCHARGE PROHIBITED.

No person, firm, corporation, municipal subdivision, or institution shall discharge the contents of a portable or mobile container which contains human excrement or other putrescible material at any place, or into any container (not conforming to state law) or at any point of discharge within the city, other than to the facility provided as described in § 52.081. No person, firm, corporation, municipal subdivision, or institution shall discharge any toxic, poisonous, or radioactive solids, liquids, or gases into the wastewater treatment plant. No person, firm, corporation, municipal subdivision, or institution shall discharge the contents of grease, oil, and/or sand interceptors into any city facility without specific authorization of the Public Works Director.
(Ord. passed 1-17-95; Am. Ord. passed 1-7-97) Penalty, see § 52.999

§ 52.083 PERMIT REVOCABLE.

Failure to comply with city ordinances and regulations regarding septage may be cause for revocation of the permit as defined in § 52.081.
(Ord. passed 1-17-95)

§ 52.084 BILLING; FUNDS.

(A) The Public Works Director shall bill the permittee on a monthly basis for charges incurred. Such bills shall be due and payable within ten days of the billing date. Late payment charges of 12% shall be added to delinquent payments; the Public Works Director is authorized to require payment in cash at the time of discharge of the septage.

(B) The funds received from the collection of service charges for the receipt and treatment of septage shall be kept as a separate and distinct fund which shall be known as the sewer fund. Any surplus in such fund may, as determined by the Board of Mayor and Aldermen, be used for the enlargement or replacement of the wastewater treatment facilities and the cost and operation of the city's public sewer system. Such service charges may be used to pay for previous expansion or improvements of wastewater treatment facilities or for any purpose provided in § 52.095.

(C) Charges for the receipt and treatment of septage at the wastewater treatment facility will be in accordance with § 52.161.
(Ord. passed 1-17-95)

SEWER RENTAL CHARGES

§ 52.095 SEWER RENTAL CHARGE.

Pursuant to R.S.A. 149-I:7, a system of sewer rental charges is hereby established and assessed for paying the cost of construction, payment of interest on debt incurred, management, maintenance, replacement, operation, and repair of the city's wastewater treatment facilities, and the city's public sewer system and other legal expenses of the Environmental Protection Division. Said sewer rental charges shall consist of a service charge and a sewer user charge. Sewer rental charge = service charge (S) + sewer usage charge.
(Ord. passed 1-17-95)

§ 52.096 PAYMENT.

Sewer rental charges for residential premises, commercial establishments, and industrial establishments shall be paid by the owner of any structure containing one or more dwelling units, commercial establishments, or industrial establishments from which structure

sewage discharges into the city's public sewer system.
(Ord. passed 1-17-95)

§ 52.097 SERVICE CHARGES.

Service charges shall be payable by the owner of the real estate whether or not the premises are occupied. All service charges shall be at the rates provided in § 52.160. In the case of structures containing multiple dwelling units or any combination of dwelling units, commercial establishments, or industrial establishments, a separate service charge shall be payable for each dwelling unit, commercial, and industrial establishment.
(Ord. passed 1-17-95)

§ 52.098 USAGE CHARGES.

Usage charges for residential and commercial premises shall be based on the consumption of water on premises connected with public sewers and drains. In computing charges under the user charge formula for residential and commercial users, biochemical oxygen demand, and suspended solids content are fixed at 250 mg/l. Industrial user charges are based on the volume and strength of wastewater discharged by industrial users. Strength shall be determined from the BOD and SS content of the wastewater as determined by periodic composite sampling by the Environmental Protection Division of the Department. Said periodic composite sampling shall be conducted by or under the supervision of the Chief Sanitary Engineer to an extent that will permit a reasonable determination of BOD and SS. All usage charges shall be at the rate provided in § 52.160.
(Ord. passed 1-17-95)

§ 52.099 WATER METER REMOVAL.

If a building or structure is demolished, or damaged by fire or an Act of God, service charges for the original number of dwelling units or establishments shall continue to accrue until such time that the water meter has been removed.
(Ord. passed 1-17-95)

§ 52.100 SEWER FUND.

The funds received from the collection of sewer rental charges shall be kept as a separate and distinct fund which shall be known as the sewer fund. Any surplus in such fund may, as determined by the Board of Mayor and Aldermen, be used for the enlargement or replacement of the wastewater treatment facilities and the city's public sewer system. Such sewer rental charges may be used to pay previous expansion or improvements of wastewater treatment facilities or for any purpose provided in § 52.095.
(Ord. passed 1-17-95)

§ 52.101 BILLING PERIODS; DELINQUENT ACCOUNTS.

(A) Billing period for sewer rental charges shall correspond with billing periods of the Manchester waterworks for the same customers. Bills shall be itemized and shall specify a due date which shall be no less than 25 days from the date when bills are mailed.

(B) Delinquent accounts are subject to such interest and late payment charges as are provided by R.S.A. Chapter 149-I.

(C) The Board of Mayor and Aldermen may commit all sewer charges under R.S.A. 149-I, or any delinquent portion thereof, to the Collector of Taxes with a warrant under the hands and seal of the Mayor and Aldermen requiring him to collect them; and he shall have the same rights and remedies and be subject to the same liabilities in relation thereto as in collections of taxes.

(D) Warrants for delinquent charges shall be committed to the Tax Collector quarterly at the second meeting of the Board of Mayor and Aldermen of the months of January, April, and October of each year, and on the first regular meeting of July of each year; except, that if any

such date falls on a legal holiday, then such meeting shall be held on the Tuesday following said holiday.
(Ord. passed 1-17-95)

BUILDING SEWERS AND CONNECTIONS

§ 52.115 BUILDING CONNECTION PERMITS REQUIRED.

(A) No person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer, or appurtenances thereof, unless a proper permit therefore shall have been duly issued by the Public Works Director, as hereinafter provided. All building connection installation and alteration work shall be performed by pipe layers certified by the Department, or by licensed plumbers.

(B) There shall be two classes of building connection permits: Class A permits, which shall authorize the connection of residential establishments generating only sanitary sewage, as defined in § 52.002, to the public sewer; and Class B permits, which shall authorize the connection of commercial or industrial establishments to the public sewer. Building connection permit fees shall be assessed based on the number of connections to the public or private sewer.

(C) Application for a building connection permit shall be made by a certified pipe layer for the building to be connected and shall be made on an application form provided by the Public Works Director. Each application shall be supplemented with the plans and specifications for the building sewer connection and such other information relating to the building and the wastes to be discharged as may be considered pertinent by the Public Works Director. At his discretion, the Public Works Director may also require that all plans, specifications, and data so submitted shall bear the seal and signature of a professional civil engineer registered in the state of New Hampshire. A permit and inspection fee will be established by the Board of Highway Commissioners as noted in § 52.162.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.116 SEWER IMPROVEMENT AREA.

(A) Application for a building connection permit in the following locations, identified as sewer improvement areas, within which new construction is proposed, requires the following off-site sewer improvement cost recovery fee:

(1) Wellington Hill Area - $600 per unit.

(2) Youngsville Area - $675 per unit.

(3) Hackett Hill Road Area - $758 per unit.

(B) The foregoing off-site sewer improvement cost recovery fees are based on an equivalent dwelling unit basis where one dwelling unit is equal to a design average daily sanitary flow of 250 gallons per day, as determined by the Department. The off-site sewer improvement cost recovery fee will be paid to the Department at the time of or prior to the issuance of the building sewer permit.

(C) The Board of Mayor and Aldermen reserves the right to review the off-site sewer improvement cost recovery fee at least once a year and to adjust those fees as deemed necessary.
(Ord. passed 1-17-95; Am. Ord. passed 8-6-02)

§ 52.117 CERTIFIED PIPE LAYERS.

All pipe layers shall be certified by the Department prior to performing any work in the city. A valid plumbers license shall be prima facie evidence of certification as a pipe layer as defined in § 52.002. All certifications shall be issued for a one-year period, the renewal date being one year from date of approval by the Highway Commission. In applying for a certification, the prospective pipe layer shall provide all information required by the Department including a statement that he will supervise and be responsible for all work performed.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.118 PERMITS OUTSTANDING.

(A) No pipe layer shall have more than ten building connection permits outstanding at any time without written permission from the Department. One copy of the permit shall be available for inspection at the site of the work at all times. Pipe layers shall install building connections only during the normal working hours of the city.

(B) Emergency working hours shall be approved only in writing by the Department.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.119 NONTRANSFERABLE.

No certified pipe layer shall allow his name to be used by any other person, either for the purpose of obtaining permits or doing any work under his certification.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.120 SUSPENSION; REVOCATION.

Should the Public Works Director find that any certified pipe layer has failed to conform to the requirements of this chapter and to the conditions of any permit or certification issued thereunder, the Public Works Director may suspend, cancel, or revoke such permit or certification. Suspension, cancellation, or termination of a permit or certification shall not entitle the permittee or certificate holder to any compensation or reimbursement from the city or its agents for any alleged loss or expense incurred thereby, and permits and certifications shall be issued only on this condition.
(Ord. passed 1-17-95)

§ 52.121 INDEMNIFICATION.

All costs and expenses incidental to the installation and connection of a building connection shall be borne by the owner, and the issuance of a building connection permit shall be contingent upon the owner indemnifying the city against any loss or damage that may be caused directly or indirectly by the installation of the building sewer.
(Ord. passed 1-17-95)

§ 52.122 SEPARATE CONNECTIONS.

A separate and independent building connection shall be provided for every building except that, when two or more buildings are so situated that a separate and independent building connection for each building would involve practical difficulties and impose unnecessary hardships, the Public Works Director may authorize the connection of such buildings to the public sewer through a single building connection, subject to such terms and conditions of easement, design, and construction as he may require. In the case of multi-family, condominium, or town house dwelling units, each building connection will be subject to the issuance of a permit.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.123 EXCAVATION.

All excavation required for the installation of a building connection shall be open trench work, unless otherwise approved by the Public Works Director. The size, slope, alignment, materials of construction of a building connection, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling of the trench, shall all conform to the standard specifications of the Department, the Department's street opening regulations and this chapter.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.124 PROTECTION.

All excavation for building connection installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city, and in accordance with any other ordinance, rule, or regulation pertaining thereto.
(Ord. passed 1-17-95) Penalty, see § 52.999

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§ 52.125 SIZE AND SLOPE.

The size and slope of the building connection shall be subject to the approval of the Public Works Director, but in no event shall the diameter be less than four inches; and the slope of the four inch pipe shall in no case be less than ¼ inch per foot. Six inch pipe may be laid at a slope of ⅛ inch per foot. Pipe larger than the minimum size herein specified shall be used when and as the size of structure, numbers and kinds of fixtures to be drained or other conditions may make it necessary to provide for adequate and proper flow.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.126 BUILDING CONNECTION.

Wherever possible, the building connection shall be brought to the building at an elevation below the basement floor. In no instance shall the connection enter the building through a footing. In all buildings in which any building sewer is too low to permit gravity flow to the public sewer, sanitary or industrial sewage carried by such sewer shall be lifted by means approved by the local Building Inspector and discharged to the building connection. The requirements of the Building Department shall be observed with respect to fixtures inside of the exterior face of any building or structure and with respect to an exterior pump chamber from the point of discharge.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.127 COVER AND ALIGNMENT.

The cover over the crown of the building connection shall be at least four feet to afford protection from frost action. Any deviation from the minimum cover required shall be done only with the written permission of the Public Works Director. The building connection shall be laid at a uniform grade and in straight alignment. Changes in direction shall be made only at clean outs or manholes as required by the Public Works Director. Clean outs shall be provided at maximum spacing of 75 feet on straight runs.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.128 MATERIAL SPECIFICATIONS.

The building connection outside the exterior face of any building or similar structure shall conform to the requirements of this chapter and the Department Regulations as to permits, materials, and workmanship. Building connections, for gravity applications, shall be constructed of extra-strength vitrified clay pipe conforming to ATSM Specification C-700; extra heavy cast-iron soil pipe conforming to ASTM Specification A-74; ductile iron pipe conforming to ANSI/AWWA A021.5V C-151, Class 52 or polyvinyl chloride pipe conforming to ASTM D-3034, SDR 35. For building connections larger than 10 inch diameter, reinforced concrete pipe conforming to ASTM Specification C-76, Class IV, Wall B shall be used. Building sewer force mains shall be constructed of ductile iron pipe conforming to ANSI/AWWA A-21.51/C-151, Class 53 or polyvinyl chloride pipe conforming to ASTM D-2241, SDR 26. Building sewer force mains shall be laid as to maintain a continuous positive slope from the building to the point of discharge unless vacuum relief valves and clean outs are installed at high and low points, respectively. Asbestos cement pipe and no-hub cast iron pipe will not be allowed for the installation of or repair of any building connection.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.129 CONNECTION TO CITY.

The construction of the building connection into the public sewer shall be made at the curb fitting of the "Y" branch, if such branch is provided and available at a suitable location. On direction of the Public Works Director, where no "Y" branch is available, a neat hole may be cut, by machine, into the public sewer to receive the building connection, with entry in the downstream direction at an angle of 45°, with an approved saddle or clamp-type fitting. A neat hole may also be cored in a manhole where connection to a manhole is appropriate and approved in advance by the Public Works Director. Such connections shall be made completely watertight at the location specified by the Public Works Director and under the supervision and in the presence of the Inspector,

and as directed by and to the satisfaction of the Inspector.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.130 INSPECTION AND RECORDS.

(A) The pipe layer shall notify the Public Works Director when the building connection is ready for inspection and connection to the public sewer. The Public Works Director shall be notified not less than 48 hours in advance of the time any connection is to be made to any public sewer or drain of the city, and such connection shall be made only in the presence of the Inspector and according to his instructions. The Public Works Director shall be afforded all reasonable opportunity to oversee the construction of all parts of any building sewer or drain connected directly, or indirectly, or intended to be so connected, to any public sewer or drain of the city, and to obtain and record the location and other pertinent facts with respect to such building sewer or drain. This requirement also shall apply to repairs or alterations to building connections, drains, or pipes discharging thereto.

(B) No building connection or drain or connection to a public sewer or drains shall be covered until it has been inspected by the Public Works Director and found to conform to the requirements and established standards of the Department in all respects and be satisfactory as to the quality of the workmanship and materials.

(C) The Public Works Director shall keep a record of all connections made to public sewers and drains under this chapter and all repairs and alterations made to building connections or drains connected to or discharging into public sewers and drains of the city or intended to so discharge. All persons concerned shall assist the Public Works Director securing data needed for such records.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.131 ABANDONED CONNECTIONS.

When any building or other structure previously served by a connection to any public sewer or drain is demolished, destroyed, abandoned, or altered so that any building sewer or portion of an abandoned plumbing system which is directly or indirectly connected to any public sewer or drain is no longer used and is no longer connected to the drainage system of the building or structure, the open end of such building connection or drain which discharges, directly or indirectly, into a public sewer or drain shall be promptly closed and sealed to the satisfaction of the Public Works Director. The Public Works Director shall be notified of such abandonment or discontinuance, and of the closing and sealing of such building drain, and shall be afforded an opportunity to see such work performed. All said work shall be the responsibility of the person or party who demolishes the building or structure of who alters the drainage of the premises so as to make such closing and sealing necessary and shall be in accordance with this chapter. In the event of failure of such person to do so, said work shall be the responsibility of the owner, lessee, or tenant of the premises to the satisfaction of the Public Works Director, all without expense to the city.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.132 NEW BUILDING CONNECTIONS REQUIRED.

Building connections installed prior to 1973 shall not be used for servicing new, reconstructed, or remodeled buildings. Building connections installed since 1973 may be used for servicing new, reconstructed, or remodeled buildings only when, in the opinion of the Public Works Director, they are found, on examination or test by the Public Works Director, to meet all the requirements of this chapter.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.133 STORMWATER PROHIBITED.

No person shall make a connection of roof downspouts, exterior or interior foundation drains, areaway drains, cooling-water drains, storm water drains, or any other sources of surface runoff or groundwater to a building sewer or building connection which in turn is

connected, or intended to be connected, directly or indirectly, to a public sewer.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.134 SEPARATE SYSTEMS REQUIRED.

In all new construction, and in all reconstruction and remodeling involving building sanitary facilities, as directed by the Public Works Director, separate piping systems shall be provided for wastewater and for storm water and shall be extended from the building as separate systems to the public sewer and each, in turn, connected to the appropriate sanitary sewer or storm drain. Where the public sewer is presently a combined sewer, the requirements for separate wastewater and storm water system shall also apply, even though the separate systems will connect to the same combined sewer.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.135 APPROVAL TO DISCHARGE.

(A) Any person proposing a new discharge into the sewer system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Public Works Director at least 60 calendar days prior to the proposed change or connection. No connections or change in discharge shall be made until formally approved by the Public Works Director.

(B) Proposed new discharges from residential or commercial sources involving loadings exceeding 50 population equivalents or any increases in industrial discharge must also be approved by the WSPCD.
(Ord. passed 1-17-95) Penalty, see § 52.999

CONSTRUCTION AND REPAIR

§ 52.145 SEWER AND DRAINS.

To insure compliance with this chapter and to facilitate the supervision of the construction, operation, and repair of public sewers and drains and the keeping of records thereof, no person other than those described in this subchapter, shall construct, repair, alter, or remove any building connection or drain connected to or with, or discharging directly or indirectly to or into, any public sewer or drain of the city of intended to discharge thus, at some future time, regardless of whether said work is located in a public street or in public or private land.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.146 PERMIT REQUIRED.

No person, other than those working for and under the direction of the Department, shall make any excavation for or construct, install, lay, repair, alter, or remove any sewer, drain, sewer connection, or appurtenance thereof, within the city, which is in any way connected to or discharges directly or indirectly to or into any public sewer or drain of the city, or is intended at some future time to be so connected or to so discharge, until said person shall have applied for and secured from the Public Works Director a permit for doing such work. Such permits may be issued only to those qualified to perform such work as provided in § 52.147.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.147 AUTHORIZED PERSONS.

The following may, as indicated, construct, repair, alter, or remove public sewers and drains, including building connections, subject to supervision and approval by the Public Works Director.

(A) Regular forces of a contractor employed by the city operating under orders of the Public Works Director and in the performance of work for the city.

(B) Regular forces of the waterworks or the New Hampshire Department of Transportation operating under and subject to a permit for the particular job to be issued by the Public Works Director and while engaged in the regular operations of the waterworks or the Department of Transportation.

(C) Regular forces of any public utility corporation authorized by state law to construct, maintain and operate pipes or ducts within public highways within the city, while engaged in work incidental to the regular structures of said utility company and operating under and subject to the conditions of the permit for the particular job issued by the Public Works Director.

(D) Any contractor or person who shall have been duly authorized by the Department to perform work of the type in question during the period provided in such authorization and when operating under and subject to the conditions of a permit for the particular job issued therefore by the Public Works Director.

(E) Regular forces of the Department operating under orders of the Public Works Director and in the performance of work for the city.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.148 PLUMBERS.

The limitations as to the person who may construct, alter, or repair public sewers and drains, as provided in § 52.147 shall not restrict the usual work of plumbers or others when operating in accordance with the plumbing and building codes of the city; provided no plumber or other person shall make any connection to a public sewer or drain of the city without a permit therefore, even if said public sewer or drain is located under or immediately adjacent to any building or similar structure; and provided all drains and fixtures within said building or structure and all use made of them shall conform to the requirements of this chapter as to what may or may not be permitted to be discharged into public sewers and drains.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.149 CONTRACTOR RESPONSIBILITY.

Each contractor or person shall be responsible for the faithful performance of all work performed under the certificate or permits issued and for the conduct of all work and all materials furnished on work by his employees or agents. No work shall be sublet by a contractor or person under any permit issued under such certificate in any manner to divest said contractor or person of full control and responsibility for all parts of said work. Only competent personnel shall be employed on work performed under such certificate and only suitable materials conforming to the Standard Specifications of the Department shall be furnished or used on such work.
(Ord. passed 1-17-95) Penalty, see § 52.999

RATES AND CHARGES

§ 52.160 SEWER RENTAL CHARGES.

(A) The following sewer rental charges shall be in effect unless amended by further action of the Board of Mayor and Aldermen:

(1) Service charges are payable at the following rates per quarter:

(a) Structures containing single-dwelling unit - $11.

(b) Structures, containing two dwelling units - $9 per unit.

(c) Multiple structures, per dwelling unit - $7.

(d) Commercial establishments, per establishment - $15.

(e) Industrial establishments, per establishment - $31.

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

RATE	EFFECTIVE BILLING DATE
$1.37/100 CF	1/01/94
$1.55/100 CF	1/01/96

(B) In the case of nonmetered premises, the average consumption for comparable structures as determined by the Chief Sanitary Engineer shall be used as a basis for billing. Such owners may have metering facilities installed at their own expense. Such installations must be requested in writing and conform to EPD policy for such installations.

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

Vu	*Bu*	*Su*	*Effective Date*
$1.29/1000 gallons	$12.55/100 lbs.	$12.32/100 lbs	1/01/94
$1.46/1000 gallons	$14.19/100 lbs.	$13.93/100 lbs.	1/01/96

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

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

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

(3) User charge credits for non-residential customers are available by making application to the Highway Department, Environmental Protection Division (EPD) for a deduct meter as stipulated in (1) and (2) above and in accordance with conditions established by the Highway Department. Credits for non-residential users will be given for water used for irrigation purposes only. All other provisions of § 52.160 will apply.

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

(E) User charge credits for residential accounts will be given to those sewer accounts that are granted a tax deferral by the Tax Assessor's Office for those on the Tax Deferral for Elderly and Disabled Persons Program. Residents qualifying for the tax deferral will be billed at the rate of 50% of the current sewer service charge. This credit will not apply to condominium associations or homeowners associations. The sewer usage and sewer service charges will revert back to standard rates outline in § 52.160 upon notification from the Tax Assessor's Office that the property has been removed from the Tax Assessor's Tax Deferral Program. All other provisions of § 52.160 will apply.
(Ord. passed 1-17-95; Am. Ord. passed 5-16-95; Am. Ord. passed 10-7-97; Am. Ord. passed 1-2-01; Am. Ord. passed 9-4-01)

§ 52.161 SEPTAGE SERVICE CHARGE.

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

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

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

(C) For any discharge as measured by the weight scale at the septage receiving facility: $.07 per gallon (using conversion of 8.34 lb/gal), effective 1-1-93; or, $.0085 per pound.
(Ord. passed 1-17-95; Am. Ord. passed 4-21-98)

§ 52.162 OTHER FEES.

Building connection permits and inspection fees shall be established by the Manchester Highway Commission through Department regulations. Such fees shall remain in effect unless amended by further action of the Commission. Such fees shall be paid to the Department at the time the application for a building connection permit is filed.
(Ord. passed 1-17-95)

ADMINISTRATION AND ENFORCEMENT

§ 52.175 ACCESS TO FACILITIES.

The Public Works Director, and other duly authorized employees of the Department bearing proper credentials and identification, shall have unrestricted access to all properties discharging to public sewers and drains for the purposes of inspection, observation, measurement, sampling, inspection, and copying of records, and testing pertinent to discharge to public sewers and drains in accordance with the provisions of this chapter.
(Ord. passed 1-17-95)

§ 52.176 INFORMATION ACCESS.

The Public Works Director, and other duly authorized employees of the Department bearing proper credentials and identification, are authorized to obtain information concerning industrial processes which have a bearing on the kind and source of discharge to public sewers and drains. The industry may declare information to be confidential, however, in such instances the industry must establish that the revelation to the public of the information in question might result in an advantage to competitors.
(Ord. passed 1-17-95)

§ 52.177 EASEMENTS.

The Public Works Director, and other duly authorized employees of the Department bearing proper credentials and identification, shall be permitted to enter all private properties through which the city holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement shall be done in full accordance with the duly negotiated easement pertaining to the private property involved.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.178 SAFETY.

While performing the necessary work on private properties referred to in § 52.175, the Public Works Director or duly authorized employees of the city shall observe all safety rules applicable to the premises established by the commercial or industrial establishment.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.179 NOTIFICATION OF VIOLATIONS.

Whenever the Public Works Director finds that any person, firm, corporation, municipal subdivision, institution, or industrial user has violated or is violating this chapter, or a wastewater permit or order issued hereunder, the Public Works Director or his agent may serve upon said offender written notice of the violation. Within a time period specified in the violation notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Public Works Director. The offender shall permanently cease all violations and take such action as is recommended or necessary to insure that there will be no recurrence of such violation. All such work in connection therewith shall be performed by the offender without delay and without expense to the city. Compliance with this section in no way relieves the offender of liability for any violations occurring before or after receipt of the notice of violation.
(Ord. passed 1-17-95) Penalty, see § 52.999

§ 52.180 SHOW CAUSE HEARING.

The Public Works Director may order any person or industrial user which causes or contributes to violation of this chapter or wastewater permit or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the offender specifying the time and place for the meeting, the proposed enforcement action and the reasons for such action, and a request that the offender show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by certified mail (return receipt requested) at least ten days prior to the hearing. Such notice may be served on any person, principle executive, general partner, or corporate officer. Whether or not a duly notified offender appears as noticed, immediate enforcement action may be pursued.
(Ord. passed 1-17-95)

§ 52.181 ANNUAL PUBLICATION OF SIGNIFICANT VIOLATORS.

The Public Works Director shall publish, at least annually, in the largest daily newspaper circulated in the service area, a description of those industrial users which are found to be in significant noncompliance, as defined in the Code of Federal Regulations 40 CFR, Part 403, with any provisions of this chapter or any permit or order issued hereunder during the period since the previous publication.
(Ord. passed 1-17-95)

§ 52.182 CONSENT ORDERS.

The Public Works Director is hereby empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the person or industrial user responsible for the noncompliance. Such order will include specific action to be taken by the person or industrial user to correct the noncompliance within a time period also specified by the order. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the installation of pretreatment technology, additional self-monitoring and management practices.
(Ord. passed 1-17-95)

§ 52.183 TERMINATION OF PERMIT.

Any industrial user who violates the following conditions of this chapter or a wastewater discharge permit or order, or any applicable state or federal law, is subject to permit termination:

(A) Violation of permit conditions.

(B) Failure to accurately report the wastewater constituents and characteristics of its discharge.

(C) Failure to report significant changes in operations or wastewater constituents and characteristics.

(D) Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling.
(Ord. passed 1-17-95)

§ 52.184 TERMINATION OF SERVICE.

The city may, after notice to the person discharging wastewater to the public sewer or drain, immediately halt or prevent any such discharge reasonably appearing to present an imminent endangerment to the health and welfare of person, or any discharge presenting, or which may present, an endangerment to the environment, or which threatens to interfere with the operation of the public sewer or drains, or sewage treatment plant.
(Ord. passed 1-17-95)

§ 52.185 RECOVERY OF EXPENSES.

Any person or industrial user violating any of the provisions of this chapter shall become liable to the city for any expense, loss, or damage occasioned the city by reason of such violation. If the Public Works Director shall have caused the disconnection of a drain from the public sewerage system, the city may collect the cost of making such disconnection from any person responsible for or willfully concerned in or who profited by such violation of the requirements of this chapter and may, thereafter, refuse to permit the restoration of the former connection or of any new connection to the property concerned in the violation of this chapter until the claim of the city for the cost of making such disconnection shall have been paid in full plus interest and the reasonable cost of any legal expenses incurred by the city in connection therewith.
(Ord. passed 1-17-95)

§ 52.186 HARM TO CITY PROPERTY.

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the public sewerage system. Any person violating this provision shall be subject to immediate arrest pursuant to the local ordinances and state and federal statutes.
(Ord. passed 1-17-95)

§ 52.187 INJUNCTIVE RELIEF; OTHER ACTIONS.

(A) Whenever a person or industrial user has violated or continues to violate the provisions of this chapter or permit or order issued hereunder, the city, through counsel, may petition the court for the issuance of a preliminary or permanent injunction or both (as may be appropriate) which restrains or compels the activities on the part of the person or user.

(B) Actions which may be taken by the city for violations of this chapter include ex parte temporary judicial injunctive relief, entry on private property to halt discharges, blockage of a public sewer or drain to halt discharges, or demand on specific action by the person in violation.
(Ord. passed 1-17-95)

§ 52.188 APPEALS.

Any party aggrieved by any decision, regulation, or provision under this chapter, as amended, from time to time, shall have the right of appeal within 30 calendar days of said decision to the Manchester Highway Commission, who shall issue a decision within 30 calendar days. If said appeal is denied by the Manchester Highway Commission, then said aggrieved party shall have the right to appeal to the Hillsborough County Superior Court for equitable relief, provided that said appeal is entered within 30 calendar days from the issues of the decision of the Manchester Highway Commission.
(Ord. passed 1-17-95)

§ 52.999 PENALTY.

(A) Any person or industrial user who has violated or continues to violate this chapter or

any order or permit issued hereunder, shall be liable to the city for a civil penalty of not more than $10,000 plus actual damages incurred by the POTW per violation per day for as long as the violation continues. In addition to the above described penalty and damages, the Public Works Director may recover reasonable attorney's fees, court costs, and other expenses associated with the enforcement activities, including sampling and monitoring expenses.

(B) The Public Works Director shall petition the Court to impose, assess, and recover such sums. In determining the amount of liability, consideration shall be given to all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration, any economic benefit gained through the industrial user's violation, corrective actions by the industrial user, the compliance history of the user, and any other factors as justice requires.

(C) Any person or industrial user who willfully or negligently violates any provision of this chapter or any orders or permits issued hereunder shall, upon conviction, be guilty of a violation, punishable by a fine not to exceed $1,000 for each violation. Every separate provision violated shall constitute a separate violation. Every day that a violation occurs shall be deemed a separate violation.
(Ord. passed 1-17-95; Am. Ord. passed 10-1-96)

Statutory reference:

R.S.A. 47:17 (suppl) and R.S.A. 31:39 (suppl)

P

attachment B

CITY OF MANCHESTER

DEPARTMENT OF HIGHWAY - EPD

SEPTAGE DISPOSAL REGULATIONS

1. Any person, firm, corporation, municipal subdivision, or institution who intends to dispose of septage at the City of Manchester's Wastewater Treatment Facility is required to complete the attached Septage Disposal Permit Application and obtain a Septage Permit from the Department of Highways - EPD in accordance with Chapter 52.080 of the City Code.

   All forms are to be returned to:

   City of Manchester - EPD
   300 Winston St.
   Manchester, NH 03103

2. A permit fee of Ten Dollars ($10.00) for each truck shall be paid at the time the application is filed. All checks shall be made payable to the City of Manchester, EPD. An annual renewal fee of $10.00 per truck will be required on July 1st of each year beginning July of 2001.

   Please note that the application requires the origin of registration of all of the company's trucks.

   The septage hauler must provide copies of liability insurance certificates at the time of application with appropriate renewals, thereafter.

3. Only septage from domestic sources will be accepted from the towns of **AUBURN, BEDFORD, CANDIA, GOFFSTOWN, LONDONDERRY, AND MANCHESTER**. Septage from other communities will not be accepted, unless specifically approved by the Board of Mayor and Aldermen. Violations of this section are subject to the progressive penalty provisions outlined.

4. Septage will be accepted at the Septage Receiving Facility at the WWTF only at the times to be designated by the Plant Superintendent.

5. Trucks must be calibrated by the EPD's WWTF staff and a calibrated site tube must be installed.

6. Haulers will be responsible to insure that septage does not leak on the ground near the discharge point and that all spills are washed down prior to leaving the area.

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7. Disposal slips and a scale activation card will be issued by EPD for each vehicle after the owner receives a permit. Disposal slips must be **completely and legibly** filled out before any hauler will be allowed to discharge. Disposal slips and activation cards must be kept with the corresponding truck for which they were issued. Cards that no longer work will be replaced at no charge; replacement cards for any other reason will cost $5.00

8. Charges for the disposal of septage into the Manchester Wastewater Treatment Facility will be in accordance with Chapter 52.161 of the City Code.

9. Bills will be sent out monthly to each permittee. Such bills shall be due and payable ~~within ten (10) days of the billing date but~~ no later than the 25th of that month. If payment is not made when due, the hauler will be "shut off" until payment in full is made. **Once payment is received, the hauler will be reactivated by the end of the next business day.** A late payment charge shall be added to all delinquent accounts over thirty (30) days at 12% per annum. In the event that the permittee is delinquent, the Public Works Director may require payment in cash at the time of discharge of septage, or to rescind the Septage Permit.

10. No permittee shall discharge any hazardous, toxic, poisonous, or radioactive solids, liquids or gases into the Wastewater Treatment Facilities. Violations of this section are subject to the progressive penalty provisions outlined within Section 17 of these regulations.

11. Waste from chemical toilets is more toxic and harder to treat than normal septage. Chemical toilet wastes are 2½ to 20 times more toxic than septage; therefore, only trucks equal to or less than 750 gallons will be allowed to discharge waste from chemical toilets. Combining chemical toilet waste with septage is not acceptable. Chemical toilet trucks greater than 750 gallons can only be discharged by appointment with the Plant Superintendent.

12. Should the dumping of septage be detrimental to the operation and maintenance of the treatment facilities, the permittee shall be responsible for all costs incurred at the facility which resulted because of said dumping.

13. The dumping of grease and oil at the WWTF is strictly prohibited. Evaluation of the presence of grease is subject to the Screening Limit of 350 mg/l (1664 HEM). The dumping of petroleum based oils is subject to the Screening Limit Maximum of 100 mg/l (1664-HEM-SGT). If either limit is violated, the hauler is subject to the penalties outlined beginning at the 3rd offense ($500.00) and progressing forward.

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14. The Permit, when issued, does not confer upon the User any property right and is revocable for violation of the conditions herein set forth.

15. In the event that the user terminates its business, undergoes a ~~major~~ change in ownership of either its corporate voting stock or control of its corporate stock, or its possessions, or is filed in bankruptcy, then such permit becomes void.

16. In the event that said permit becomes void, the User's right to discharge septage at the Treatment Facility is terminated.

17. Failure to comply with provisions of the City Code and these regulations will result in revocation or suspension of the Septage Permits. Enforcement response will generally be in accordance with the following:

First Offense -	$100 Fine – Offense removed from file after 12 months with no infractions.
Second Offense -	$250 Fine – Offense removed from file after 15 months with no infractions.
Third Offense* -	$500 Fine – Offense removed after 18 months with no other infractions.
Fourth Offense -	$500 Fine - & One (1) Week Company Suspension. Offense removed after 24 months.
Fifth Offense -	$1,000 Fine & Two (2) Weeks Company Suspension Offense removed after 36 months
Sixth Offense -	$1,000 Fine & Revocation of All Company Permits for One (1) Year

*Illegal grease discharge will have penalties beginning at the third offense.

Fines and revocation of permits will be in addition to other remedies available to the City through the courts, City, State, and Federal laws, regulations and ordinances.

P

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

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that the Proposed Policy for Rezoning Petitions, attached herein, be approved.

Respectfully submitted,

Clerk of Committee

PROPOSED POLICY – PETITIONS FOR REZONING

Revised 11/13/03

Petitions for rezoning shall be submitted to the Board of Mayor and Aldermen in care of the City Clerk. Unless otherwise ordered by the Board of Mayor and Aldermen the following procedures are to be followed for all petitions:

1. The City Clerk shall forward a copy of the petition with all information received to the Planning Department.

2. The Planning Department shall conduct a technical review of the information presented and report back to the City Clerk within 15 days regarding the following:
   i) legality of petition
      (spot zoning, package contents, etc.)
   ii) consistency with the City's Master Plan;
   iii) ordinance amendment to cover area of petition

3. The Planning Department shall provide a copy to the Building Department, Solicitor's Office and the Planning Board who shall have 30 days to provide comments to the City Clerk's Office. During the Planning Department review, they may wish to meet with the petitioner and have changes made to the petition; the petition may be revised without any additional fees to the petitioner and returned to the City Clerk with the Planning Department report.

4. Upon receipt of the Planning Department report, the City Clerk shall forward the appropriate petition to the Board of Mayor and Aldermen for consideration. The petition shall be considered for referral to a Public Hearing (date to be set by Clerk), and the Committee on Bills on Second Reading. -(The Board of Mayor and Aldermen may choose to deny or take other action on the petition rather than referring the matter to the Public Hearing, ~~Planning Board,~~ and Committee.) The Clerk will advise the Planning Department of the action(s) taken.

5. Referral to Public Hearing. A public hearing on the petition will be scheduled 30 to 45 days from the date of order by the Board of Mayor and Aldermen. The City Clerk's office shall provide the courtesy notice to abutters. Abutters notified shall be those provided by the petitioner and shall be considered by the City to have met the qualifications of notice to abutters for statutory planning and zoning notices. Should the petitioner fail to provide the appropriate listing and a complaint is filed, a new hearing may be scheduled by the Board of Mayor and Aldermen.

6. Referral to Bills on Second Reading. Following the public hearing the Committee will review the petition and information presented and make recommendation to the Board of Mayor and Aldermen. It is anticipated that the Committee review process shall take place within 45 days of the public hearing.

Q

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

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

> "Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A."

ought to pass; and further that the Board endorse seeking to have any developer of the rezoned parcel pay for any road or traffic improvements made necessary by the development to protect the neighborhood.

Respectfully submitted,

Clerk of Committee

City of Manchester
New Hampshire

In the year Two Thousand and Three

An Ordinance

"Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A."

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

I. Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A and being more particularly bounded and described as follows:

Beginning at a point in the centerline of the intersection of Huse Road and Merrill Road, said point being approximately 150 feet east of the intersection of Huse Road and South Willow Street, and further being the former zoning district boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment:

Thence, easterly and northerly along the centerline of Huse Road, a distance of approximately 1470 feet to a point being the zone boundary line between the IND (General Industrial) district and the R-1B (Residential One Family) district, prior to this amendment;

Thence, westerly and southerly along the zone boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, also being the property lines TM 666, Lots 9A, 9, 7, & 2B and TM 666A, Lot 3 (Mall of New Hampshire), to a point, also being the centerline of South Willow Street;

Thence, southerly along the centerline of South Willow Street, being the zone boundary line of the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, a distance of approximately 100 feet to a point;

Thence, easterly and southerly along the centerline of Merrill Road, being the zone boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, a distance of approximately 480 feet, to a point, said point also being the point of beginning.

Said description to include all of TM 666, Lots #2B, 6, 6A, 7, 8, 9 & 9A.

II. Resolve this ordinance shall take effect upon passage.

R

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of $134,536 (Federal) for CIP 210503 Homeless Health Care, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

S

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of $499,099 (Federal) for CIP 410003 GTEAP & EPOP (Domestic Violence Funding), and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of $40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of $217,206 (EPD) for CIP 712003 FBI Recuperator Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of $110,000 (Other) for CIP 811103 Senior Center Planning Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of $10,364 (Federal) for CIP 210404 Homeless Health Care, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of $60,000 (CDBG) for CIP 510604 Neighborhood Playground Rehabilitation Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of $12,000 (Other) for CIP 711004 Annual ROW Maintenance Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,

Clerk of Committee

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that with regard to a petition to discontinue a portion of Hobart Street, the Board find that the subject area of the petition having never been opened, built, nor used for public travel has been released from public servitude pursuant to RSA 231:51.

Respectfully submitted,

Clerk of Committee

AA

City of Manchester
Department of Highways

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

Commission
James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

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

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

October 20, 2003

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

RE: PETITION TO DISCONTINUE HOBART STREET FROM SHERBURNE STREET TO BRIDGE STREET EXTENSION

Dear Committee Members,

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

Hobart St was dedicated by a subdivision plan named "John H. Walker Land - Manchester Highlands", surveyed by John P. Young, and dated June-July 1899.

Hobart Street from Sherburne Street northerly to Bridge Street was never opened nor built for public travel. Therefore, RSA 231:51, before the 7/16/1989 amendment, released this portion of Hobart Street from public servitude in July 1919. Because of this, Hobart Street Avenue does not have any public status and does not need to be discontinued.

Sincerely,

Frank Thomas

Frank Thomas, P.E.
Public Works Director

MJM
cc: File

RECEIVED
OCT 23 2003
CITY CLERK'S OFFICE

AA

CITY OF MANCHESTER

Office of the City Clerk

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Frank C. Thomas, Public Works Director

From: Lisa Thibault, City Clerk's Office Lisa

Date: September 29, 2003

Subject: Petition for Discontinuance of a portion of Hobart Street

Enclosed please find a copy of the above-referenced. As stated in Rule 19, all such petitions are to be referred to the Highway Department to ascertain the status of said parcel.

Please report back to the Committee on Community Improvement in care of the City Clerk's Office as soon as possible.

Enclosure

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ci.manchester.nh.us

AA

WENGER & CRONIN, P.C.
Attorneys at Law
722 Chestnut Street
Manchester, New Hampshire 03104-3001
Telephone: (603) 624-4333
Facsimile: (603) 623-5626

RECEIVED
AUG 29 2003
CITY CLERK'S OFFICE

John G. Cronin
Admitted in NH and MA

August 28, 2003

Att'n: Board of Mayor and Aldermen
c/o City Clerk's Office
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Hobart Street Discontinuance

Dear Board of Mayor and Aldermen:

Enclosed please find a proposed discontinuance of a portion of Hobart Street in Manchester, which we are filing on behalf of our clients, Frank F. and Janice E. Hobbs. Also enclosed are a description of the property and a Sketch Plan for the discontinuance.

If you have any questions or concerns, please contact me.

Sincerely yours,
WENGER & CRONIN, P.C.

By: _____
John G. Cronin

JGC:jp
Enclosures
cc: Frank F. and Janice E. Hobbs

AA

To the Honorable Board of Mayor and Aldermen

of the City of Manchester:

The undersigned respectfully represents that for the accommodation of the public there is occasion for a discontinuance, release and discharge of a certain dedicated, but unconstructed, way in the City of Manchester, County of Hillsborough, State of New Hampshire, from all public servitude except in connection with any existing utilities within the right of way, if any, because this way is not needed for the accommodation of public travel. Said way is identified as a portion of Hobart Street (as shown on Tax Maps 447, 497 and 446), beginning at Bridge Street and ending at the planned but unconstructed Sherburn Street and lies within and is abutted by

- Frank F. & Janice E. Hobbs at 1055 Bridge Street
  Tax Map 674, Lot 5; Tax Map 497, Lot 7
  Book 3291, Page 510; Book 6631, Page 0566

- Estate of Raymond A. Gagnon at 1041 Bridge Street
  Tax Map 674, Lot 5
  Book 5295, Page 1381

- State of New Hampshire, NHDOT R.O.W. Division at Hazen Drive, Concord
  Tax Map 497, Lot 5
  Believe to be taking

- Roland W. & Annette A. Blanchette at 1075 Bridge Street
  Tax Map 497, Lot 6A
  Book 2177, Page 47

- City of Manchester Tax Collector
  Tax Map 497, Lot 8
  Tax Map 446, Lots 35B and 35C
  Book 913, Page 343, Book 956, Page 10, Book 968, Page 256 and Book 977, Page 257

The Proposed discontinuance will permit the abutters to utilize the portions of this currently dedicated but unconstructed way that abut their respecive properties. There will be no inconvenience caused to the public as a result of this discontinuence.

Therefore, it is respectfully requested that the described way to be discontinued, released and

AA

discharged from all public servitude except in connection with any existing utilities within the right of way, if any.

Dated at the City of Manchester this 27th day of August, 2003.

Frank F. And Janice E. Hobbs
1055 Bridge Street
Manchester, NH 03104

By their Attorneys,

WENGER & CRONIN, P.C.

By: _____
John G. Cronin
722 Chestnut Street
Manchester, NH 03104
Telephone (603) 625-6464

AA

Hobbs – Hobart Street
CLD Reference No. 03-0138

DESCRIPTION

HOBART STREET BETWEEN
BRIDGE STREET & SHERBURNE STREET

All that piece or parcel of Hobart Street situated in the City of Manchester, County of Hillsborough, State of New Hampshire located between Bridge Street and Sherburne Street; bounded and described as follows:

Beginning at a point on the southerly sideline of Bridge Street at its intersection with the easterly sideline of Hobart Street;

Thence, southerly: South 09° 54' 15" East, a distance of 807.50 feet to the northerly sideline of Sherburne Street;

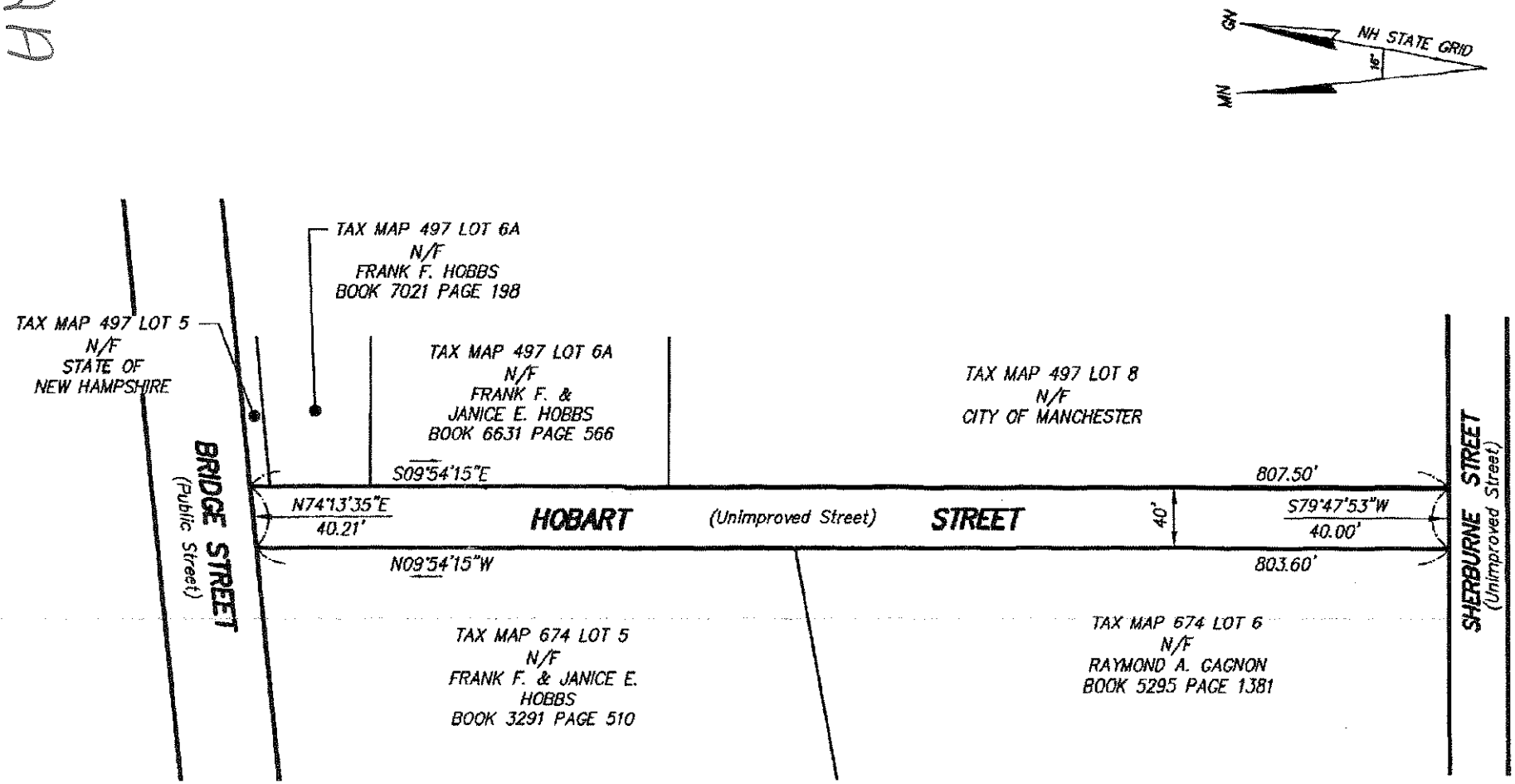
Thence, westerly along said northerly sideline of Sherburne Street: South 79° 47' 53" West, a distance of 40.00 feet;

Thence, northerly: North 09° 54' 15" West, a distance of 803.60 feet to the southerly sideline of Bridge Street;

Thence, easterly along said southerly sideline of Bridge Street: North 74° 13' 35" East, a distance of 40.21 feet to the point or place of beginning.

A:A

AA



GRAPHIC SCALE

(IN FEET)
1 inch = 100 ft.

SKETCH PLAN

FOR THE DISCONTINUANCE OF
HOBART STREET BETWEEN
BRIDGE & SHERBURNE STREETS
MANCHESTER, NH

SCALE	DATE
1"= 100'	AUG. 2003

City of Manchester
New Hampshire

In the year Two Thousand and

three

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Laborer – Drop Off Facility) of the Code of Ordinance of the City of Manchester."

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

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Laborer – Drop Off Facility

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Laborer – Drop Off Facility, Grade 10, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5321, Laborer – Drop Off Facility. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

11

Current

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	**Laborer**
Class Code Number	**5320**

General Statement of Duties

Performs manual labor in contributing to public works and related civic projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform construction, maintenance and repair activities. The work is performed under the supervision and direction of a Highway Supervisor but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work
(illustrative only)

- Removes worn, cracked or weathered asphalt using hand or power tools and loads debris for disposal;
- Grades and repairs underlay of roadbed to prepare surface for patching;
- Rolls asphalt patching material and assures patch meets grade and standards;
- Seals and repairs asphalt and concrete infrastructures;
- Constructs retaining walls and other masonry structures;
- Manually digs trenches, secures, lowers and installs pipes and places precast or builds inlet boxes and replaces and compacts bedding and overlay material;

11

- Grades and prepares surfaces for concrete curbs, gutters and storm water inlets;
- Operates mowers and weedeaters to maintain right-of-ways, medians and common areas;
- Cleans and clears storm water inlets, drains, bridges, creeks and drainage;
- Repairs or replaces landscaping disturbed during construction projects;
- Cleans and maintains City structures such as parking garages, decks and downtown areas;
- Pours and forms City street markers and helps set finished products;
- Cleans and restores construction areas, job sites and other project areas;
- Cleans equipment and facilities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of construction equipment, materials and methods;
- Substantial knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Substantial knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to remain on call during assigned hours as necessary;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in landscaping or the construction industry; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment;
- Sufficient strength and endurance with or without reasonable accommodations, to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by:_____ Date:_____

//

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	**Laborer – Drop Off Facility**
Class Code Number	**5321-10**

General Statement of Duties

Performs manual labor in support of the Solid Waste Drop-Off Facility: performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to monitor and ensure the safe off-loading of solid waste materials and recyclable items. The. Work is performed under the direction of the Drop-Off Facility Supervisor, but some leeway is granted for exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other city employees and the public. The principle duties of this class are performed in all areas of the Drop-Off Facility with potential personal hazards.

Examples of Essential Work
(illustrative only)

- Determines acceptability of solid waste materials or recyclable items in accordance with Department standards and City ordinances;
- Oversees the safe off-loading of solid waste materials;
- Operates compactors;
- Performs freon extraction from refrigerators and air conditioners;
- Stacks tires and CRT's in on-site trailers;
- Cleans equipment and facilities;
- Performs maintenance and yard work as directed by the Drop-Off Facility Supervisor;

11

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of solid waste and recycling issues;
- Substantial knowledge of the City's rules and regulations as applied to the Drop-Off Facility;
- Substantial knowledge of State and Federal regulations affecting the handling of solid waste and recyclable items;
- Substantial knowledge of current principles and practices associated with customer service operations.
- Some knowledge of and the ability to recognize materials that contain asbestos and other hazardous materials;
- Substantial knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Substantial knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Some knowledge of preventative stretching exercise;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience working at a drop-off facility, and/or in a team environment where physical work is required; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

State of New Hampshire Level I Solid Waste Certificate within six months of hire.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment;
- Sufficient strength and endurance with or without reasonable accommodations, to lift and carry, through a full range of motion, up to 75 pounds occasionally, 50 pounds frequently, and 25 pounds continuously;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by:_____ Date:_____

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OFFICIAL RESULTS

City of Manchester - Non-Partisan Municipal General Election

November 4, 2003

RACE	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	WARD 6	WARD 7	WARD 8	WARD 9	WARD 10	WARD 11	WARD 12	TOTAL
MAYOR													
Robert A. Baines*	1645	981	569	873	634	1169	917	1207	1182	1147	651	767	11742
Carlos Gonzalez	699	419	235	370	284	539	399	484	440	455	350	432	5106
Write-In Bob Shaw	105	84	24	57	37	83	65	73	86	73	28	30	745
TOTALS	2449	1484	828	1300	955	1791	1381	1764	1708	1675	1029	1229	17593
WELFARE COMMISSIONER													
Paul R.R. Martineau*	1893	1197	676	1077	823	1494	1235	1518	1473	1439	910	1014	14749
TOTALS	1893	1197	676	1077	823	1494	1235	1518	1473	1439	910	1014	14749
ALDERMEN AT-LARGE													
Joseph Kelly Levasseur	830	536	323	497	375	693	553	705	674	623	460	496	6765
Michael "Mike" Lopez*	1296	783	437	584	462	891	644	871	902	1004	613	672	9159
Daniel P. O'Neil*	1456	921	458	791	575	1059	893	1052	1013	904	471	638	10231
TOTALS	3582	2240	1218	1872	1412	2643	2090	2628	2589	2531	1544	1806	26155
SCHOOL COMMITTEE AT-LARGE													
Norma Greer Champagne	627	408	268	430	357	593	556	612	636	596	479	481	6043
Thomas J. Donovan*	1320	736	374	568	410	793	599	790	726	746	403	494	7959
Kathleen M. Kelley*	1308	921	489	759	572	1098	860	990	1014	953	558	687	10209
TOTALS	3255	2065	1131	1757	1339	2484	2015	2392	2376	2295	1440	1662	24211
RETIREMENT QUESTION 1													
Yes*	1674	1033	579	835	585	1213	865	1189	1056	1068	638	798	11533
No	611	351	187	350	289	472	406	487	531	486	320	332	4822
TOTALS	2285	1384	766	1185	874	1685	1271	1676	1587	1554	958	1130	16355
RETIREMENT QUESTION 2													
Yes*	1549	956	558	823	566	1138	850	1119	1014	1044	595	747	10959
No	721	424	214	355	301	552	425	560	561	510	356	375	5354
TOTALS	2270	1380	772	1178	867	1690	1275	1679	1575	1554	951	1122	16313
CHARTER QUESTION													
Yes	910	556	323	469	332	697	548	734	689	676	411	516	6861
No*	1279	719	454	655	540	933	726	959	910	829	526	618	9148
TOTALS	2189	1275	777	1124	872	1630	1274	1693	1599	1505	937	1134	16009

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

MAYOR	GRAND TOTALS
Robert A. Baines*	11742
Carlos Gonzalez	5106
Write-in Bob Shaw	745

WELFARE COMMISSIONER	GRAND TOTALS
Paul R.R. Martineau*	14749

ALDERMEN AT-LARGE	GRAND TOTALS
Joseph Kelly Levasseur	6765
Michael "Mike" Lopez*	9159
Daniel P. O'Neil*	10231

SCHOOL COMMITTEE AT-LARGE	GRAND TOTALS
Norma Greer Champagne	6043
Thomas J. Donovan*	7959
Kathleen M. Kelley*	10209

RETIREMENT QUESTION 1	GRAND TOTALS
Yes*	11533
No	4822

RETIREMENT QUESTION 2	GRAND TOTALS
Yes*	10959
No	5354

CHARTER QUESTION	GRAND TOTALS
Yes	6861
No*	9148

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD ONE

FOR ALDERMAN	GRAND TOTALS
Mark E. Roy*	1258
David Wihby	1172

FOR WARD CLERK	GRAND TOTALS
Dianne D. Beaton*	1178
Scott E. Green	728

FOR MODERATOR	GRAND TOTALS
Jeffrey Goley*	1098
George Tosatti	682

FOR SELECTMEN	GRAND TOTALS
Paul Allard*	995
Louise Brackett	672
Jocelyne D. Champagne*	1074
Ellery Hathorn	396
Karen Sheehan Lord*	1098

FOR SCHOOL COMMITTEE	GRAND TOTALS
Leslee M. Stewart*	1781

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD TWO	
FOR ALDERMAN	**GRAND TOTALS**
Theodore "Ted" Gatsas*	1203

FOR WARD CLERK	GRAND TOTALS
Douglas Whitfield*	1065

FOR MODERATOR	GRAND TOTALS
Simone Maloney*	1059

FOR SELECTMEN	GRAND TOTALS
Ann N. Butenhof	408
Doris A. Robitaille*	612
Janet Stiles*	782
Beatrice P. Varkas*	537
James F. Wall	512

FOR SCHOOL COMMITTEE	GRAND TOTALS
James D. Chan	534
Judith O'Brien Thayer*	741

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD THREE

FOR ALDERMAN	GRAND TOTALS
Frank C. Guinta*	452
Glenn R.J. Ouellette	314

FOR WARD CLERK	GRAND TOTALS
Marion G. Russell*	451
"Kris" Schultz	165

FOR MODERATOR	GRAND TOTALS
Tracie Buckley*	357
Edward A. Russell, Jr.	258

FOR SELECTMEN	GRAND TOTALS
Matthew Boyle*	384
Janet M. Frye*	387
Donald F. McMahon*	345
Bianca Zebrowski	275

FOR SCHOOL COMMITTEE	GRAND TOTALS	RECOUNT 11/17/03
Charles F. LaFlamme	373	377
Carol Scott*	391	396

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD FOUR

FOR ALDERMAN	GRAND TOTALS
Jerome Duval	624
Mary A. Sysyn*	687

FOR WARD CLERK	GRAND TOTALS
Marion McMillan*	633
Maura Thornton	409

FOR MODERATOR	GRAND TOTALS
Patricia "Pat" Martin*	660
Jeffrey C. Plourde	385

FOR SELECTMEN	GRAND TOTALS
Lloyd G. Basinow*	465
Anthony P. Botticello	336
Caitlin A. Daniuk*	565
Nancy Faiella	449
Kathleen E. Thornton*	675

FOR SCHOOL COMMITTEE	GRAND TOTALS
Keith R. Ballingall	316
Christopher Herbert*	762

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD FIVE

FOR ALDERMAN	GRAND TOTALS
Richard H. Olson, Jr.	219
"Ed" Osborne*	719

FOR WARD CLERK	GRAND TOTALS
Patricia McDonald*	798

FOR MODERATOR	GRAND TOTALS
"Jim" McDonald*	766

FOR SELECTMEN	GRAND TOTALS
Norma Greer Champagne*	570
Margaret Chickering*	506
James Macrigeanis*	535

FOR SCHOOL COMMITTEE	GRAND TOTALS
Katherine M. Labanaris*	788

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD SIX

FOR ALDERMAN	GRAND TOTALS	RECOUNT 11/15/03
Real R. Pinard	891	898
Paul Porter*	903	906

FOR WARD CLERK	GRAND TOTALS
Louise Gosselin*	1427

FOR MODERATOR	GRAND TOTALS
Christine Infantine*	1386

FOR SELECTMEN	GRAND TOTALS
William E. Couture*	1163
Donald Soule*	922
Leo Veilleux*	959

FOR SCHOOL COMMITTEE	GRAND TOTALS
John P. Gatsas*	1075
Jon M. Gross	630

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD SEVEN

FOR ALDERMAN	GRAND TOTALS
William P. Shea*	1295

FOR WARD CLERK	GRAND TOTALS
"Don" Welch*	1173

FOR MODERATOR	GRAND TOTALS
Joseph LaFrance*	1173

FOR SELECTMEN	GRAND TOTALS
Violette Bournival	635
Mary C. Freitas*	711
Ronald Lavigne*	687
Claire Roy*	767

FOR SCHOOL COMMITTEE	GRAND TOTALS
Dave Gelinas*	1094
Roland Raiche	240

* Denotes winner of race

15

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD EIGHT

FOR ALDERMAN	GRAND TOTALS
Betsi L. DeVries*	1160
Jeffrey "Jeff" Sullivan	595

FOR WARD CLERK	GRAND TOTALS
D. Lynn Lavigne*	852
Maureen A. Nagle	609

FOR MODERATOR	GRAND TOTALS
Albertine Morrissette*	1368

FOR SELECTMEN	GRAND TOTALS
Monique T. Brown*	1143
Richard S. Ciechon*	1039
Alan Peduzzi*	838

FOR SCHOOL COMMITTEE	GRAND TOTALS
"Doug" Kruse*	905
Normand A. Tanguay	797

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD NINE

FOR ALDERMAN	GRAND TOTALS
Michael D. Garrity*	1090
Anthony C. Stephen	566

FOR WARD CLERK	GRAND TOTALS
Patricia "Pat" Bournival*	955
Stephen T. Cavanaugh	561

FOR MODERATOR	GRAND TOTALS
Gloria Pilotte*	1421

FOR SELECTMEN	GRAND TOTALS
Paulette Asselin	727
Patricia "Pat" Bournival*	783
Gerald O. Gosselin*	742
Lucienne "Lou" Jobin*	782
David McCloskey	481

FOR SCHOOL COMMITTEE	GRAND TOTALS
Arthur J. Beaudry*	966
Sandra B. Lambert	697

* Denotes winner of race

15

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD TEN

FOR ALDERMAN	GRAND TOTALS
Raymond Hebert	676
George W. Smith*	1007

FOR WARD CLERK	GRAND TOTALS
Vincent J. McHugh*	1385

FOR MODERATOR	GRAND TOTALS
Madeleine Roy*	1372

FOR SELECTMEN	GRAND TOTALS
Marilyn Cashin*	1160
Robert W. Dufresne*	867
Christopher Messier*	1025

FOR SCHOOL COMMITTEE	GRAND TOTALS
Marc A. Cote*	969
Barbara J. Hagan	560

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD ELEVEN

FOR ALDERMAN	GRAND TOTALS
Philip Joseph Smith	401
Henry R. "Hank" Thibault*	619

FOR WARD CLERK	GRAND TOTALS
Felice Goupil*	871

FOR MODERATOR	GRAND TOTALS
Everett Godbois*	831

FOR SELECTMEN	GRAND TOTALS
Michael Brunelle*	468
Jean M. Comtois	445
Roger Major*	480
Gerard "Gerry" Provencher*	679

FOR SCHOOL COMMITTEE	GRAND TOTALS
Russell "Russ" Ouellette*	737
Joseph Venturini, Sr.	227

* Denotes winner of race

OFFICIAL RESULTS
CITY OF MANCHESTER - NON-PARTISAN MUNICIPAL GENERAL ELECTION
NOVEMBER 4, 2003

WARD TWELVE

FOR ALDERMAN	GRAND TOTALS	RECOUNT 11/17/03
Armand D. Forest*	605	612
Keith Hirschmann	566	570

FOR WARD CLERK	GRAND TOTALS
Lucille M. Forest*	1007

FOR MODERATOR	GRAND TOTALS
Paul E. Gagnon*	965

FOR SELECTMEN	GRAND TOTALS
Ariel Duffy	339
June Panagopoulos	239
"Nick" Panagopoulos	290
Denise L. Pelletier*	566
Lillian I. Rheault*	569
Yvette G. Smith*	474

FOR SCHOOL COMMITTEE	GRAND TOTALS
Michael Farley	516
Bernard J."BJ" Perry, Jr.*	564

* Denotes winner of race

CITY OF MANCHESTER

Office of the City Clerk

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

November 26, 2003

The Honorable Board of Mayor
and Aldermen
c/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Board Members:

RSA 659:4 requires that the Board of Mayor and Aldermen "determine the polling hours no later than 30 days prior" to the election.

I would respectfully request that at your meeting of December 2, 2003, the Board set the polling hours for the Presidential Primary, scheduled for Tuesday, January 27, 2004, to begin at 6:00 AM and end at 7:00 PM.

Your favorable consideration of this request is greatly appreciated.

Sincerely,

Leo R. Bernier
City Clerk

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ManchesterNH.gov

16

CITY OF MANCHESTER
Office of the City Clerk

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
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Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: Leo R. Bernier
City Clerk

Date: November 26, 2003

Re: Stipends for Elected Officials

The City Charter provides that the Board of Mayor and Aldermen may address stipends for elected officials (aldermen and school committee members) provided any action does not take effect until the commencement of the next term of such Boards. Since this is the last month prior to change in terms, I felt it appropriate to advise the Board, as it may desire to address stipend issues at this time.

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ManchesterNH.gov

City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
Fax: (603) 624-6549

November 21, 2003

The Honorable Board of Mayor and Aldermen
C/o City Clerk Office
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Board:

This letter is submitted in response to the apparent confusion surrounding the allowance of a land acquisition reimbursement relating to the Riverfront Development Project. Please be reminded that at the time the baseball stadium and associated development project was originally proposed, Singer Park was experiencing significant financial difficulty that stood as an impediment to any development of that property. At that time the Developer agreed to settle all debts related to the Singer Park property (totaling $1,143,915), at their own financial risk and with no guarantee that a Riverfront Project would ever materialize. However, at no time did the developer ever formally surrender any rights to recapture that investment.

The documents approved by the BMA and signed by the Mayor constitute a financing agreement that allows the developer significant flexibility to construct a minor league baseball stadium. If the developer chooses to be reimbursed out of bond proceeds for acquisition costs related to Singer Park, that is allowable, and, remember, the developer is also covering the cost of associated debt service. The $1.1 million used by the developer to secure the land at Singer Park should not be confused with the $1 million contributed by the developer for improvements to Gill Stadium. That is a different $1 million.

A month ago, I appeared before the Board to discuss the concept of escrowing municipal securities provided by the Developer in lieu of a formal letter of credit. At that time I informed the BMA that I was sitting on payments due to the Developer relating to reimbursements for the development of the riverfront property. The BMA allowed up to $2 million in payments if securities were presented. Tuesday evening I informed the Special Committee that I was in receipt of the letters of credit and that I would be proceeding with the bond sale and the reimbursements. Therefore, early this week the associated payments have been released in accordance with the signed agreements.

One final point, I have moved forward with the sale of the bonds and have received very good preliminary results that I hope to share with the Board in the very near future.

18

I hope this explanation is helpful and I apologize for any confusion on this matter. This is a very complex multi-dimensional project with many documents and parties involved. The Finance staff and consultants will be happy to meet with any aldermen that wish to obtain additional information.

Sincerely,

Kevin

Kevin A Clougherty
Finance Officer

Cc: Walter McCabe
Randy Sherman

RECEIVED
NOV 21 2003
CITY CLERK'S OFFICE

18

City of Manchester
New Hampshire

In the year Two Thousand and

three

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Laborer – Drop Off Facility) of the Code of Ordinance of the City of Manchester."

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

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Laborer – Drop Off Facility

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Laborer – Drop Off Facility, Grade 10, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5321, Laborer – Drop Off Facility. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

19

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thirty Four Thousand Five Hundred Thirty Six Dollars ($134,536.00) for 2003 CIP 210503 Homeless Health Care."

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

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow for receipt of funds from the Department of Health and Human Services Health Resources and Services Administration.

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

By increasing:

1) 2003 CIP 210503 Homeless Health Care - $134,536 – Federal (Department of Health and Human Services Health Resources and Services Administration), (from $195,000 Federal Grant to $329,536 Federal Grant).

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

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City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Four Hundred Ninety Nine Thousand Ninety Nine Dollars ($499,099) for 2003 CIP 410003 GTEAP & EPOP (Domestic Violence Funding)".

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

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow for receipt of funds from the United States Department of Justice Office of Justice Programs.

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

By increasing:

1) 2003 CIP 410003 GTEAP & EPOP (Domestic Violence Funding) - $499,099 – Federal (United States Department of Justice Office of Justice Programs). (Increasing the budget from $300,000 to $799,099).

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

S:\CIP\AGENDAS & RESOLUTIONS\Resolutions 2004\2003 Amending 410003.doc

20

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Thousand Dollars ($40,000) for FY2003 CIP 511603 Recreation Facility Improvements (Leveraged) 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 2003 CIP as contained in the 2003 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 a private donation from The New England Expedition-Manchester LLC in the amount of $40,000 for construction of the Bike Trail along Nutts Pond;

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

By increasing:

FY2003 511603 – Recreation Facility Improvements (Leveraged) Project - $40,000 Other

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 1999, 2000, 2002, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Seventeen Thousand Two Hundred Six Dollars ($217,206) for FY2003 CIP 712003 FBI Recuperator 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 1999, 2000, 2002 and 2003 CIP as contained in the 1999, 2000, 2002 and 2003 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow the transfer of funds from existing projects in the amount of $217,206 to assist in the replacement of the EPD Air to Air Heat Exchanger (Recuperator) for the sludge incinerator;

NOW, THEREFORE, be it resolved that the 1999, 2000, 2002, and 2003 CIP be amended as follows:

By decreasing:

FY1999 CIP 760299 – Design Crystal Lake/Mammoth Road Sewers -	$3,067.71 EPD
FY2000 CIP 760200 – S. Mammoth Road Sewer – Phase I Construction -	$8,997.80 EPD
FY2002 CIP 712102 – S. Mammoth Road Sewer – Phase II -	$29,421.77 EPD
FY2002 CIP 712302 – Upgrade WWTF Aeration System -	$175,718.72 EPD
Total	**$217,206.00**

By increasing:

FY2003 CIP 712003 – FBI Recuperator - $217,206 EPD
(from $500,000 EPD to $717,206 EPD)

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2003 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Ten Thousand Dollars ($110,000) for FY2003 CIP 811103 Senior Center Planning 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 2003 CIP as contained in the 2003 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 various public donations to be put towards the cost of the construction of the new Senior Center;

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

By increasing:

FY2003 811103 – Senior Center Planning Project - $110,000 Other
(from $2,400,000 Bond to $2,400,000 Bond and $110,000 Other)

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Three Hundred Sixty Four Dollars ($10,364.00) for 2004 CIP 210404 Homeless Health Care."

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 2004 CIP as contained in the 2004 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to allow for receipt of funds from the Department of Health and Human Services Health Resources and Services Administration.

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

By increasing:

1) 2004 CIP 210404 Homeless Health Care - $10,364 – Federal (Department of Health and Human Services Health Resources and Services Administration), (from $200,000 Federal Grant to $210,364 Federal Grant).

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

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20

City of Manchester
New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2001, 2002, and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Thousand Dollars ($60,000) for CIP 510604 Neighborhood Playground Rehabilitation 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 2001, 2002, and 2004 CIP as contained in the 2001, 2002, and 2004 CIP budget; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and Home funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allow the transfer of funds from existing projects in the amount of $60,000 to assist in general site improvements to Sheridan Emmett Park; and

NOW, THEREFORE, be it resolved that the 2001, 2002, and 2004 CIP be amended as follows:

1. **By decreasing:**

FY2001 750001 – Infrastructure ADA Access Project -	$ 6,894.28 CDBG
FY2001 820601 – Strategic & Neighborhood Planning -	$13,600.14 CDBG
FY2002 710702 – Infrastructure ADA Access Project - (from $150,000 CDBG to $119,512.33 CDBG)	$30,487.64 CDBG
FY2002 713902 – Kelley Falls Infrastructure Improvements -	$ 9,017.94 CDBG
Total	**$60,000.00**

By increasing:

FY2004 510604 – Neighborhood Playground Rehabilitation - $60,000 CDBG
(from $150,000 CDBG to $210,000 CDBG)

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

City of Manchester
New Hampshire

In the year Two Thousand and Three

A Resolution

"Amending the FY 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Dollars ($12,000) for CIP 711004 Annual ROW Maintenance Project."

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

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

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

WHEREAS, the Board of Mayor and Aldermen desires to accept a donation from Colonial Village Apartments for use in the resurfacing of certain City streets; and

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

By increasing:

FY2004 711004 – Annual ROW Maintenance Project - $12,000 Other
(from $550,000 Cash to $550,000 Cash and $12,000 Other)

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

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition to discontinue a portion of Millstone Avenue be referred to a Road Hearing scheduled for August 4 at 6:15 PM in the Aldermanic Chambers to consider releasing and discharging same pursuant to RSA 231:52.

Respectfully submitted,

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held July 15, 2003 on a motion of Ald. O'Neil duly seconded by Ald. Lopez the report of the Committee was accepted and its recommendations (adopted) ~~(denied)~~

City Clerk

21

S&V

ATTORNEYS AT LAW

March 27, 2003

VIA HAND DELIVERY 27 P3:31

Manchester City Clerk
City Hall
One City Hall Plaza
Manchester, NH 03101
Attn: Carol Johnson

RE: Petition to Discontinue Portions of Millstone Avenue an Unaccepted Street

Dear Carol:

Attached is the Petition of Waterford Place LLC to discontinue a portion of Millstone Avenue which is a proposed street located off Countyside Boulevard in Manchester. Only a portion of Millstone Avenue has been constructed and no portion of the road has been accepted as a public way. We also include a copy of the Plan of the portion of the road to be discontinued, a legal description of the discontinued portion and an abutters list.

Please note that all public utilities located within Millstone Avenue shall remain public.

We request that this Petition be placed on the Board of Mayor and Alderman's Agenda as soon as possible.

Thank you for your attention to this matter. If you should need any further information please feel free to call me.

Sincerely,

Nicholas J. Lazos

cc: Client
cc: Susan Davis, Esq.

ROFESSIONAL ASSOCIATION
he Daily Mirror Building
5 Hanover Street, Suite 301
Manchester, NH 03101
elephone (603) 627-3700
acsimile (603) 641-8900

MANCHESTER BOARD OF MAYOR AND ALDERMEN
PETITION FOR STREET DISCONTINUANCE

The undersigned, Stone Ends Apartments LLC, respectfully represents that for the accommodation of the public, there is occasion for discontinuing a portion of a certain highway known as Millstone Avenue in Manchester, New Hampshire which portion to be discontinued is shown on a plan entitled "Discontinuance Plat for a Portion of Millstone Avenue", dated December 20, 2002, prepared by Richard D. Bartlett & Associates, Inc. (the "Plan"). Attached hereto is a legal description for said portion to be discontinued.

Stone Ends Apartments LLC is proposing this discontinuance in order to convert the discontinued portion of Millstone Avenue to a "private" road within the existing apartment complex. Only a portion of the proposed Millstone Avenue has been constructed and no portion has been accepted or maintained as a "public street" by the City of Manchester.

The existing public sewer and water easement rights in the discontinued portion are not to be discontinued by this Petition and such utility rights and an easement ten (10) feet on each side of the centerline thereof shall be retained by and reserved to the City of Manchester. In addition, the undersigned acknowledges the existing gas line and associated easement ten (10) feet on each side of said gas line and that such rights shall continue for the benefit of the applicable gas utility company.

NOW THEREFORE, the undersigned hereby respectfully requests you to discontinue the above-described portion of Millstone Avenue, so-called, and that is henceforth not be utilized for public rights.

DATED this 24th day of March, 2003.

Stone Ends Apartments LLC
By: Stone Ends Corp., its Manager

By: _____
Andrew C. Koines, Treasurer

21

21

Millstone Ave. Right-of-Way Portion to be Discontinued

Commencing at a granite bound marking the southeasterly most terminus point of the herein described right-of-way at land now or formerly of Waterford Place, LLC, thence, along said Waterford land, N 43°50'10" W a distance of 50.00 feet to a granite bound at land now or formerly of Stone Ends Apartments, LLC; thence, along said Stone Ends land, by a curve to the left, having a central angle of 61°34'27" and a radius of 575.02 feet, a distance of 617.95 feet to a point; thence, continuing along said Stones Ends land, N 15°24'40" W a distance of 215.73 feet to a granite bound; thence, still along said Stone Ends land, by a curve to the right, having a central angle of 08°43'56" and a radius of 475.00 feet, a distance of 72.39' to a point; thence, crossing said Millstone Avenue along a curve to the left, having a central angle of 84°28'08" and a radius of 60.00 feet, a distance of 88.46 feet to a point at other land now of formerly of Waterford Place LLC; thence, along said Waterford land, by a curve to the left, having a central angle of 00°39'16" and a radius of 425.00 feet, a distance of 4.85 feet to a granite bound; thence, continuing along said Waterford land, S 15°24'40" E a distance of 101.99 feet to a steel pin at other land now or formerly of Stone Ends Apartments, LLC; thence, along said Stone Ends land, S 15°24'40" E a distance of 113.73 feet to a steel pin; thence, continuing said Stone Ends land, by a curve to the right, having a central angle of 61°34'27" and a radius of 625.02', a distance of 671.69 feet to the point of beginning.
Containing 44,144 square feet or 1.01 acres.