AGENDA

BOARD OF MAYOR AND ALDERMEN

January 25, 2005

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

1. Mayor Baines calls the meeting to order.

2. The Clerk calls the roll.

CONSENT AGENDA

3. Mayor Baines advises if you desire to move 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.

Accept Minutes

A. Minutes of meetings of the Board of Mayor and Aldermen held on October 19, 2004 (two meetings); October 26, 2004 (one meeting); November 3, 2004 (one meeting); November 16, 2004 (two meetings); November 22, 2004 (one meeting); November 30, 2004 (one meeting); December 7, 2004 (two meetings); and December 13, 2004 (one meeting). *(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)*

Pole Petitions

B. PSNH Pole Petition #11-1042 (2 poles) located on Mammoth Road; and PSNH Pole Petition #11-1049 (1 pole) located on Newstead Way.

Informational – to be Received and Filed

C. Communication from the City Clerk advising of the recent appointment of Deputy City Clerk Johnson to the Board of Directors of the New England Municipal Clerks Institute and Academy.

D. Minutes of the MTA Commission meeting held on November 30, 2004 and the Financial and Ridership Reports for the month of November 2004.

E. Communication from Comcast submitting a payment in the amount of $50,000 as called for in Amendment #1 of the franchise agreement.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

F. Resolutions:

"Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Ninety Six Thousand Seven Hundred Thirty Eight Dollars and Nine Cents ($96,738.09) for FY2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance."

"Authorizing the Finance Officer to effect a transfer of Seven Thousand Three Hundred Thirteen Dollars ($7,313.00) from Contingency to City Clerk Special Projects."

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

G. Advising that they have approved an Ordinance:

"Amending Chapter 52: Sewers of the Code of Ordinances of the City of Manchester by amending Section 52.160 (A)(2), Sewer Rental Charges and Section 52.161 Septage Service Charge by increasing the user charges and septage service charges in the City of Manchester."

and recommending that same be referred to the Committee on Bills on Second Reading for technical review.

H. Recommending that the 2nd quarter FY2005 write-off list for the accounts receivable module be approved with the Fire Department invoices removed.

I. Advising that it has accepted a request from the City's Internal Auditor to audit the top five departments based on a risk assessment (Tax Collector, Finance Department-Treasury, City Clerk's Office, Traffic, and Police) beginning with the Tax Collector's Office.

J. Advising that it has accepted a summary of City loans and notes currently outstanding submitted by the Finance Department.

K. Advising that it has accepted the City's Monthly Financial Statements for the six months ended December 31, 2004 for FY2005 submitted by the Finance Department, and is forwarding same to the Board for informational purposes.

L. Advising that it has accepted the following Finance Department reports:

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

and is forwarding same to the Board for informational purposes.

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

M. Recommending that the proposal from Catholic Medical Center to provide community and medical service at the new William B. Cashin Senior Activity Center be approved contingent upon the recommendations from the Solicitor's Office, attached herein, being adopted. The Committee further recommends that the City Solicitor be authorized to proceed with drafting and execution of documents necessary to implement such recommendations as referenced above.

N. Advising that it has approved the revised Procurement Code, attached herein, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

COMMITTEE ON COMMUNITY IMPROVEMENT

O. Recommending that the Board authorize transfer and expenditure of funds in the amount of $96,738.09 for FY2005 CIP 611305 Manchester Neighborhood Housing Service Downpayment & Closing Cost Assistance, and for such purpose a resolution and budget authorization has been submitted.

P. Recommending that $7,313.00 be transferred from Contingency to the City Clerk's Office to cover the balance of costs required for purchase of a Canon Filmer/Scanner Model DR5060F. The Committee notes that for such purpose a resolution to transfer the funds has been submitted.

Q. Advising that in regards to a request from Burd Engineering Associates on behalf of Violet Gelinas to accept Gobel Street, the Highway Department has been instructed to contact Ms. Gelinas and outline the process for street dedication, which is the preferred method of acceptance for the City.

COMMITTEE ON HUMAN RESOURCES/INSURANCE

R. Recommending that the Human Resources Director proceed with a Request for Information (RFI), as enclosed herein, regarding review of the existing compensation system and report back to the Committee regarding same.

S. Recommending that the Tuition Reimbursement Policy, attached herein, be approved.

JOINT COMMITTEE ON HUMAN RESOURCES/INSURANCE AND COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

T. Recommending that under Section 3.01 of the City Charter the Board adopt an Economic Division Development Group within the Planning Department to include the Manchester Economic Development Office and Destination Manchester Coordinator, which shall be part of that Division within Planning and further that all necessary paperwork be completed and become effective by February 10, 2005.

COMMITTEE ON LANDS AND BUILDINGS

U. Recommending that the City authorize the Manchester Housing and Redevelopment Authority (MHRA) to act as a redeveloper for the Northwest Business Park at Hackett Hill under the existing cooperation agreement with such agency; that oversight responsibility for this project be designated to the Committee on Lands and Buildings rather than the Special Civic Center Committee; that the Development Plan for the Northwest Business Park be approved; and that the Mayor be authorized to execute any and all related documents to carry out such recommendations subject to the review and approval of the City Solicitor.

For such purposes attached herein and incorporated by reference are the following:

- Cooperation Agreement – City/MHRA
  (dated November 6, 2002 and executed November 18, 2002)
- First Amendment to Cooperation Agreement
  (to execute - allowing for committee designation by BMA)
- Project Number 4
  Under Cooperation Agreement Dated November 6, 2002
  includes "Exhibit A" Scope of Services
  (to execute - establishing administration of Northwest Business Park Development project)
- Northwest Business Park Development Plan
  (for approval – as revised December 14, 2004; with Exhibit A noted "to be developed")

COMMITTEE ON TRAFFIC/PUBLIC SAFETY

V. Advising that a request from Valerie Anne Dixon for the use of Arms Park for the Annual MS Walk on Saturday, April 16, 2005, has been granted and approved under the direct supervision of the City Clerk, Fire, Highway, Police, Traffic and Risk Departments.

W. Recommending that the Board approve a five-year agreement between the City of Manchester and Cameron Real Estate, Inc. for leasing parking spaces in the Victory Parking Garage.

X. Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.

Y. Advising that it has approved a Downtown Parking Study with review to be completed by a City Staff Garage Committee (City Solicitor, Finance Officer, Planning Director, Traffic Director and Destination Manchester Coordinator) with recommendations to be made back to the Committee at a later date.

SPECIAL COMMITTEE ON RIVERFRONT ACTIVITIES AND BASEBALL

Z. Advising that they have consented to a temporary access easement agreement given by Tyson Prepared Foods, Inc. to Manchester Parkside Place, LLC to allow construction vehicles working on the Riverfront Development access across the former Jac Pac property.

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

4. Communication from Mary Anne Totten, MD, submitting her resignation as a member of the Elderly Services Commission, effective January 1, 2005.
Ladies and Gentlemen, what is your pleasure?

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. Communication from Alderman Shea requesting the establishment of a Special Committee of five members to work with MHRA and staff regarding the development of the Hackett Hill area.
Ladies and Gentlemen, what is your pleasure?

10. Communication from Alderman Gatsas inquiring as to why Aldermen were never apprised of legal fees totaling $548,654.64 for the Riverfront Development Project.
Ladies and Gentlemen, what is your pleasure?

11. Notice for reconsideration given by Alderman Gatsas on motion to accept a report of the Committee on Human Resources/Insurance authorizing the Human Resources Director to contract with Boston Mutual Insurance Company for the term life and accidental death and dismemberment insurance and with CIGNA for the long term disability insurance such contracts to be effected February 1, 2005.
(Motion having carried with Aldermen Roy, Sysyn, Osborne, Porter, O'Neil, Lopez, Shea, DeVries, Garrity, Smith, Thibault and Forest voting yea, and Aldermen Gatsas and Guinta voting nay.)
Note: Should Alderman Gatsas or any member having voted in the affirmative so desire, a motion may be in order to reconsider.
Ladies and Gentlemen, what is your pleasure?

12. Communication from the City Clerk requesting to change the March 1st meeting date of the Board, and suggesting that the March meetings be held on March 15 and March 29, 2005 to accommodate various scheduling and vacation plans.
Ladies and Gentlemen, what is your pleasure?

13. Communication from the Water Works Director requesting the Board's approval to enter into a Watershed Patrol Indemnification Agreement between Hillsborough County and the City of Manchester, Manchester Water Works.
If the Board so desires, a motion is in order to approve the request, and authorize execution of such agreement subject to the review and approval of the City Solicitor.

14. Communication from the Water Works Director requesting the Board's authorization and concurrence with the Water Works Commission to sell 87+/- acres of non-watershed surplus property located in the Town of Auburn.
If the Board so desires, a motion is in order to approve the request, reaffirming former action to find the property surplus to City needs, authorizing the Mayor to dispose of such 87+/- acres of land through public sale, subject to the review and approval of the City Solicitor.

15. Warrant to be committed to the Tax Collector for collection under the Hand and Seal of the Board of Mayor and Aldermen for the collection of sewer charges.
(Note: Clerk to present amount at meeting.)
Ladies and Gentlemen, what is your pleasure?

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

"Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Ninety Six Thousand Seven Hundred Thirty Eight Dollars and Nine Cents ($96,738.09) for FY2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance."

"Authorizing the Finance Officer to effect a transfer of Seven Thousand Three Hundred Thirteen Dollars ($7,313.00) from Contingency to City Clerk Special Projects."

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.

17. Report of the Committee on Lands and Buildings recommending that in accordance with RSA 80:80 the Mayor be authorized to dispose of certain property situated at Francis Street, known as Map 0861, Lot 0025-N by executing deeds relating all rights, title interest, or claims in said property. Said property formerly owned by Francisco F. Jardine was acquired by the City of Manchester by virtue of Tax Collector's deed dated September 2, 1943 and recorded in Hillsborough County Registry of Deeds on September 9, 1943, Volume 1051, Page 0369.

The Committee recommends that said property be disposed of through public auction with a minimum bid to be set at $14,000.

The Committee advises that it has found such property to be surplus to City needs; and that the Board of Assessors has provided an opinion of value in the range of $20,000-$40,000.

The Committee further recommends that the Tax Collector and City Solicitor be authorized to proceed with disposition and prepare such documents as may be required, and that the Finance Officer be authorized to credit tax deeded accounts as deemed necessary.
(Tabled 12/21/2004 pending updated communication from Assessor, and results of the 01/06/2005 Zoning Board of Adjustment hearing.)

18. NEW BUSINESS

a) Communications
b) Aldermen

19. Communication from the Chief Negotiator requesting to meeting with the Board for a negotiation strategy session.
A motion is in order to recess the regular meeting to meet with the Chief Negotiator for a negotiation strategy session.

20. Mayor Baines calls the meeting back to order.

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

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: Board of Mayor and Aldermen

From: L. Thibault
City Clerk's Office

Date: January 21, 2005

Subject: BMA Minutes for Acceptance

Attached please find copies of minutes for meetings held on the following dates:

October 19, 2004 (two meetings)
October 26, 2004
November 3, 2004
November 16, 2004 (two meetings)
November 22, 2004
November 30, 2004
December 7, 2004 (two meetings)
December 13, 2004

being forwarded under separate cover as an item appearing on the January 25, 2005 BMA agenda for your consideration.

Attachments

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

Public Service of New Hampshire

The Northeast Utilities System

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101-2097

January 14, 2005

Enclosed for your review are pole license petitions 11-1042 and 11-1049 for poles located in the City of Manchester.

If approved, please have the License section signed by the proper authority. Keep the copy labeled "**CITY**" for your files, and return the remaining copies to me at the address below. All billing should be sent to this same address. If rejected, please return the documents to me with documentation as to why it was rejected so that I may notify our field personnel.

Appreciate your help in expediting this petition. Please give me a call if you have any questions. I can be reached at 634-3234.

Thank you,

Kerry O'Donnell

Kerry O'Donnell
Right of Way Department
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989

Enclosure(s)

RECEIVED
JAN 18 2005
CITY CLERK'S OFFICE

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11-1042

RSUH

PETITION AND POLE LICENSE

PETITION

Manchester, New Hampshire

January 14, 2005

To the **Board of Selectman** of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License two (2) poles, 88/41A and 41PB, located on Mammoth Road in the City of Manchester.

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: Kerry O'Donnell

Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This _____ day of _____, 2005, that, PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1042, dated April 6, 2004, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: _____

BY: _____

BY: _____

Received and entered in the records of the City of Manchester, New Hampshire, Book _____, Page _____

Date: _____ ATTEST: _____

City Clerk

B

11-1049

PETITION AND POLE LICENSE

PETITION

Manchester, New Hampshire

January 14, 2005

To the **Board of Selectman** of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole, 78/133Y, located on Newstead Way in the City of Manchester.

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: _____

Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This _____ day of _____, 2005, that, PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1049, dated November 8, 2004, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: _____

BY: _____

BY: _____

Received and entered in the records of the City of Manchester, New Hampshire, Book _____, Page _____

Date: _____ ATTEST: _____

City Clerk

B

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

January 4, 2005

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

Honorable Members:

It is a pleasure to advise you that Carol Johnson, our Deputy City Clerk, has recently been appointed to the Board of Directors of the New England Municipal Clerks Institute and Academy.

The Academy, frequently referred to as "SALVE" because of its location at Salve Regina University, serves as the educational center for the entire New England area town and city clerks and provides the educational basis for international certification of municipal clerks and more.

Her appointment to this position displays recognition of her knowledge and trust in her abilities to represent the betterment of all municipal clerks.

Sincerely,

Leo R. Bernier

Leo R. Bernier
City Clerk

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

MANCHESTER
TRANSIT AUTHORITY

110 ELM STREET, MANCHESTER, N.H. 03101-2799
TELEPHONE: (603) 623-8801 • FAX: (603) 626-4512
www.mtabus.org

MANCHESTER
TRANSIT AUTHORITY

JOHN H. TRISCIANI, *CHAIR*
DAVID F. JESPERSEN, *VICE CHAIR*
EUGENE E. BOISVERT
JULIE A. GUSTAFSON
JOSEPH J. DESELLE

DAVID SMITH
EXECUTIVE DIRECTOR

January 5, 2005

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

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, January 4, 2005. Enclosed are the approved Minutes of our November 30, 2004 Commission Meeting, as well as the Financial and Ridership Reports for the month of November 2004.

The next scheduled Commission Meeting will be Tuesday, February 1, 2005 at 5:00 PM.

If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures

RECEIVED
JAN - 6 2005
CITY CLERK'S OFFICE

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MANCHESTER
TRANSIT AUTHORITY
110 ELM STREET, MANCHESTER, N.H. 03101-2799
TELEPHONE: (603) 623-8801 • FAX: (603) 626-4512
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JOHN H. TRISCIANI, *CHAIR*
DAVID F. JESPERSEN, *VICE CHAIR*
EUGENE E. BOISVERT
JULIE A. GUSTAFSON
JOSEPH J. DESELLE

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

November 30, 2004 Commission Meeting

MEMBERS PRESENT:	Vice Chairman David F. Jespersen Commissioner Julie A. Gustafson Commissioner Joseph J. Deselle
PERSONNEL PRESENT:	David Smith, Executive Director Karyn Porter, Assistant Executive Director William J. Cantwell, Supt. of Administration Evan P. Rosset, Operations Planning Manager Paul Beauregard, Shop Manager
MEMBERS ABSENT:	Chairman John H. Trisciani Commissioner Eugene E. Boisvert

1. a. Vice Chairman JESPERSEN called the meeting to order at 5:05 PM.

   b. **Minutes of October 26, 2004 Commission Meeting.** DESELLE made a motion to approve the Minutes of the October 26, 2004 Commission Meeting as presented. Seconded by GUSTAFSON. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for October 2004.** GUSTAFSON made a motion to approve the Financial Report for October 2004. Seconded by DESELLE.

   Transit Operation: CANTWELL reported revenues were $2,312 (0.97%) more than budget. Operating revenues were $892 (4.04%) less than budget. Farebox income averaged $3,500 per weekly deposit. Variances this month were the sale of fuel, receipt of six months terminal rent, and invoices to area agencies for monthly fare media were posted in November instead of October. Expenses were

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$9,456 (3.58%) higher than budget. Repairs to building and grounds were $18,000 over budget. Largest expenditures for September/October were the purchasing and installation of air conditioning and heating roof top units, purchase of a second dumpster, and repair work for blown transformer.

School Operation: CANTWELL reported revenues were $9,316 less than budget. Charter revenue was $12,000 less than budget due to our inability to perform all requested charter work because of the driver shortage. Expenses were $24,037 more than budget. School labor and repairs to building and grounds were the greatest variances. Part-time and full-time office administration wages were over budget. CANTWELL reported the HVAC work and blown transformer were most of the $24,000 in building repairs. The costs for repairs are split 57% to transit operation and 43% to school operation. GUSTAFSON questioned why there was decreased revenue in school charters and asked if we would be able to make that money up in the spring. CANTWELL explained we don't have enough drivers to handle the schools' charter work at this time and stated there is a potential to make up that revenue since we normally surpass what is budgeted. SMITH explained we start to train drivers heavily around February for the spring charter season. JESPERSEN asked how much money was withheld from the School District's check for late runs. CANTWELL stated we were charged $7,000 for late bus fees but the financials have not taken the penalty this month, we will see that penalty in next months' financials.

The balance sheet was reviewed. CANTWELL explained he did a federal draw down on a new grant in October since it is the start of the new fiscal year.

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JESPERSEN asked if gas prices were up or down. SMITH said the last two or three purchases remained flat at about $1.45 per gallon. BEAUREGARD said the Maintenance Secretary is purchasing fuel through the City's fuel purchasing agreement with Burke. SMITH explained the budget for leasing the Transportation Center would fall behind since the budgeted amount was for $1,600 per month and the rent has been renegotiated to $1,200 per month. JESPERSEN questioned the overtime wages. SMITH stated the transit operators overtime is at budget level and the regular wages are below budget. GUSTAFSON asked if the school overtime is due to the driver shortage. SMITH stated we are still incurring some overtime in the afternoon to use transit operators.

The check register was reviewed. JESPERSEN said parts purchases appear high and asked if that was because the buses were getting older and in need of more repair work. BEAUREGARD said he is not ordering more parts just replenishing stock. JESPERSEN asked which buses were failing the most. BEAUREGARD replied the 96 series; they have over 300,000 miles and some are in need of new motors. CANTWELL said his department worked hard at the outstanding receivables for charter work, there is currently $1,300 over 90 days. All Commissioners in favor of approving Financial Report for October 2004.

b. **Operations Report for October 2004.** SMITH introduced the new statistic report stating the statistics are more towards performance month-to-date and ROSSET will work towards reporting year-to-year.

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ROSSET proceeded to explain the October 2004 statistic report and stated next month he will start reporting back to July 2004. A question was asked concerning missed trips. SMITH said when a bus is running 15 minutes late that is considered a missed trip. JESPERSEN asked if a Mall of NH bus is late twenty minutes during the two weeks prior to Christmas, if that was considered a missed trip. SMITH said dispatch would only record if one of those buses were broken down. JESPERSEN asked if we would have extra drivers on duty during Christmas. PORTER stated she doesn't want to increase drivers but will have list drivers available. JESPERSEN asked if Hampton Beach would be figured in this report. ROSSET said he would add those trips into the statistics. SMITH said we only run those trips for about 16 days so they would not have that much of an effect on the report. SMITH would like to see statistics on the school operation in next months' report. JESPERSEN agreed. ROSSET told the Board to make him aware of what they would like to see on this report.

Transit Report: PORTER stated the weekday ridership numbers are down over 1,000 passengers because there were two less weekdays, but one additional Saturday. She will start averaging the Verizon ridership to how many events we perform. Airport ridership is good and the Vista and Hannaford shuttles are average. PORTER said she is still looking into doing shuttle service for Shaw's and Stop'n Shop on So. Willow Street. PORTER said she would do a survey to see if people want to go to those shopping centers. JESPERSEN asked how many trips the Verizon shuttle buses do for a hockey game. PORTER said they do no more than two trips per event.

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School Report: ROSSETT reported on the amount of drivers trained and retained during the month. We started the month with 65 active school operators and ended the month with 70. ROSSETT reported on the safety training classes held during the month; charter training, wheelchair handling, collision retraining, and behavior management. SMITH talked about two days in October (7th and 8th) when we had over 14 late buses, partly due to out-of-town charter buses arriving late into Manchester. GUSTAFSON asked if things were starting to smooth out. SMITH replied they are.

d. **Maintenance Report for October 2004.** BEAUREGARD reported road calls were low and inspections were down. He spoke about the State requiring electronic emissions testing as part of the annual inspection for cars and trucks. We must rent a machine for $50.00 per month that connects with the State and scans vehicles (no buses) during inspections. Every inspection station needs to rent this machine. SMITH explained this requirement would become effective April 2005. The vehicle will be hooked up to the computer and anything that can affect the engine's emissions is checked and scanned by this system. JESPERSEN asked if other City departments want to come down here for inspection. SMITH made the attempt to consolidate with City departments, but they all want to do their own inspections.

NEW BUSINESS

3 a. **Bus Ceremonies.** ROSSET reminded the Board that the ribbon cutting ceremony for the two new Orion transit buses would be held on December 9th at 10:00 AM in front of City Hall. As per the Board's request, a plaque has been made and one

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bus will be dedicated to transit operator Douglas Malandrino who passed away on October 8th, 2004. SMITH said delivery on the first bus should be Thursday, December 2nd.

b. **Bedford Subsidy Request.** SMITH explained this is the time of year we look at Bedford's subsidy to see if it is a sufficient amount to cover the cost of traveling along the Route 3 corridor in Bedford. If we are planning on increasing this subsidy we must inform the Town Manager prior to the start of their budget process on January 1st. SMITH said there has been no subsidy increase over the past three years. Bedford's service is calculated by mileage. CANTWELL calculated inflation (increased operators wages and fuel costs) and recommends a 3% increase for the period May 1, 2005 through April 30th, 2006. GUSTAFSON made a motion to increase Bedford's subsidy by 3%. Seconded by DESELLE. All Commissioners in favor.

c. **2005 Holiday Schedule.** The 2005 holiday schedule was presented to the Board. SMITH reported since we are service oriented we will remain open on Martin Luther King, Jr. Day, Presidents Day, and Columbus Day. Since Christmas falls on Sunday, he recommends following the practice of City departments and suggested being closed on Monday, December 26th. DESELLE made a motion to approve the 2005 Holiday schedule as presented. Seconded by GUSTAFSON. All Commissioners in favor.

d. **Part-time Employee Retention.** SMITH stated he wants to improve our hiring incentives and retention of employees. He explained we currently have a policy whereby an employee recruits a trainee and if that individual stays employed for

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one year, the employee receives a $100.00 referral bonus. He would like to see that increased to $250.00. He also recommended a $250.00 sign on bonus for any recruit who already holds a CDL-A or CDL-B license. He explained the training time is much shorter for these recruits; they only need 8 hours of school bus training, which saves us a significant amount of money. Another recommendation is to increase the training wage from $7.00/hour to $8.00/hour. He explained Special Transit Services ("STS") pays their new drivers $7.00/hour and he feels it's a good recruiting tool if we offer a higher training wage. Another policy he would like to amend is the demand for training reimbursement. As it stands now, if the newly licensed employee leaves within 6 months of employment, they must reimburse the MTA for their training expenses. Some new employees have to leave due to family problems. SMITH recommended changing the reimbursement policy for repayment only if they use their CDL-B for another job. We would know when that happens because employers must do a background check from previous employers for commercial driving positions. DESELLE made a motion to approve the four recommendations presented by SMITH. Seconded by GUSTAFSON. All Commissioners in favor.

e. **Free Transportation for Mayor's Holiday Luncheon.** The Mayor's Office will be holding their holiday luncheon on Friday, December 17th from 12:30 to 3:30 PM. SMITH recommended allowing senior citizens free transportation on our fixed route system to and from this event. All Commissioners agreed.

f. **Primex 5% Multi-Year Discount Program.** CANTWELL made the Board aware that Primex, our workers compensation carrier, is offering a 5% discount

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for each year if we sign a three-year agreement. That would be a $12,000 savings over the three-year period. CANTWELL explained pooling with employers through Primex has resulted in lower premiums than what we could find with other providers, so the discount makes this even better.

OLD BUSINESS

4. a. **Christmas Light Tour.** PORTER explained she would be getting together this week with Senior Service Officer Jeffrey Bolduc to finalize the plans for the 3rd Annual Seniors Christmas Light Tour. The date will be December 16th. Starting time will be 5:30 PM.

b. **2005 Hampton Beach Shuttle.** PORTER explained Hampton Beach has been geared towards getting the elderly out of their homes. She would like to start catering to families also in 2005 by offering a family pass. The cost for this pass would be $30.00. For the past two years beach tickets can be used for any trip during that season. Although we can't cancel the bus because it is a scheduled run, if no one shows up because of poor weather, we don't have to run the bus. PORTER explained we would do better marketing in 2005 and seek Officer Jeffrey Bolduc's assistance with notifying seniors. Commissioners felt the family pass was a good idea.

OTHER BUSINESS

5. a. **School Service.** SMITH explained he, PORTER and ROSSET met with the Superintendent, Business Manager, and Karen Burkush of the School District as a result of our response to Superintendent Ludwell's November 4th letter. SMITH indicated it was a difficult meeting, he feels they want a comfortable working

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relationship and want to help us out, but we failed to provide timely service and the School Board wants to punish us now. Although we did resolve the manpower shortage problem, we were late in doing so. We are at a point that there is no excuse to run late buses and have been successful so far. The School District would like a contingency plan from us so this will never happen again. They informed us they want subcontractors ready if we fall behind again. SMITH said our competitors are in the same situation but on a smaller scale. The School Board wants to turn over our special needs service soon to help us out. We informed them we have overcome the manpower shortage and taking our special needs would only be punishing the students because STS will accommodate them by adding them onto existing routes, so they will be spending more time on the bus. They indicated they are getting pressured from their Board to take the special needs students away from us. SMITH said there is no room for mistakes; we have to give perfect service.

SMITH said negotiations for the pupil transportation contract this spring will be difficult since we will have a tough time overcoming their lack of confidence in us. GUSTAFSON said the School Board members should be shown that STS would be keeping the kids on the buses longer. JESPERSEN asked if the School District could take the buses away from us. SMITH said the MTA has generated capital to purchase buses. The big charter push gives us the capital to purchase buses. GUSTAFSON asked if the Mayor's office could help advocate us. SMITH said the Mayor's office received a lot of calls and have understood, but have been stung too. GUSTAFSON recommended showing the School District

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that November will show an increased amount of drivers. SMITH said PORTER updates them on a weekly basis regarding our driver status.

b. **2004 Projects.** JESPERSEN said before we start the budget process for FY 2006, he would like to see the bus stop sign project get complete and the bus proposals finalized.

c. **Date for Next Meeting.** Tuesday, January 4, 2005.

With no further business to come before the Board, GUSTAFSON made a motion to adjourn the meeting at 6:30 PM. Seconded by DESELLE. All Commissioners in favor.

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MANCHESTER
TRANSIT AUTHORITY

Transit

November 2004

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MANCHESTER TRANSIT AUTHORITY
INCOME STATEMENT TRANSIT
NOVEMBER 01, 2004 - NOVEMBER 30, 2004
REPORT # 002 VERSION # 000200 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
FAREBOX REVENUE										
4010 FAREBOX	16,299.02	6.2	12,000.00	5.1	78,937.90	6.5	66,000.00	5.5	12,937.90	19.6
4011 TICKETS - ADULTS	2,529.00	0.9	1,850.00	0.7	11,776.00	0.9	9,250.00	0.7	2,526.00	27.3
4012 TICKETS - SENIORS	865.00	0.3	800.00	0.3	4,490.00	0.3	4,000.00	0.3	490.00	12.2
4013 TICKETS - STUDENTS	164.05	0.0	0.00	0.0	2,964.55	0.2	0.00	0.0	2,964.55	100.0
4014 MONTHLY FULL FARE	4,657.50	1.7	1,500.00	0.6	9,380.50	0.7	7,500.00	0.6	1,880.50	25.0
4015 HANDICAPPED FEES	1,134.37	0.4	1,500.00	0.6	5,595.41	0.4	7,500.00	0.6	1,904.59-	25.3-
4058 MONTHLY HALF FARE	1,435.00	0.5	1,450.00	0.6	5,495.00	0.4	7,250.00	0.6	1,755.00-	24.2-
TOTAL FAREBOX & TICKETS	27,083.94	10.3	19,100.00	8.1	118,639.36	9.8	101,500.00	8.5	17,139.36	16.8
TRANSIT CHARTER										
4050 SPECIAL FARE	1,120.00	0.4	1,500.00	0.6	4,525.50	0.3	7,500.00	0.6	2,974.50-	39.6-
TOTAL SPECIAL FARES	1,120.00	0.4	1,500.00	0.6	4,525.50	0.3	7,500.00	0.6	2,974.50-	39.6-
OTHER INCOME										
4039 SALE FUELS CITY	23,526.58	8.9	14,438.00	6.1	105,652.32	8.7	72,190.00	6.1	33,462.32	46.3
4056 RENT BUS TERMINAL	1,200.00	0.4	1,600.00	0.6	8,400.00	0.6	8,000.00	0.6	400.00	5.0
4060 ADVERTISING SERVICES	5,037.99	1.9	5,000.00	2.1	29,618.99	2.4	25,000.00	2.1	4,618.99	18.4
4070 SALES MAINT.SERVICE	1,926.95	0.7	2,500.00	1.0	9,262.08	0.7	12,500.00	1.0	3,237.92-	25.9-
4071 SALE OF BUSES & VEH	0.00	0.0	0.00	0.0	400.00	0.0	0.00	0.0	400.00	100.0
4072 INTEREST INCOME	514.25	0.2	300.00	0.1	2,579.33	0.2	1,500.00	0.1	1,079.33	71.9
4073 MISCELLANEOUS	42.78	0.0	25.00	0.0	490.68	0.0	125.00	0.0	365.68	292.5
4075 SENIOR PICTURES	0.00	0.0	25.00	0.0	70.00	0.0	125.00	0.0	55.00-	44.0-
TOTAL OTHER REVENUE	32,248.55	12.3	23,888.00	10.1	156,473.40	12.9	119,440.00	10.1	37,033.40	31.0
TOTAL OPERATION REVENUE	60,452.49	23.0	44,488.00	18.9	279,638.26	23.1	228,440.00	19.3	51,198.26	22.4
ASSISTANCE										
4090 OPER. ASST. C. OF M.	84,315.42	32.2	85,791.00	36.4	421,577.10	34.8	428,955.00	36.3	7,377.90-	1.7-
4091 OPER. ASST. BEDFORD	3,300.00	1.2	3,300.00	1.4	16,500.00	1.3	16,500.00	1.4	0.00	0.0
4130 OPER.ASST., SEC.9	113,710.00	43.4	101,591.00	43.2	492,895.00	40.7	507,955.00	42.9	15,060.00-	2.9-
TOTAL ASSISTANCE	201,325.42	76.9	190,682.00	81.0	930,972.10	76.9	953,410.00	80.6	22,437.90-	2.3-
TOTAL REVENUES	261,777.91	100.0	235,170.00	100.0	1,210,610.36	100.0	1,181,850.00	100.0	28,760.36	2.4
EXPENSES										
LABOR										
5010 OPERATORS WAGES	49,596.76	16.9	59,048.00	22.4	274,306.24	20.3	306,952.00	23.2	32,645.76-	10.6-
5011 OPERATORS WAGES E&H	8,193.03	2.8	8,823.00	3.3	36,592.25	2.7	45,865.00	3.4	9,272.75-	20.2-
5110 OPERATORS O.T. WAGES	5,657.25	1.9	5,866.00	2.2	36,979.62	2.7	30,494.00	2.3	6,485.62	21.2
5110 OPERATOR O.T. E&H	192.33	0.0	59.00	0.0	1,183.65	0.0	308.00	0.0	875.65	284.3
5013 MECHANICS WAGES	10,777.72	3.6	13,472.00	5.1	54,449.94	4.0	66,747.00	5.0	12,297.06-	18.4-
5113 MECHANICS O.T. WAGES	168.61	0.0	0.00	0.0	1,253.40	0.0	0.00	0.0	1,253.40	100.0
5017 TRANS ADMIN WAGES	7,919.29	2.7	7,120.00	2.7	30,435.67	2.2	35,276.00	2.6	4,840.33-	13.7-
5018 WAGES MAINT. ADMIN	3,261.98	1.1	3,461.00	1.3	16,679.10	1.2	17,148.00	1.3	468.90-	2.7-
5019 WAGES OFFICE ADMIN	6,458.81	2.2	5,515.00	2.0	31,292.97	2.3	27,324.00	2.0	3,968.97	14.5
5117 WAGES TRANSP O.T.	258.25	0.0	249.00	0.0	6,997.44	0.5	1,245.00	0.0	5,752.44	462.0
5119 WAGES OFFICE O.T.	0.00	0.0	80.00	0.0	386.43	0.0	400.00	0.0	13.57-	3.3-
6003 PAYROLL TRANSACTION	0.00	0.0	0.00	0.0	51.30-	0.0	0.00	0.0	51.30-	100.0

INCOME STATEMENT TRANSIT

NOVEMBER 01, 2004 - NOVEMBER 30, 2004

REPORT # 002 VERSION # 000200 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
TOTAL LABOR	92,484.03	31.5	103,693.00	39.3	490,505.41	36.3	531,759.00	40.2	41,253.59-	7.7-
FRINGE BENEFITS										
5004 TRANS ADM SICK WAGES	343.78	0.1	166.00	0.0	2,091.77	0.1	830.00	0.0	1,261.77	152.0
5005 TRANS ADM VAC WAGES	1,228.66	0.4	908.00	0.3	6,530.31	0.4	4,540.00	0.3	1,990.31	43.8
5006 TRANS ADM HOL WAGES	692.48	0.2	555.00	0.2	2,451.76	0.1	2,775.00	0.2	323.24-	11.6-
5007 MAINT ADM SICK WAGES	0.00	0.0	84.00	0.0	0.00	0.0	420.00	0.0	420.00-	100.0-
5008 MAINT ADM VAC WAGES	800.00	0.2	281.00	0.1	3,753.89	0.2	1,405.00	0.1	2,348.89	167.1
5009 MAINT ADM HOL WAGES	347.44	0.1	366.00	0.1	1,350.06	0.1	1,830.00	0.1	479.94-	26.2-
5014 OFFICE VAC WAGES	884.00	0.3	635.00	0.2	3,651.57	0.2	3,175.00	0.2	476.57	15.0
5015 OFFICE HOLIDAY WAGES	548.82	0.1	413.00	0.1	1,524.58	0.1	2,065.00	0.1	540.42-	26.1-
5016 OFFICE SICK WAGES	0.00	0.0	124.00	0.0	279.12	0.0	620.00	0.0	340.88-	54.9-
5021 F.I.C.A.	9,977.56	3.4	10,223.00	3.8	52,963.49	3.9	50,827.00	3.8	2,136.49	4.2
5022 N.H. UNEMPLOYMENT	470.00	0.1	492.00	0.1	2,350.00	0.1	2,460.00	0.1	110.00-	4.4-
5023 PENSION	6,338.43	2.1	6,110.00	2.3	29,356.43	2.1	30,550.00	2.3	1,193.57-	3.9-
5024 HEALTH INSURANCE	68,309.61	23.3	32,269.00	12.2	191,146.79	14.1	161,345.00	12.2	29,801.79	18.4
5025 DENTAL INSURANCE	1,066.48	0.3	0.00	0.0	856.91	0.0	0.00	0.0	856.91	100.0
5026 LIFE INSURANCE	1,338.40	0.4	663.00	0.2	6,141.05	0.4	3,315.00	0.2	2,826.05	85.2
5027 WORKER'S COMP	3,970.83	1.3	4,540.00	1.7	19,876.13	1.4	22,610.00	1.7	2,733.87-	12.0-
5028 OPERATORS SICK PAY	3,229.24	1.1	2,555.00	0.9	15,561.88	1.1	12,775.00	0.9	2,786.88	21.8
5034 OPERATORS VACATION	4,614.00	1.5	4,563.00	1.7	23,068.20	1.7	22,815.00	1.7	253.20	1.1
5031 OPERATORS HOLIDAY	3,868.48	1.3	6,814.00	2.5	18,154.15	1.3	17,035.00	1.2	1,119.15	6.5
5029 MECHANICS SICK PAY	0.00	0.0	96.00	0.0	0.00	0.0	480.00	0.0	480.00-	100.0-
5035 MECHANICS VACATION	1,817.00	0.6	1,605.00	0.6	9,085.44	0.6	8,025.00	0.6	1,060.44	13.2
5032 MECHANICS HOLIDAY	985.60	0.3	1,156.00	0.4	4,369.68	0.3	5,780.00	0.4	1,410.32-	24.4-
5037 OPER UNIFORM ALLOW	791.65	0.2	756.00	0.2	3,279.80	0.2	3,780.00	0.2	500.20-	13.2-
5038 MAINT UNIFORM ALLOW	453.41	0.1	504.00	0.1	2,212.40	0.1	2,646.00	0.2	433.60-	16.3-
5120 MAINT TOOL ALLOWANCE	50.00	0.0	108.00	0.0	668.00	0.0	540.00	0.0	128.00	23.7
5095 OP/MECH FRINGE RATE	5,291.61-	1.8-	7,157.00-	2.7-	28,249.26-	2.0-	34,591.00-	2.6-	6,341.74	18.3
6006 FRINGE BENEFITS	5,855.05-	2.0-	6,260.00-	2.3-	29,746.90-	2.2-	31,300.00-	2.3-	1,553.10	4.9
TOTAL FRINGE BENEFI	100,979.21	34.4	62,569.00	23.7	342,727.25	25.4	296,752.00	22.4	45,975.25	15.4
SERVICES										
5039 MGMNT/CONSULTANT FEE	10,741.25	3.6	11,875.00	4.5	57,794.62	4.2	59,375.00	4.4	1,580.38-	2.6-
5041 COMMISSIONERS EXP	98.08	0.0	83.00	0.0	445.73	0.0	415.00	0.0	30.73	7.4
5042 OUTSIDE ADVERTISING	110.75	0.0	250.00	0.0	2,491.15	0.1	1,250.00	0.0	1,241.15	99.2
5043 LEGAL EXPENSES	0.00	0.0	625.00	0.2	2,002.44	0.1	3,125.00	0.2	1,122.56-	35.9-
5044 AUDITING EXPENSES	0.00	0.0	0.00	0.0	0.00	0.0	4,800.00	0.3	4,800.00-	100.0-
5045 SERVICE BUREAU	614.95	0.2	1,000.00	0.3	3,164.68	0.2	5,000.00	0.3	1,835.32-	36.7-
5046 SECURITY SERVICE	64.39	0.0	47.00	0.0	751.16	0.0	235.00	0.0	516.16	219.6
5047 REPAIRS BLG & GRNDS	712.12	0.2	1,188.00	0.4	27,933.96	2.0	5,940.00	0.4	21,993.96	370.2
5048 REPAIRS SHOP EQUIP.	48.57	0.0	214.00	0.0	60.96	0.0	1,070.00	0.0	1,009.04-	94.3-
5049 REPAIRS OFFICE EQUIP	0.00	0.0	173.00	0.0	907.53	0.0	865.00	0.0	42.53	4.9
5050 REPAIRS - RADIOS	0.00	0.0	83.00	0.0	0.00	0.0	415.00	0.0	415.00-	100.0-
5051 JANITORIAL SERVICES	473.74	0.1	625.00	0.2	2,387.76	0.1	3,125.00	0.2	737.24-	23.5-
5052 JANITORIAL SUPPLIES	0.00	0.0	31.00	0.0	219.47	0.0	155.00	0.0	64.47	41.5
5081 PRE-EMPLOY MED. EXAM	0.00	0.0	83.00	0.0	0.00	0.0	415.00	0.0	415.00-	100.0-
5100 DRUG & ALCOHOL TESTS	1,950.00	0.6	333.00	0.1	2,270.00	0.1	1,665.00	0.1	605.00	36.3
TOTAL SERVICES	14,813.85	5.0	16,610.00	6.3	100,429.46	7.4	87,850.00	6.6	12,579.46	14.3

MANCHESTER TRANSIT AUTHORITY
INCOME STATEMENT TRANSIT
NOVEMBER 01, 2004 - NOVEMBER 30, 2004
REPORT # 002 VERSION # 000200 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
MATERIAL & SUPPLIES										
5001 PURCHASES DISCOUNTS	654.06-	0.2-	250.00-	0.0	2,966.57-	0.2-	1,250.00-	0.0	1,716.57-	137.3-
5053 FUELS CITY DEPTS	21,419.49	7.3	13,750.00	5.2	93,920.15	6.9	68,750.00	5.2	25,170.15	36.6
5055 GASOLINE OPERATIONS	438.68	0.1	42.00	0.0	1,765.43	0.1	210.00	0.0	1,555.43	740.6
5056 GASOLINE SUPPORT VEH	86.04	0.0	42.00	0.0	280.27	0.0	210.00	0.0	70.27	33.4
5057 DIESEL OPERATIONS	13,395.36	4.5	9,848.00	3.7	57,855.91	4.2	51,858.00	3.9	5,997.91	11.5
5058 OIL & GREASE	215.12	0.0	296.00	0.1	1,173.75	0.0	1,580.00	0.1	406.25-	25.7-
5060 TIRES	1,214.88	0.4	1,152.00	0.4	7,018.42	0.5	6,066.00	0.4	952.42	15.7
5061 TRANS.-MISC.	37.36	0.0	167.00	0.0	420.36	0.0	835.00	0.0	414.64-	49.6-
5062 TRANS. SCHED/TKTS	403.65	0.1	417.00	0.1	523.65	0.0	2,085.00	0.1	1,561.35-	74.8-
5063 MAINTENANCE PARTS	3,424.72	1.1	9,729.00	3.6	29,522.53	2.1	50,552.00	3.8	21,029.47-	41.6-
5065 MAINTENANCE SUPPLIES	533.74	0.1	639.00	0.2	2,942.80	0.2	3,195.00	0.2	252.20-	7.8-
5066 OFFICE SUPPLIES	1,192.76	0.4	1,083.00	0.4	5,907.10	0.4	5,415.00	0.4	492.10	9.0
5067 MISC. OFFICE SUPPLIE	275.40	0.0	173.00	0.0	3,491.19	0.2	865.00	0.0	2,626.19	303.6
5093 ANTI-FREEZE EXP	42.87	0.0	87.00	0.0	115.50	0.0	435.00	0.0	319.50-	73.4-
5098 HAZARDOUS MATERIALS	0.00	0.0	98.00	0.0	693.95	0.0	490.00	0.0	203.95	41.6
5099 BODY SHOP SUPPLIES	680.33	0.2	98.00	0.0	1,695.74	0.1	490.00	0.0	1,205.74	246.0
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	404.00	0.0	210.00	0.0	194.00	92.3
TOTAL MATERIAL & SUPPLIES	42,706.34	14.5	37,413.00	14.1	204,764.18	15.1	191,996.00	14.5	12,768.18	6.6
UTILITIES										
5068 NATURAL GAS	561.62	0.1	1,140.00	0.4	1,059.66	0.0	2,700.00	0.2	1,640.34-	60.7-
5069 TELEPHONE	586.04	0.2	594.00	0.2	2,887.83	0.2	2,970.00	0.2	82.17-	2.7-
5070 ELECTRICITY	1,581.50	0.5	1,853.00	0.7	7,891.46	0.5	9,265.00	0.7	1,373.54-	14.8-
5071 WATER	146.62	0.0	124.00	0.0	644.32	0.0	620.00	0.0	24.32	3.9
TOTAL UTILITIES	2,875.78	0.9	3,711.00	1.4	12,483.27	0.9	15,555.00	1.1	3,071.73-	19.7-
INSURANCE										
5072 PUBLIC LIABILITY INS	8,818.00	3.0	8,819.00	3.3	44,102.00	3.2	44,095.00	3.3	7.00	0.0
5074 OTHER LIABILITY INS	1,125.00	0.3	1,145.00	0.4	5,622.00	0.4	5,725.00	0.4	103.00-	1.8-
TOTAL INSURANCE	9,943.00	3.3	9,964.00	3.7	49,724.00	3.6	49,820.00	3.7	96.00-	0.1-
OTHER EXPENSES										
5064 REPAIRS CITY TERMINL	0.00	0.0	250.00	0.0	1,281.64	0.1	1,250.00	0.0	31.64	2.5
5076 OPERATORS LICENSES	0.00	0.0	25.00	0.0	70.00	0.0	125.00	0.0	55.00-	44.0-
5078 DUES & MEMBERSHIP	0.00	0.0	83.00	0.0	415.00	0.0	415.00	0.0	0.00	0.0
5079 TRAINING & MEETINGS	45.82	0.0	83.00	0.0	383.62	0.0	415.00	0.0	31.38-	7.5-
5094 GRIEVANCE EXPENSE	0.00	0.0	38.00	0.0	143.17	0.0	190.00	0.0	46.83-	24.6-
5097 DEPRECIATION EXPENSE	29,157.75	9.9	29,158.00	11.0	145,788.75	10.8	145,790.00	11.0	1.25-	0.0
TOTAL OTHER EXPENSES	29,203.57	9.9	29,637.00	11.2	148,082.18	10.9	148,185.00	11.2	102.82-	0.0
TOTAL EXPENSES	293,005.78	100.0	263,597.00	100.0	1,348,715.75	100.0	1,321,917.00	100.0	26,798.75	2.0
NET INCOME (LOSS)	31,227.87-	10.6-	28,427.00-	10.7-	138,105.39-	10.2-	140,067.00-	10.6-	1,961.61	1.4

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MANCHESTER
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INCOME STATEMENT SCHOOL
NOVEMBER 01, 2004 - NOVEMBER 30, 2004
REPORT # 003 VERSION # 000008 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
STUDENT TRANSPORTATION										
4030 PUPIL CONTRACT	189,779.40	76.8	189,779.00	78.9	569,338.20	74.5	569,337.00	75.1	1.20	0.0
4031 SKILL CENTER	19,299.60	7.8	16,083.00	6.6	57,898.80	7.5	48,249.00	6.3	9,649.80	20.0
4032 SPECIAL NEEDS	12,150.75	4.9	10,292.00	4.2	41,169.60	5.3	41,168.00	5.4	1.60	0.0
4038 STUDENT TICKETS	5,520.95	2.2	4,000.00	1.6	15,987.95	2.0	12,000.00	1.5	3,987.95	33.2
TOTAL STUDENT TRANSPRTN	226,750.70	91.7	220,154.00	91.6	684,394.55	89.6	670,754.00	88.5	13,640.55	2.0
SCHOOL CHARTERS										
4073 MISCELLANEOUS OTHER	0.00	0.0	0.00	0.0	449.60	0.0	0.00	0.0	449.60	100.0
4077 CHARTER "BAND"	2,460.00	1.0	0.00	0.0	6,831.00	0.8	0.00	0.0	6,831.00	100.0
4080 CHARTER "CROSSCNTRY"	574.00	0.2	0.00	0.0	4,972.00	0.6	0.00	0.0	4,972.00	100.0
4081 CHARTER "FIELDTRIPS"	10,402.00	4.2	20,000.00	8.3	33,556.50	4.4	86,000.00	11.3	52,443.50-	60.9-
4082 CHARTER "FOOTBALL"	2,274.50	0.9	0.00	0.0	8,743.75	1.1	0.00	0.0	8,743.75	100.0
4083 CHARTER "GOLF"	0.00	0.0	0.00	0.0	3,165.50	0.4	0.00	0.0	3,165.50	100.0
4084 CHARTER "HOCKEY"	360.00	0.1	0.00	0.0	3,535.50	0.4	0.00	0.0	3,535.50	100.0
4085 CHARTER "SOCCER"	2,986.00	1.2	0.00	0.0	13,112.00	1.7	0.00	0.0	13,112.00	100.0
4087 CHARTER "VOLLEYBALL"	723.00	0.2	0.00	0.0	2,957.50	0.3	0.00	0.0	2,957.50	100.0
4088 CHARTER "WRESTLING"	145.00	0.0	0.00	0.0	145.00	0.0	0.00	0.0	145.00	100.0
TOTAL SCHOOL CHARTERS	19,924.50	8.0	20,000.00	8.3	77,468.35	10.1	86,000.00	11.3	8,531.65-	9.9-
INTEREST INCOME	415.64	0.1	100.00	0.0	1,602.33	0.2	500.00	0.0	1,102.33	220.4
TOTAL SCHOOL REVENUES	247,090.84	100.0	240,254.00	100.0	763,465.23	100.0	757,254.00	100.0	6,211.23	0.8
EXPENSES										
LABOR										
5003 FULLTIME OPERATORS	240.77	0.1	643.00	0.2	967.50	0.1	2,069.00	0.2	1,101.50-	53.2-
5010 PART-TIMER OP WAGES	84,422.72	36.6	78,033.00	35.6	294,444.80	30.4	281,054.00	30.4	13,390.80	4.7
5112 F/T OPERATORS OT	1,597.05	0.6	0.00	0.0	9,893.50	1.0	0.00	0.0	9,893.50	100.0
5110 OPERATORS O.T. WAGES	3,548.82	1.5	3,650.00	1.6	18,095.55	1.8	13,134.00	1.4	4,961.55	37.7
5013 WAGES MECHANICS	8,724.80	3.7	9,362.00	4.2	41,068.43	4.2	46,384.00	5.0	5,315.57-	11.4-
5017 WAGES TRANS ADMIN	5,662.04	2.4	6,087.00	2.7	32,075.97	3.3	30,169.00	3.2	1,906.97	6.3
5018 WAGES MAINT. ADMIN	3,020.50	1.3	3,202.00	1.4	15,248.31	1.5	15,864.00	1.7	615.69-	3.8-
5019 WAGES ADMINISTRATION	3,384.64	1.4	4,192.00	1.9	18,043.94	1.8	20,771.00	2.2	2,727.06-	13.1-
5117 WAGES TRANSP O.T.	1,271.17	0.5	249.00	0.1	3,251.22	0.3	1,245.00	0.1	2,006.22	161.1
5119 WAGES ADMIN O.T.	7.54	0.0	49.00	0.0	7.54	0.0	245.00	0.0	237.46-	96.9-
6003 PAYROLL TRANSACTION	175.51-	0.0	0.00	0.0	108.91	0.0	0.00	0.0	108.91	100.0
TOTAL LABOR EXPENSES	111,704.54	48.4	105,467.00	48.1	433,205.67	44.8	410,935.00	44.4	22,270.67	5.4
FRINGE BENEFITS										
5021 FICA EXPENSE	7,545.33	3.2	7,280.00	3.3	31,508.45	3.2	27,616.00	2.9	3,892.45	14.0
5024 HEALTH INSURANCE	2,179.66	0.9	0.00	0.0	2,754.83	0.2	0.00	0.0	2,754.83	100.0
5025 DENTAL INSURANCE	426.21-	0.1-	0.00	0.0	1,035.13-	0.1-	0.00	0.0	1,035.13-	100.0
5027 WORKER'S COMP	2,664.00	1.1	3,104.00	1.4	13,320.00	1.3	11,170.00	1.2	2,150.00	19.2
5031 OPERATORS HOL. WAGES	144.60	0.0	0.00	0.0	289.20	0.0	0.00	0.0	289.20	100.0
5037 OPER UNIFORMS ALLOW	0.00	0.0	329.00	0.1	0.00	0.0	1,645.00	0.1	1,645.00-	100.0-
5038 MAINT UNIFORM ALLOW	233.62	0.1	0.00	0.0	355.97	0.0	0.00	0.0	355.97	100.0
5120 MAINT TOOL ALLOW	50.00	0.0	0.00	0.0	632.00	0.0	0.00	0.0	632.00	100.0
5095 OP/MECH FRINGE RATE	5,291.61	2.3	7,157.00	3.2	28,249.26	2.9	34,591.00	3.7	6,341.74-	18.3-

MANCHESTER TRANSIT AUTHORITY
INCOME STATEMENT SCHOOL
NOVEMBER 01, 2004 - NOVEMBER 30, 2004
REPORT # 003 VERSION # 000008 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
6006 FRINGE BENEFITS	5,855.05	2.5	6,260.00	2.8	29,746.90	3.0	31,300.00	3.3	1,553.10-	4.9-
TOTAL FRINGES	23,537.66	10.2	24,130.00	11.0	105,821.48	10.9	106,322.00	11.5	500.52-	0.4-
SERVICES										
5039 CONSULTANT FEES	10,741.25	4.6	11,875.00	5.4	57,794.63	5.9	59,375.00	6.4	1,580.37-	2.6-
5041 COMMISIONERS EXPENSE	83.33	0.0	83.00	0.0	416.65	0.0	415.00	0.0	1.65	0.4
5042 OUTSIDE ADVERTISING	3,229.50	1.4	1,000.00	0.4	13,097.78	1.3	5,000.00	0.5	8,097.78	161.9
5043 LEGAL EXPENSES	0.00	0.0	208.00	0.0	3,003.66	0.3	1,040.00	0.1	1,963.66	188.8
5044 AUDITING EXPENSES	0.00	0.0	2,400.00	1.1	0.00	0.0	7,200.00	0.7	7,200.00-	100.0-
5045 SERVICE BUREAU	1,434.89	0.6	1,500.00	0.6	6,754.17	0.7	7,500.00	0.8	745.83-	9.9-
5046 SECURITY SERVICE	59.43	0.0	70.00	0.0	1,451.49	0.1	350.00	0.0	1,101.49	314.7
5047 REPAIRS BLDG & GRNDS	478.55	0.2	896.00	0.4	17,685.29	1.8	4,480.00	0.4	13,205.29	294.7
5048 REPAIRS SHOP EQUIP.	33.75	0.0	161.00	0.0	33.75	0.0	805.00	0.0	771.25-	95.8-
5049 OFFICE EQUIP & RPR	0.00	0.0	160.00	0.0	823.32	0.0	800.00	0.0	23.32	2.9
5050 REPAIRS RADIO	0.00	0.0	83.00	0.0	0.00	0.0	415.00	0.0	415.00-	100.0-
5051 JANITORIAL SERVICES	473.74	0.2	625.00	0.2	2,387.76	0.2	3,125.00	0.3	737.24-	23.5-
5052 JANITORIAL SUPPLIES	0.00	0.0	31.00	0.0	219.46	0.0	155.00	0.0	64.46	41.5
5100 DRUG & ALCOHOL TESTS	3,145.00	1.3	667.00	0.3	3,365.00	0.3	3,335.00	0.3	30.00	0.9
TOTAL SERVICES	19,679.44	8.5	19,759.00	9.0	107,032.96	11.0	93,995.00	10.1	13,037.96	13.8
MATERIAL & SUPPLIES										
5055 GASOLINE	813.70	0.3	0.00	0.0	3,046.79	0.3	0.00	0.0	3,046.79	100.0
5056 GASOLINE SUPPORT	0.00	0.0	0.00	0.0	21.45	0.0	0.00	0.0	21.45	100.0
5057 DIESEL	13,849.20	6.0	11,921.00	5.4	41,769.04	4.3	38,463.00	4.1	3,306.04	8.6
5058 OIL & GREASE	334.31	0.1	576.00	0.2	1,182.96	0.1	1,859.00	0.2	676.04-	36.3-
5060 TIRES	781.31	0.3	1,261.00	0.5	3,635.27	0.3	4,068.00	0.4	432.73-	10.6-
5061 TRANS-MISC.	1,453.35	0.6	333.00	0.1	3,882.77	0.4	1,665.00	0.1	2,217.77	133.2
5062 TRANS. SCHED/TKTS	219.35	0.1	83.00	0.0	219.35	0.0	415.00	0.0	195.65-	47.1-
5063 MAINTENANCE PARTS	6,931.18	3.0	6,400.00	2.9	21,427.16	2.2	20,650.00	2.2	777.16	3.7
5065 MAINTENANCE SUPPLIES	372.36	0.1	444.00	0.2	2,034.72	0.2	2,220.00	0.2	185.28-	8.3-
5066 OFFICE SUPPLIES	688.72	0.3	1,000.00	0.4	3,150.07	0.3	5,000.00	0.5	1,849.93-	37.0-
5067 MISC. OFFICE SUPPLIE	876.92	0.3	160.00	0.0	1,638.62	0.1	800.00	0.0	838.62	104.8
5093 ANTI-FREEZE EXP	44.24	0.0	0.00	0.0	111.86	0.0	0.00	0.0	111.86	100.0
5098 HAZARDOUS MATERIALS	0.00	0.0	68.00	0.0	587.37	0.0	340.00	0.0	247.37	72.7
5099 BODY SHOP SUPPLIES	435.27	0.1	68.00	0.0	1,113.98	0.1	340.00	0.0	773.98	227.6
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	2,439.00	0.2	210.00	0.0	2,229.00	******
TOTAL MATERIAL & SUPPLIES	26,799.91	11.6	22,356.00	10.2	86,260.41	8.9	76,030.00	8.2	10,230.41	13.4
UTILITIES										
5068 NATURAL GAS	423.68	0.1	860.00	0.3	799.39	0.0	4,300.00	0.4	3,500.61-	81.4-
5069 TELEPHONE	479.47	0.2	448.00	0.2	2,362.71	0.2	2,240.00	0.2	122.71	5.4
5070 ELECTRICITY	1,293.95	0.5	1,398.00	0.6	6,456.65	0.6	6,990.00	0.7	533.35-	7.6-
5071 WATER	119.96	0.0	93.00	0.0	527.18	0.0	465.00	0.0	62.18	13.3
TOTAL UTILITIES	2,317.06	1.0	2,799.00	1.2	10,145.93	1.0	13,995.00	1.5	3,849.07-	27.5-
INSURANCE										
5072 PUBLIC LIABILITY	22,273.00	9.6	22,273.00	10.1	111,365.00	11.5	111,365.00	12.0	0.00	0.0
5074 OTHER LIABILITY	939.00	0.4	967.00	0.4	4,691.28	0.4	4,835.00	0.5	143.72-	2.9-

MANCHESTER TRANSIT AUTHORITY
INCOME STATEMENT SCHOOL
NOVEMBER 01, 2004 - NOVEMBER 30, 2004
REPORT # 003 VERSION # 000008 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
TOTAL INSURANCE	23,212.00	10.0	23,240.00	10.6	116,056.28	12.0	116,200.00	12.5	143.72-	0.1-
OTHER EXPENSES										
5076 OPERATORS LICENSES	0.00	0.0	125.00	0.0	420.00	0.0	625.00	0.0	205.00-	32.8-
5077 INTEREST EXPENSE	0.00	0.0	0.00	0.0	26.94	0.0	0.00	0.0	26.94	100.0
5078 DUES & MEMBERSHIP	0.00	0.0	167.00	0.0	0.00	0.0	835.00	0.0	835.00-	100.0-
5079 TRAINING & MEETINGS	105.98	0.0	167.00	0.0	2,169.27	0.2	835.00	0.0	1,334.27	159.7
5080 TOLLS	9.20	0.0	0.00	0.0	67.38	0.0	0.00	0.0	67.38	100.0
5081 PRE-EMPLOYMENT EXAM	3,010.00	1.3	833.00	0.3	4,520.00	0.4	4,165.00	0.4	355.00	8.5
5094 GRIEVANCE EXPENSE	0.00	0.0	38.00	0.0	175.00	0.0	190.00	0.0	15.00-	7.8-
5097 DEPRECIATION EXPENSE	20,000.00	8.6	20,000.00	9.1	100,000.00	10.3	100,000.00	10.8	0.00	0.0
TOTAL OTHER EXPENSES	23,125.18	10.0	21,330.00	9.7	107,378.59	11.1	106,650.00	11.5	728.59	0.6
TOTAL EXPENSES	230,375.79	100.0	219,081.00	100.0	965,901.32	100.0	924,127.00	100.0	41,774.32	4.5
NET INCOME	16,715.05	7.2	21,173.00	9.6	202,436.09-	20.9-	166,873.00-	18.0-	35,563.09-	21.3-

D

Commissioners Memorandum

To: Commissioners
From: Karyn Porter, Assistant Executive Director
Date: December 22, 2004
Re: Transit Statistical Report – November 2004

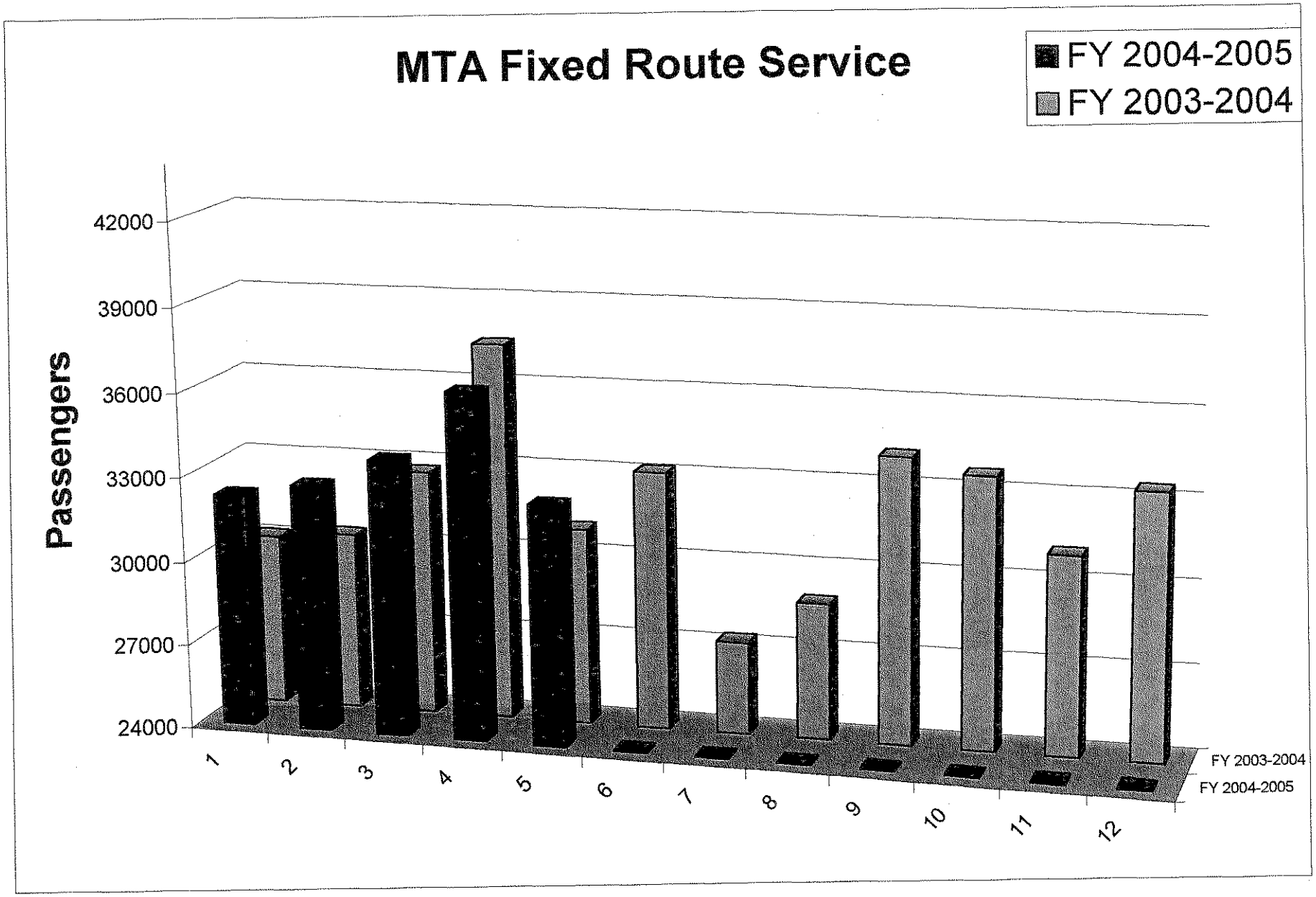
The following chart details the comparison between the current and previous year for service in November

	November 2003	November 2004	Percent Difference
Weekday	19	21	
Saturday	5	4	
Airport- Route #1	719	812	12.93%
Lake-Hanover St. Route #2	2563	3,292	28.44%
Goffsfalls Route #3	833	1,292	55.10%
Page-Elliot Route #4	1527	1,722	12.77%
Pinard-Bremer Route #5	920	962	4.57%
Gossler-St. Anselm Route #6	1556	2,099	34.90%
VA Hospital Route #7	1578	1,851	17.30%
So. Willow Route #8	2845	3,320	16.70%
DW Highway-River Rd. Route #9	1710	1,996	16.73%
Valley-Weston Rd. Route #10	2960	3,139	6.05%
Front St. Route #11	1364	1,586	16.28%
So. Beech Route #12	2477	3,001	21.15%
Bedford Mall Route #13	3248	4,337	33.53%
VISTA SHUTTLE	340	503	47.94%
HANNAFORDS SHUTTLE	620	677	9.19%
VERIZON WIRELESS SHUTTLE	2006	846	-57.83%
(number of events)	*11*	*6*	*-45.45%*
Weekday Fixed Route Totals	27,266	31,435	15.29%
Saturday Fixed Route Totals	3,712	3,124	-15.84%
MTA Specials & Excursions	0	0	0.00%
Fixed Route Weekday Average	1,435	1,497	4.31%
Total Transit Passengers Served	30,978	34,559	11.56%
Total StepSaver Passengers Served	792	738	-6.82%

The attached page shows the graph of service changes over the past fiscal years

KEP

Karyn Porter
Assistant Executive Director


MTA Fixed Route Service
FY 2004-2005
FY 2003-2004
Passengers
42000
39000
36000
33000
30000
27000
24000
1
2
3
4
5
6
7
8
9
10
11
12
FY 2003-2004
FY 2004-2005

Comcast Cable Communications, Inc.
460 Amherst Street
Nashua, NH 03063
www.comcast.com

January 12, 2005

Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, N.H. 03101

Dear Mayor and Aldermen:

Enclosed is Comcast's payment, which is due to the City by January 15, 2005 as called for in section (2) paragraph (a) of Amendment #1 of the franchise agreement between the City and Comcast. If you have any questions regarding this payment, please feel free to contact me at 603-889-1363 ext. 3014.

Sincerely,

B. Christiansen

Bryan Christiansen
Manager of Government & Community Relations

Enclosed:
Check number: 239413216, $50,000

Comcast

COMCAST FINANCIAL
AGENCY CORPORATION
A Comcast Cable Communications Group Company
Eastern Division
200 Cresson Blvd.
Oaks, PA 19456

REMITTANCE ADVICE

No. 239413216

Date : 07-JAN-05 Vendor Name : MANCHESTER CITY OF Vendor No. : 154772

INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
122804FF	28-DEC-04	2-MARC L Amend #1	0.00	50,000.00
		TOTAL	0.00	50,000.00

THE FACE OF THIS DOCUMENT HAS A MULTI COLORED BACKGROUND - NOT A WHITE BACKGROUND

Comcast

COMCAST FINANCIAL AGENCY CORPORATION
A Comcast Cable Communications Group Company
Eastern Division
200 Cresson Blvd.
Oaks, PA 19456

BANK ONE

Bank One, NA
Columbus, OH

No. 239413216

56-1544 / 441
644359333

Date 07-JAN-05
Void After 180 Days

$ *****50,000.00

Pay Fifty Thousand Dollars And 00 Cents**********

Authorized Signature

To The Order Of
MANCHESTER CITY OF NH
ONE CITY HALL PLAZA
OFFICE OF THE MAYOR
MANCHESTER, NH 03101
United States

Authorized Signature

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN angle TO VIEW

E [redacted]

City of Manchester
New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Ninety Six Thousand Seven Hundred Thirty Eight Dollars and Nine Cents ($96,738.09) for FY2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance."

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

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

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

WHEREAS, the Board of Mayor and Aldermen desires to provide Affordable Housing Trust funds in the amount of $96,738.09 to Manchester Neighborhood Housing Services to supplement existing Federal American Dream Downpayment Initiative (ADDI) funds for use in their Downpayment & Closing Cost Assistance Program; and

WHEREAS, existing funds in at least that amount are available from Affordable Housing Trust funds; and

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

1) **By decreasing:**
Affordable Housing Trust Fund - $96,738.09

2) **By increasing:**
2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance - $96,738.09 Affordable Housing Trust Fund
(from $113,848 ADDI to $113,848 ADDI and $96,738.09 Affordable Housing Trust Fund)

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

City of Manchester
New Hampshire

In the year Two Thousand and Five

A Resolution

"Authorizing the Finance Officer to effect a transfer of Seven Thousand Three Hundred Thirteen Dollars ($7,313.00) from Contingency to City Clerk Special Projects"

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

That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Special Projects Account 0400C10898.....$7,313

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

For "digitized records keeping"

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

The Committee on Accounts, Enrollment and Revenue Administration

respectfully advising, after due and careful consideration, that they have approved

an Ordinance:

> "Amending Chapter 52: Sewers of the Code of Ordinances of the City of Manchester by amending Section 52.160 (A)(2), Sewer Rental Charges and Section 52.161 Septage Service Charge by increasing the user charges and septage service charges in the City of Manchester."

and is recommending that same be referred to the Committee on Bills on Second

Reading for technical review.

Respectfully submitted,

Clerk of Committee

G

City of Manchester
New Hampshire

In the year Two Thousand and **Five**

AN ORDINANCE

"Amending Chapter 52: Sewers of the Code of Ordinances of the City of Manchester by amending Section 52.160 (A)(2), Sewer Rental Charges and Section 52.161 Septage Service Charge by increasing the user charges and septage service charges in the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Deletions to existing ordinance language are ~~struckthrough~~. New language appears in *italics*. Sections of the following chapter that remain unchanged appear in regular type.

§ 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 fomula 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 the effective billing dates as follows:

RATE	EFFECTIVE BILLING DATE
~~$1.37/100 CF~~	~~1/01/94~~
$1.55/100 CF	1/01/96
$1.80/100 CF	*7/1/05*

(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.

G

City of Manchester
New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending Chapter 52: Sewers of the Code of Ordinances of the City of Manchester by amending Section 52.160 (A)(2), Sewer Rental Charges and Section 52.161 Septage Service Charge by increasing the user charges and septage service charges in the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(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
$1.67/1000 gallons	*$17.57/100 lbs.*	*$17.57/100 lbs.*	*7/01/05*

(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.

G

City of Manchester
New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending Chapter 52: Sewers of the Code of Ordinances of the City of Manchester by amending Section 52.160 (A)(2), Sewer Rental Charges and Section 52.161 Septage Service Charge by increasing the user charges and septage service charges in the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(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 outlined 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.

§ 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~~ *$80.00*/1000 gallons.

(B) For any discharge in excess thereof, a charge of ~~$7.00~~ *$8.00* per multiple of 100 gallons or any part of such multiple ~~effecting~~ *effective* ~~beginning~~ ~~1/1/93~~ *7/01/05.*

(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, $.0085 per pound~~ *$.08/gallon (using conversion factor of 8.34 lb/gal) or $.00959 per pound, effective 7/01/05.*

II. This ordinance shall take effect July 1, 2005.

G

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

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the 2nd quarter FY2005 write-off list for the accounts receivable module be approved with the Fire Department invoices removed.

Respectfully submitted,

Clerk of Committee

H

Department of Finance
Accounts Receivable
2nd Quarter FY2005
Write Off Submission

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount	Explanation		
hwy	William Cunningham, Jr	7844	9847833	10/14/2003	$57.00	$57.00	closed AEX 10/16/04		
hwy	William Cunningham, Jr	7844	9849299	11/24/2003	$13.50	$13.50	closed AEX 10/16/04		
hwy	Elvir Spahic	8609	9851821	2/9/2004	$117.00	$117.00	closed AEX 11/20/04		
hwy	All Style Flooring	8567	9851123	1/19/2004	$85.50	$85.50	closed AEX 10/21/04	$273.00	**Total Highway**
fire	Tina L. Coombs	8586	9851683	1/29/2004	$252.25	$252.25	closed USA 10/16/04		
fire	Best Buy Co, Inc.	4992	9850756	1/5/2004	$480.00	$82.03	unable to collect collection fee		
fire	Martel Racing	2738	9850662	1/5/2004	$480.00	$82.03	unable to collect collection fee		
fire	Circuit City	2302	9850600	1/5/2004	$480.00	$480.00	closed AEX 10/30/04	$896.31	**Total Fire**
traffic	Carol Gamache	8382	9852309	2/20/2004	$65.00	$65.00	closed USA 10/16/04		
traffic	Carol Gamache	8382	9851553	1/21/2004	$5.00	$5.00	closed USA 10/16/04		
traffic	Carol Gamache	8382	9851483	1/20/2004	$60.00	$60.00	closed USA 10/16/04		
traffic	Carol Gamache	8382	9850064	12/18/2003	$60.00	$60.00	closed USA 10/16/04		
traffic	Carol Gamache	8382	9849195	11/18/2003	$60.00	$60.00	closed USA 10/16/04		
traffic	Carol Gamache	8382	9848408	10/24/2003	$60.00	$60.00	closed USA 10/16/04		
traffic	Tom Petrillo	8246	9853830	4/16/2004	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9853041	3/18/2004	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9852277	2/20/2004	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9851449	1/20/2004	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9850026	12/18/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9849155	11/18/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9848364	10/24/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9847396	9/22/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Tom Petrillo	8246	9846565	8/25/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Mark Paris	5747	9814844	6/6/2000	$1,369.71	$1,369.71	solicitor recommendation - unable to locate		
traffic	Susan French	7722	9846481	8/25/2003	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9847309	9/22/2003	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9848280	10/24/2003	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9849071	11/18/2003	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9849950	12/18/2003	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9851375	1/20/2004	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9852209	2/20/2004	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9852976	3/18/2004	$35.00	$35.00	closed AEX 11/27/04		
traffic	Susan French	7722	9853769	4/16/2004	$35.00	$35.00	closed AEX 11/27/04		
traffic	Pamela Weeks-Dorji	8344	9848400	10/24/2003	$35.00	$35.00	closed AEX 11/20/04		
traffic	Pamela Weeks-Dorji	8344	9849187	11/15/2003	$35.00	$35.00	closed AEX 11/20/04		
traffic	Pamela Weeks-Dorji	8344	9850057	12/18/2003	$35.00	$35.00	closed AEX 11/20/04		
traffic	Pamela Weeks-Dorji	8344	9851477	1/20/2004	$35.00	$35.00	closed AEX 11/20/04		
traffic	Pamela Weeks-Dorji	8344	9852303	2/20/2004	$34.00	$35.00	closed AEX 11/20/04		
traffic	Jennifer Sheehan	8122	9852261	2/20/2004	$35.00	$35.00	closed AEX 10/30/04		
traffic	Jennifer Sheehan	8122	9851431	1/20/2004	$35.00	$35.00	closed AEX 10/30/04		
traffic	Jennifer Sheehan	8122	9850007	12/18/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Jennifer Sheehan	8122	9849135	11/18/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Jennifer Sheehan	8122	9848344	10/24/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Jennifer Sheehan	8122	9847376	9/22/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Jennifer Sheehan	8122	9846545	8/25/2003	$35.00	$35.00	closed AEX 10/30/04		
traffic	Jennifer Sheehan	8122	9845627	7/18/2003	$35.00	$35.00	closed AEX 10/30/04	$2,764.71	**Total Traffic**
						$3,934.02		$3,934.02	

AEX - All Efforts Exhausted
USA - Unserviceable Address/Invalid Phone Number

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 a request from the City's Internal Auditor to audit the top five departments (Tax Collector, Finance Department-Treasury, City Clerk's Office, Traffic, and Police) beginning with the Tax Collector's Office.

Respectfully submitted,

Clerk of Committee

City of Manchester
Department of Finance

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

January 12, 2005

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,

Citywide Risk Assessment Results:

Internal Audit has performed a risk assessment of the entire City government in order to develop an audit plan that will concentrate on the departments with the highest risk. An audit plan using a risk assessment model has been developed. Risk was based on the expenditure, revenues collected, cash collected over the counter, capital assets under the departments control, previous audits and audit comments, complexity of operation, employee turnover, and amount of press coverage. These factors were weighted and a risk score was developed. Departments were ranked by risk score and auditor judgement. Based on this analysis the top five departments that I am requesting be audited are:

Office of the Tax Collector
Finance Department-Treasury
City Clerk's Office
Traffic Department
Police Department

I would like to start the audit of the Office of the Tax Collector as soon as possible and then work my way down the list. As always other audit suggestions from the COA will be given priority as well as the other annual work that I do such as year end consumable inventory testing and high priority items that come up during the year.

Respectfully Submitted,

Kevin Buckley

Kevin M. Buckley
Independent City Auditor

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 a summary of City loans and notes currently outstanding submitted by the Finance Department.

Respectfully submitted,

Clerk of Committee

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

MEMORANDUM

Date: January 11, 2005

To: Committee on Accounts

From: Tobias Svantesson
Internal Auditor

RE: **City** Loans / Notes

Dear Committee Members:

Attached, per your request, please find a summary of City Loans and Notes currently outstanding. This is a first draft of this document. In order to gather complete information, this document has been sent to all departments for their comments.

Sincerely,

Tobias Svantesson
Internal Auditor

T

CITY OF MANCHESTER - SUMMARY OF NOTES AND LOANS OUTSTANDING

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	MNHS - TYPE A LOANS						
1992	117 Laurel	Thomas	$ 6,050.00	$ 30.00	$ -	$ 3,269.58	$ 2,780.42
	TOTAL		**$ 6,050.00**	**$ 30.00**		**$ 3,269.58**	**$ 2,780.42**
1995	238 Auburn	Koutsavlis	$ 9,828.96	$ 40.54	$ -	$ 4,087.17	$ 5,741.79
	TOTAL		**$ 9,828.96**	**$ 40.54**		**$ 4,087.17**	**$ 5,741.79**
1996	255 Auburn	Cejvan	$ 15,000.00	$ 62.50	$ -	$ 4,500.00	$ 10,500.00
1996	202 Candia	Crete	$ 15,000.00	$ -	$ -	$ 14,874.50	$ 125.50
1996	61 Avon	Diener	$ 15,000.00	$ 62.50	$ -	$ 5,312.50	$ 9,687.50
1996	199 Dubuque	Herman	$ 15,000.00	$ 62.50	$ -	$ 5,000.00	$ 10,000.00
1996	396 Wilson	Robidas	$ 15,000.00	$ -	$ -	$ 5,562.50	$ 9,437.50
1996	264 Pearl	Suciu	$ 15,000.00	$ -	$ -	$ 6,000.00	$ 9,000.00
1996	382 Lake	Privey	$ 5,269.11	$ -	$ -	$ 125.00	$ 5,144.11
1996	40 Becker	Rees	$ 14,563.32	$ 125.00	$ -	$ 5,375.00	$ 9,208.32
	TOTAL		**$ 109,852.43**	**$ 312.50**		**$ 46,749.50**	**$ 63,102.93**
1997	367 Front	St. Laurent	$ 15,000.00	$ 62.50	$ -	$ 3,750.00	$ 11,250.00
	TOTAL		**$ 15,000.00**			**$ 3,750.00**	**$ 11,250.00**
1997	53 Lincoln	Heidenreich	$ 15,000.00	$ 62.50	$ -	$ 5,125.00	$ 9,875.00
1997	382 Lake	Privey	$ 9,730.89	$ 125.00	$ -	$ 5,187.50	$ 4,543.39
	TOTAL		**$ 24,730.89**			**$ 10,312.50**	**$ 14,418.39**
2001	361 Hall	Garcia	$ 23,644.34	$ -	$ -	$ -	$ 23,644.34
	TOTAL		**$ 23,644.34**			**$ -**	**$ 23,644.34**
	SUBTOTAL		**$ 189,106.62**			**$ 68,168.75**	**$ 120,937.87**

Terms:

Loans to moderate income families to make improvements to their property (1-4 units). 20 year term @ 0 % interest, monthly payments to MNHS, MNHS returns payments to the City of Manchester. Loans average $15,000 / unit.

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	MNHS - TYPE B LOANS						
1992	110 Spruce	Bakalos	$ 18,975.00	$ -	$ -	$ -	$ 18,975.00
1992	254 Auburn	Martel	$ 15,000.00	$ -	$ -	$ -	$ 15,000.00
1992	70 Laurel	Roberge	$ 14,975.00	$ -	$ -	$ -	$ 14,975.00
1992	233 Auburn	Tsecaris	$ 12,883.29	$ -	$ -	$ -	$ 12,883.29
	TOTAL		**$ 61,833.29**			**$ -**	**$ 61,833.29**
1995	110 Spruce	Bakalos	$ 6,025.00	$ -	$ -	$ -	$ 6,025.00
1995	243 Auburn	Krideris	$ 15,000.00	$ -	$ -	$ -	$ 15,000.00
1995	99 Laurel	MNHS	$ 8,023.63	$ -	$ -	$ -	$ 8,023.63
	TOTAL		**$ 29,048.63**			**$ -**	**$ 29,048.63**
1996	773 Massabesic	Bouchard	$ 12,000.00	$ -	$ -	$ -	$ 12,000.00
1996	310 Amherst	Dragoiescu	$ 24,987.89	$ -	$ -	$ -	$ 24,987.89
1996	201 Grove	Healy	$ 15,000.00	$ -	$ -	$ -	$ 15,000.00
1996	386 Philip	Simard	$ 4,743.00	$ -	$ -	$ -	$ 4,743.00
1996	181 Taylor	Chapman	$ 15,000.00	$ -	$ -	$ -	$ 15,000.00
1996	259 Cedar	Simpson	$ 15,000.00	$ -	$ -	$ -	$ 15,000.00
1996	612 Lake	Catano	$ 13,575.00	$ -	$ -	$ -	$ 13,575.00
	TOTAL		**$ 100,305.89**			**$ -**	**$ 100,305.89**
1997	345 Laurel	Allard	$ 8,253.42	$ -	$ -	$ -	$ 8,253.42
1997	440 Laurel	Olivier	$ 15,000.00	$ -	$ -	$ -	$ 15,000.00
	TOTAL		**$ 23,253.42**			**$ -**	**$ 23,253.42**
1997	345 Laurel	Allard	$ 20,269.11	$ -	$ -	$ -	$ 20,269.11
	TOTAL		**$ 20,269.11**			**$ -**	**$ 20,269.11**
2001	312 Oak	Gorczakoski	$ 9,744.34	$ -	$ -	$ -	$ 9,744.34
2001	65 Bath	DiCampo	$ 24,780.34	$ -	$ -	$ -	$ 24,780.34
	TOTAL		**$ 34,524.68**			**$ -**	**$ 34,524.68**
	SUBTOTAL		**$ 269,235.02**			**$ -**	**$ 269,235.02**

Terms:

Deferred loans to low income families to make improvements to their property (single family), 20 year term, @ 0% interest, loan is forgiven after 20 years, note is repaid if the property is sold. Deferred loans average $15,000 / unit.

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	MNHS - TYPE C LOANS						
2001	Cedar / Beech	HOME	$ 378,806.00	$ -	$ -	$ -	$ 378,806.00
	TOTAL		**$ 378,806.00**			$ -	**$ 378,806.00**

Terms:
1 % simple interest for a period of 30 years. Payments of principal and interest shall be made annually on the first day of March of each year and continuing annually thereafter until the Note is paid in full; provided, however, that such payments shall be made only to the extent the borrower has sufficient cash flow remaining after payment of all expenses including repayment on $225,000 of amortized debt and the funding of reserves. Payments shall be based upon audited financial statements.

	MNHS - TYPE D LOANS						
1994	Merrimack Place	HOME	$ 279,296.24	$ -	$ 15,398.75	$ -	$ 279,296.24
1994	Merrimack Place	CDBG	$ 323,464.63	$ -	$ 5,565.50	$ -	$ 323,464.63
	TOTAL		**$ 602,760.87**			$ -	**$ 602,760.87**

Terms:
A payment in lieu of interest shall be made annually based on 50 % of the net cash flow of the borrower as determined by annual audit. In any year where the debt coverage ratio exceeds 1.15 to 1 (including payments in lieu of interest) based on the annual audit, principal payments shall be made in an amount that will result in a 1.15:1 debt coverage ratio. All remaining principal shall be due and payable on September 1, 2024.

	MNHS - TYPE E LOANS						
1994	Notre Dame	HOME	$ 355,595.57	$ -	$ -	$ -	$ 355,595.57
	TOTAL		**$ 355,595.57**			$ -	**$ 355,595.57**

Terms:
Annual loan payments based upon maintaining a debt coverage ratio of 1.15 to 1. Interest rate is 0%. After repayment of $112,952 of amortized debt has been made and operating reserves have been met, funds remaining at the end of each year in excess of the 1.15:1 debt coverage ratio shall be used to reduce the principal amount of the loan. Annual payments determined by annual audit. Any principal remaining 30 years after the issuance of the Certificate of Occupancy shall be forgiven.

	HOME (MNHS)						
2003	Renaissance 7 - Straw Mansion	Notre Dame / HOME	$ 450,000.00	$ -	$ -	$ -	$ 450,000.00
	TOTAL		**$ 450,000.00**			$ -	**$ 450,000.00**

Terms:
The HOME subsidy to the Subrecipient shall be in the form of a loan with an interest rate of 4.84% per annum. The annual repayment of principal shall be subject to positive cash flow. A payment of principal shall be made annually, no later than August 1st, based on fifty percent (50%) of the surplus cash flow of the borrower as determined and calculated by annual audit. Any principal amount remaining unpaid after thirty (30) years from the issuance of a Certificate of Occupancy by the City shall be due and payable at the end of the thirty year term.

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	MNHS - TYPE F LOANS						
1997	237 Silver	Laferte	$ 16,173.00	$ 98.01	$ 3,283.76	$ 3,479.01	$ 12,693.99
1997	314 Central	Perez-Valle	$ 16,173.00	$ -	$ 3,262.18	$ 3,598.02	$ 12,574.98
1997	308 Central	Hamilton	$ 16,173.00	$ 98.01	$ 3,552.53	$ 3,602.20	$ 12,570.80
	TOTAL		**$ 48,519.00**			**$ 10,679.23**	**$ 37,839.77**

Terms:
Eight $16,173 second mortgages, 20 year term @ 4 % interest, monthly payments to MNHS, MNHS remits payments to the City of Manchester.

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	MNHS - TYPE G LOANS						
	Acquisition Distressed Real Estate						
1995	249 Cedar	MNHS	$ 47,800.16	$ -		$ -	$ 47,800.16
1995	360 Beech	MNHS	$ 48,660.58	$ -		$ -	$ 48,660.58
1995	111 Laurel	MNHS	$ 125.00	$ -		$ -	$ 125.00
1995	175 Cedar	MNHS	$ 958.80	$ -		$ -	$ 958.80
1995	305 Cedar	MNHS	$ 232.00	$ -		$ -	$ 232.00
1995	368 Beech	MNHS	$ 30.00	$ -		$ -	$ 30.00
1995	179 Beech	MNHS	$ 1,714.94	$ -		$ -	$ 1,714.94
1995	194 Auburn	MNHS	$ 133.53	$ -		$ -	$ 133.53
	TOTAL		**$ 99,655.01**			**$ -**	**$ 99,655.01**

Terms:
CIP monies granted to MNHS to acquire and rehabilitate distressed real estate. Upon sale of the property to a low income family, monies invested by the City (not including MNHS expenses) is repaid.

The following will not be paid back to the City:
$47,800.16 was used to develop a family park at 249 Ceder Street; $48,660.58 was used to develop the East Side Substation; $3,194.27 was used to study the feasibility of developing six sites.

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	MNHS - TYPE H LOANS						
	Homebuyer Assistance Program						
2002	1311 Hanover	Sinclair	$ 10,000.00	$ 2,000.00	$ -	$ 4,000.00	$ 6,000.00
	276 Lake	Garver	$ 10,000.00	$ 2,000.00	$ -	$ 4,000.00	$ 6,000.00
	43 Nashua	Poste	$ 20,000.00	$ 4,000.00	$ -	$ 8,000.00	$ 12,000.00
	639 Auburn	Russell	$ 20,000.00	$ 4,000.00	$ -	$ 8,000.00	$ 12,000.00
	1054 Cilley	Duran	$ 20,000.00	$ 4,000.00	$ -	$ 8,000.00	$ 12,000.00
	18 Jackson	Bergevin	$ 20,000.00	$ 4,000.00	$ -	$ 8,000.00	$ 12,000.00
	TOTAL		**$ 100,000.00**			**$ 40,000.00**	**$ 60,000.00**
2004	369 S Mammoth	Diener	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	244 Putnam	Rodriguiz	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	117 Claire	Ciarla	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	351 Amherst	Vasquez	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	77 S Jewett	Mahaffey	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	30 Old Wellington	Fournier	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	282 Laurel	Camire	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	459 Hevey	Lafave	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	462 Spruce	McDonald	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	3 Picadilly Ct	Saunders	$ 20,000.00	$ 4,000.00	$ -	$ -	$ 20,000.00
	TOTAL		**$ 200,000.00**			**$ -**	**$ 200,000.00**

Terms:

Deferred loans to assist low income first time homebuyers. Downpayment assistance will average $10,000 / unit and be forgiven at a rate of twenty percent per year.

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CITY OF MANCHESTER - SUMMARY OF NOTES AND LOANS OUTSTANDING

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	CDBG PROGRAM INCOME						
	PGB Realty		$ 35,499.10	$ 250.90	$ -	$ 27,576.56	$ 7,922.54
Terms:							
25-year note with an original balance of $35,499.10 dated October 6, 1982. Interest rate is fixed and set to 7 %, and payment is due on the first day each month commencing November 1982.							
On November 1, 2007, the entire outstanding principal and interest shall be due and payable.							
	Weston Terrace (Lowell)	Part 1	$ 1,250,000.00	$ 6,885.71	$ -	$ 620,101.08	$ 629,898.92
Terms:							
Original note was executed on December 14, 1984. A number of amendments have been made to the original note, and the terms currently in force were agreed upon July 1, 1998.							
Under these terms, the principal amount was recalculated to $997,087.76, the interest is fixed at 3 % with a monthly payment of $6,885.71. In addition to this, the amortization							
schedule was extended to July 2013.							
	Weston Terrace (Lowell)	Part 2	$ 250,000.00	$ -	$ -	$ -	$ 250,000.00
Terms:							
This portion of the note requires annual interest payments equal to 50 % of the net cash flows of the project for a period of 20 years upon completion of the project.							
At the expiration of 20 years a balloon payment of principal and interest shall be made equal to 1/2 fair market value of the property.							
	Palace Theatre Trust		$ 74,952.00	$ 415.68	$ -	$ 54,705.73	$ 20,246.27
Terms:							
20-year note with an original balance of $74,952 dated August 21, 1987. Interest rate is fixed and set to 3 %, and payment is due on the first day each month commencing March 1, 1989.							
	NCADD - Greater Manchester		$ 70,000.00	$ 388.22	$ -	$ 33,296.03	$ 36,703.97
Terms:							
20-year note with an original balance of $70,000 dated October 26, 1992. Interest rate is fixed and set to 3 %, and payment is due on the first day each month commencing six months							
after end of construction or receipt of certificate of occupancy whichever is earlier. First payment was received in December, 1993.							
	Lambrou / Dakoulas		$ 24,521.00	$ 169.34	$ -	$ 18,853.20	$ 5,667.80
Terms:							
	TOTAL		**$ 1,704,972.10**			**$ 754,532.60**	**$ 950,439.50**

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	OTHER HOME LOANS						
1994	38 - 40 Joliette Street (6 apartments	Joliette St Realty Trust	$ 184,320.00	$ -	$ -	$ -	$ 184,320.00
Terms:							
On March 25, 1994, the Joliette Street executed a Promissory Note with the City of Manchester for the Principal Sum of $184,320 at the rate of simple, non-compounding three percent per annum, 30 year term. Annual payments shall be made based on maintaining a debt coverage ratio of 1.15 to 1. Payments shall be made first to reduce accrued interest and then to principal reduction, the remaining balance of principal and interest to be paid at the end of the 30 year term. Recently in June the City received financial statement from the Joliette Street Trust dating back to 1994. The Cash Flow Statements that were submitted confirmed that there are no payments due to the City at this time.							
1994	243 Douglas Street (7 apartments)	Douglas Street LP	$ 332,375.00	$ 1,000.00	$ 3,835.12	$ 9,850.88	$ 322,524.12
Terms:							
On December 23, 1994, the 243 Douglas Street Limited Partnership executed a Promissory Note with the City of Manchester for the Principal Sum of $332,375 at the rate of 3% which rate shall be simple and non-compounding, 30 year term. Payments of interest shall be made annually at the rate of $1,000 per year, the remaining balance of principal and interest to be paid at the end of the 30 year term. A payment totalling $1,000 was received February 13, 2004.							
1999	Livinston Park - Gatsas	Gatsas	$ 500,000.00	$ 25,000.00	$ -	$ 125,000.00	$ 375,000.00
Terms:							
Annual payment of $25,000 in June.							
2003	Agnes Street Extension	Piscataquog River Apt LLC	$ 600,000.00	$ -	$ -	$ -	$ 600,000.00
Terms:							
On June 3, 2003, Piscataquog River Apartments Limited Partnership executed a Promissory Note with the City of Manchester for the principal sum of $600,000 at the rate of 0%, with a thirty year term. A $20,000 payment of principal shall be made annually, no later than October 1st, commencing October 1, 2009. Any Principal amount remaining unpaid shall be due and payable September 1, 2034.							
2003	6 To 4 To 3, LLC	Baseball	$ 2,500,000.00	$ -	$ -	$ -	$ 2,500,000.00
Terms:							
Payments are to be made on February 1 and July 1 every year for 25 years. Payments are based on debtschedule in file (approximately $169,000 of principal and interest every fiscal year).							

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
2004	30 Mechanic Street	YMCA	$ 260,000.00	$ -	$ -	$ -	$ 260,000.00
Terms:							
On June 10, 2004, the YMCA of Greater Manchester executed a $260,000 loan with an interest rate of 0.00% per annum. The annual principal payment is $13,000 of which a minimum annual payment of $5,000 shall be made no later than August 1st, commencing August 1, 2005. The repayment of the annual balance of principal owed ($8,000), will be based on the availability of the surplus cash flow generated by the dormitory style housing units located at 30 Mechanic Street as determined by Generally Accepted Accounting Principles (GAAP) and calculated by an annual audit prepared by an independent auditor and in a form acceptable to the Lender. The repayment of additional principal shall also be made annually, no later than August 1st, commencing August 1, 2005. Any principal amount remaining unpaid after twenty (20) years from the issuance of a Certificate of Occupancy by the City shall be due and payable at the end of the twenty-year term.							
2004	133 Ash Street	Mary Gale Home LP	$ 650,000.00	$ -	$ -	$ -	$ 650,000.00
Terms:							
On November 14, 2003, the Mary Gale Home executed a $650,000 loan with an interest rate of zero percent. A payment of principal shall be made annually, no later than August 1st, based on twenty-five percent (25%) of the surplus cash flow of the borrower as determined and calculated by annual audit. Any principal amount remaining unpaid shall be due and payable, the earlier of (i) Thirty years from the issuance of a Certificate of Occupancy by the City, as evidence of acceptable completion of construction for which this loan is made, or (ii) December 1, 2033.							
2004	Lot 10 Old Wellington Road	Old Wellington Rd Apt. LP	$ 1,000,000.00	$ -	$ -	$ -	$ 1,000,000.00
Terms:							
On August 13, 2004, the Old Wellington Road Apartments Development Group L.P. executed a $1,000,000 loan with an interest rate of zero percent. A $33,000 payment of principal plus the appropriate percentage of cash flow shall be made annually, no later than October 1st, commencing October 1, 2010. For years six through sixteen, the annual principal payment is $33,000 plus twenty-five percent (25%) of the cash flow of the borrower as determined and calculated by annual audit. For years seventeen through thirty, the annual principal payment is $33,000 plus fifty percent (50%) of the cash flow of the borrower as determined and calculated by annual audit. Any principal amount remaining unpaid shall be due and payable at the end of the thirty year term.							
2004	Manchester Parkside Place LLC	Chinburg	$ 1,105,991.89	$ 828,769.72	$ 54,575.40	$ 774,194.32	$ 331,797.57
Terms:							
$774,194.32 matures on November 1, 2004 and the remainder of the obligation under this Note matures one year from the date of the Note. Annual interest rate, compounded monthly is 6 % (Base Rate).							
2004	394 Second Street	Family Bridge LP	$ 600,000.00	$ -	$ -	$ -	$ 600,000.00
Terms:							
On August 27, 2004, the Family Bridge Limited Partnership executed a $600,000 loan with an interest rate of zero percent. The annual repayment of principal shall be subject to positive cash flow. The loan will be executed with the Subrecipient. A payment of principal shall be made annually, no later than October 1st, based on fifty percent (50%) of the net cash flow of the Subrecipient as determined and calculated by annual audit, commencing October 1, 2005. Notwithstanding anything to the contrary herein, any principal amount remaining unpaid after the earlier of (i) thirty (30) years from the issuance of a Certificate of Occupancy by the City, as evidence of acceptable completion of construction for which this loan is made, or (ii) October 1, 2034 shall be due and payable.							

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	REVOLVING LOAN FUND						
1998	782 Gold Street	Maaco	$ 26,000.00	$ 266.46	$ 10,237.26	$ 17,364.96	$ 8,635.04
1999	Bagel Works	RFFII, LLC	$ 40,000.00	$ 430.83	$ 14,177.90	$ 22,999.78	$ 17,000.22
Terms:							
10-year notes with an original balances of $26,000 and $40,000. Interest rate is set to Prime rate + 2 %.							
2002	Maax	Maax, Inc	$ 60,000.00	$ 1,103.29	$ 9,198.74	$ 9,403.41	$ 50,596.59
Terms:							
Original $60,000 note amended in 3/2003. Interest rate fixed at 5% per annum in amended note. Seven-year term.							
2002	All Dogs	All Dogs, Inc	$ 100,000.00	$ 1,593.89	$ 12,533.44	$ 35,205.33	$ 64,794.67
Terms:							
Original note of $100,000 was executed in May, 2002. A drawdown of $45,000 was made in May, 2002; a drawdown of $30,000 was made in July, 2002; and the final drawdown of $25,000 was made in October, 2002. The interest rate is set to Prime rate + 2 % and the term is seven years.							
2002	276 Abby Rd	VHB	$ 100,000.00	$ 926.56	$ 12,271.87	$ 11,220.13	$ 88,779.87
Terms:							
Original note of $100,000 was executed in June, 2002. A drawdown of $50,000 was made in June, 2002; the final drawdown of $50,000 was made in January, 2003. The interest rate is set to Prime rate + 2 % and the term is ten years, as required by the US Small Business Development Administration.							
2004	Health Career Training	Health Career, LLC	$ 50,000.00	$ 966.64	$ 2,336.59	$ 7,329.81	$ 42,670.19
Terms:							
5-year note with an original balance of $50,000 dated January 20, 2004. Interest rate is fixed and set to 6 %, and payment is due the 21st day of each month beginning February, 2004.							
	SUBTOTAL		**$ 376,000.00**			**$ 103,523.42**	**$ 272,476.58**

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	SECTION 108						
2000	1037 - 1045 Elm Street	Chase Block	$ 1,550,000.00	$ 12,871.36	$ 177,555.70	$ 156,528.44	$ 1,393,471.56
Terms:							
Monthly payment of principal and interest shall be made based on, 5.75% and 15 years amortization. At the end of 15 years, Chase Block LLC has an option to purchase these buildings.							
If any outstanding debt on these buildings remains unpaid after 15 years, Chase Block agrees to repay all outstanding debt prior to exercise this option to purchase.							
2002	1015 - 1023 Elm Street	Bond Building	$ 1,552,000.00	$ 12,032.64	$ 303,638.14	$ 76,511.67	$ 1,475,488.33
Terms:							
On October 27, 2001, and the succeeding 11 months, a payment of interest at 7 % shall be made. Starting October 27, 2002 and the succeeding 168 months a payment of principal							
and interest shall be made based on a 20-year amortization schedule. On September 27, 2016 a final balloon payment of the entire then outstanding balance shall be paid.							
2002	959 - 967 Elm Street	Dunlap Building	$ 1,350,000.00	$ 10,466.54	$ 258,716.79	$ 100,303.64	$ 1,249,696.36
Terms:							
Monthly payment of principal and interest shall be made based on, 7% and 20 years amortization. On November 16, 2016, a final balloon payment of the entire then outstanding							
balance shall be paid.							
2004	1200 Elm Street	Bridge & Elm	$ 500,000.00				$ 500,000.00
Terms:							
On November 27, 2006 a payment of all accrued but unpaid interest shall be paid, and on the corresponding date of the next 149 months, the Borrower shall make a payment of							
principal and interest based on 25 years amortization. On May 27, 2019, a final balloon payment of the entire then outstanding balance shall be paid.							
2004	844 Elm Street	McQuades Building	$ 1,920,000.00	$ 9,600.00	$ 115,200.00	$ -	$ 1,920,000.00
Terms:							
Starting December 12, 2003, 12 payments of interest only shall be made monthly. Beginning on December 12, 2004, payment shall be made monthly over a term of 20 years.							
On November 12, 2018, the entire then outstanding balance shall be paid in full.							
	SUBTOTAL		**$ 6,872,000.00**			**$ 333,343.75**	**$ 6,538,656.25**

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	CDBG						
2000	1037 - 1045 Elm Street	Chase Block	$ 950,000.00	$ -	$ -	$ -	$ 950,000.00
Terms:							
Payments are based on future cash flow of the underlying property, and the interest rate is 0%. At the end of 15 years, any outstanding debt unpaid shall be repaid prior to option to purchase is exercised. Payments are made after payment on the MDC loan has been made.							
2001	1015 - 1023 Elm Street	Bond Building / Airpark	$ 288,000.00	$ -	$ -	$ -	$ 288,000.00
2001	1015 - 1023 Elm Street	Bond Building / CDBG	$ 150,000.00	$ -	$ -	$ -	$ 150,000.00
Terms:							
Payment of the Borrower's free cash flow from the prior calendar year, after payments on Section 108 loan, loan from Bank of NH ($100,000), utilities, taxes, insurance, tenant fit up expenses paid by Borrower, capital reserve of $11,000 per year, and a management fee (not to exceed 5% of total rents collected) shall be made on January 31st each year for 13 years. Any outstanding balance is due on or before January 31, 2016.							
2004	844 Elm Street	McQuades Building	$ 230,000.00	$ -	$ -	$ -	$ 230,000.00
Terms:							
On January 31, 2005, and on the 31st day of January each succeeding year, the Borrower shall make a payment in the amount of the Borrower's free cash flow from the prior calendar year, after payments on Section 108 loan, loan from MDC ($250,000), utilities, taxes, insurance, tenant fit up expenses paid by Borrower, capital reserve of $11,000 per year, and a management fee (not to exceed 5% of total rents collected) shall be made on January 31st each year, for 15 years. Any outstanding balance is due on or before January 31, 2019.							
	SUBTOTAL		**$ 1,618,000.00**			$ -	**$ 1,618,000.00**

YEAR	PROPERTY	NAME	ORIGINAL LOAN	CURRENT PMT / AMORTIZATION	INTEREST/FEE	REPAID PRINCIPAL	BALANCE
	MDC LOAN						
1985	Wall Street Tower	Promissory Note	$ 3,350,000.00		$ -	$ 983,443.00	$ 2,366,557.00
Terms:							
Note secured by a third mortgage, due November 1, 2015, with an interest rate of 9.25% per annum.							
1985	Wall Street Tower	Unsecured Pr. Note	$ 3,787,000.00		$ -	$ -	$ 3,787,000.00
Terms:							
Unsecured note, payable in full on June 1, 2015, with accrued interest of 8% per annum.							
1999	1037 - 1045 Elm Street	Chase Block	$ 200,000.00	$ -	$ -	$ -	$ 200,000.00
Terms:							
Unsecured non-interest bearing loan, payable based on future cash flow of the underlying property. At the end of 15 years, any outstanding debt unpaid shall be repaid prior to option to purchase is exercised.							
2001	959 - 967 Elm Street	Dunlap Building	$ 450,000.00	$ 3,488.85	$ 83,483.47	$ 24,176.87	$ 425,823.13
Terms:							
Secured loan, monthly payment of $3,488.85 (based on 7% interest per annum) on the 1st of each month until September, 2017. Remaining balance is due as a balloon payment on October 1, 2017.							
2003	844 Elm Street	McQuades Building	$ 250,000.00	$ 1,791.00	$ 16,247.29	$ 1,084.87	$ 248,915.13
Terms:							
Secured loan, due monthly and payable in full on November 12, 2018, with interest at 6% per annum.							
	SUBTOTAL		**$ 8,037,000.00**			**$ 1,008,704.74**	**$ 7,028,295.26**

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 six months ended December 31, 2004 for FY2005 submitted by the Finance Department, 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

January 11, 2005

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 six months ended December 31, 2004 for Fiscal Year 2005.

Expenditures:
The Modified Budget on the December expenditures reflects departmental cuts totaling $1,538,974 less than the Original Budget. The average unobligated balance by percentage should be 50%. Departments with 45% left or less, which either includes benefits or shows benefits separately, include City Clerk, City Solicitor, Finance, Information Systems, Human Resources, Building Maintenance and Elderly Services.
City Clerk processed bills for water damages for $19 thousand and $33 thousand for a settlement. City Solicitor processed a liability insurance premium for $106 thousand in July. Finance has obligations on software for $40 thousand, legal bills on the sale of land & construction of the stadium for $90 thousand and audit fees for $110 thousand. Information Systems has obligations for $88 thousand for equipment, $284 thousand for service agreements and $28 thousand for telephone expenses, and prepaid postage for $40 thousand. Human Resources has a cumulative health insurance settlement of $357 thousand. Building Maintenance has fully encumbered, in July, the service contract for cleaning services for the year for $3.6 million. Elderly Services has fully encumbered twelve months of telephone expenses from July through June for $2,255.
Employer contributions to the City Contributory Retirement System were disbursed in July 2003 for $1.9 million for fiscal year 2004. For fiscal year 2005, contributions are remitted on a weekly basis. $1.025 million has been paid for the year to date as of December. The total budgeted amount for fiscal year 2005 is $2.1 million.

Revenues:
Building permits include a portion of the school buildings being renovated. Auto registrations are 3% over last year which is still less than the budgeted increase of 5.34%. Charges for sales & services are 4.78% less than last year. School chargebacks recorded are $631 thousand less than last year which is a timing difference. Two factors are responsible for the interest income increase this year over last year . The cash balances and interest rates are more favorable. Miscellaneous revenues are down by $619 thousand from last year mainly from the sale of the parking garage portion recorded in the budget for $650,000 last year.

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Respectfully submitted,

Guy Beloin

Guy Beloin
Financial Analyst II

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CITY OF MANCHESTER
NEW HAMPSHIRE

MONTHLY FINANCIAL REPORTS

FOR THE SIX MONTHS ENDED
DECEMBER 31, 2004

UNAUDITED

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CITY OF MANCHESTER, NEW HAMPSHIRE

PRELIMINARY FINANCIAL STATEMENTS

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FOR THE SIX MONTHS ENDED DECEMBER 31, 2004

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL EXPENDITURES - GENERAL FUND
BY DEPARTMENT WITHOUT RESTRICTED ITEMS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2004
(UNAUDITED)
Budget Basis
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	FY 2005 MODIFIED BUDGET	FY 2005 OBLIGATIONS TO DATE	FY 2005 UNOBLIGATED BALANCE	FY 2005 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	$ 66,919.00	$ 35,000.00	$ 31,919.00	47.70
ASSESSORS	539,136.00	249,462.10	289,673.90	53.73
BUILDING	1,034,065.00	512,070.43	521,994.57	50.48
CITY CLERK	1,021,370.00	526,878.91	494,491.09	48.41
MEDO	188,051.00	57,304.50	130,746.50	69.53
CITY SOLICITOR	763,873.00	385,847.49	378,025.51	49.49
FINANCE	1,128,814.00	706,195.03	422,618.97	37.44
INFORMATION SYSTEMS	1,741,669.00	957,702.85	783,966.15	45.01
MAYOR	214,162.00	101,155.59	113,006.41	52.77
OFFICE OF YOUTH SERVICES	431,121.00	170,368.76	260,752.24	60.48
HUMAN RESOURCES	711,586.00	340,269.97	371,316.03	52.18
PLANNING	670,433.00	332,073.60	338,359.40	50.47
BUILDING MAINTENANCE DIVISION	6,038,859.00	4,899,955.03	1,138,903.97	18.86
TAX COLLECTOR	550,195.00	251,034.04	299,160.96	54.37
FIRE	15,174,534.00	7,565,283.09	7,609,250.91	50.14
POLICE	15,590,002.00	7,658,853.38	7,931,148.62	50.87
HEALTH	2,408,524.00	1,055,762.28	1,352,761.72	56.17
HIGHWAY	15,411,514.00	7,672,892.74	7,738,621.26	50.21
TRAFFIC	2,731,168.00	1,353,523.33	1,377,644.67	50.44
WELFARE	1,066,784.00	553,648.47	513,135.53	48.10
PARKS & RECREATION	2,868,091.00	1,398,432.17	1,469,658.83	51.24
MCTV	391,080.00	182,113.30	208,966.70	53.43
LIBRARY	1,954,148.00	984,259.51	969,888.49	49.63
ELDERLY SERVICES	214,027.00	123,682.09	90,344.91	42.21
TOTAL AGENCIES	72,910,125.00	38,073,768.66	34,836,356.34	47.78
RESTRICTED ITEMS-				
HEALTH INSURANCE	7,731,551.00	3,838,046.79	3,893,504.21	50.36
DENTAL INSURANCE	777,462.00	347,039.09	430,422.91	55.36
DEATH BENEFIT	86,754.00	38,856.65	47,897.35	55.21
WORKER'S COMPENSATION	1,021,494.00	438,646.91	582,847.09	57.06
DISABILITY INSURANCE	72,696.00	36,632.47	36,063.53	49.61
CITY RETIREMENT	2,158,312.00	1,025,953.55	1,132,358.45	52.47
FIRE STATE PENSION	1,836,369.00	878,718.95	957,650.05	52.15
POLICE STATE PENSION	949,057.00	461,865.46	487,191.54	51.33
FICA	2,275,030.00	1,082,017.28	1,193,012.72	52.44
UNEMPLOYMENT	40,000.00	40,000.00	-	-
TUITION	80,000.00	26,938.20	53,061.80	66.33
CGL INSURANCE	581,084.00	380,781.17	200,302.83	34.47
TOTAL RESTRICTED ITEMS	17,609,809.00	8,595,496.52	9,014,312.48	51.19
NON-DEPARTMENTAL ITEMS-				
SALARY ADJUSTMENT	500,000.00	-	500,000.00	100.00
CONTINGENCY	279,800.00	-	279,800.00	100.00
CIVIC CONTRIBUTIONS	145,450.00	126,705.77	18,744.23	12.89
NON-CITY PROGRAMS	68,089.00	68,134.00	(45.00)	.(7)
SAFETY REVIEW BOARD	40,000.00	19,595.15	20,404.85	51.01
COMMUNITY IMPROVEMENT PROGRAM	1,911,665.00	1,911,665.00	-	-
MOTORIZED EQUIPMENT REPLACEMENT	200,000.00	77,810.68	122,189.32	61.09
TRANSIT SUBSIDY	1,011,785.00	1,011,785.00	-	-
EMPLOYEE MEDICAL SERVICES	105,000.00	49,292.50	55,707.50	53.05
CONSERVATION COMMISSION	14,522.00	836.17	13,685.83	94.24
MATURING DEBT	9,750,050.00	6,114,264.60	3,635,785.40	37.29
INTEREST ON MATURING DEBT	7,808,100.00	5,199,743.00	2,608,357.00	33.41
TOTAL NON-DEPARTMENTAL ITEMS	21,834,461.00	14,579,831.87	7,254,629.13	33.23
TOTAL GENERAL FUND	$ 112,354,395.00	$ 61,249,097.05	$ 51,105,297.95	45.49

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL EXPENDITURES - GENERAL FUND
BY DEPARTMENT WITHOUT RESTRICTED ITEMS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2003
(UNAUDITED)
Budget Basis
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	FY 2004 MODIFIED BUDGET	FY 2004 OBLIGATIONS TO DATE	FY 2004 UNOBLIGATED BALANCE	FY 2004 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	$ 70,000.00	$ 35,000.00	$ 35,000.00	50.00
ASSESSORS	499,389.00	234,775.95	264,613.05	52.99
BUILDING	1,027,651.00	485,135.68	542,515.32	52.79
CITY CLERK	1,125,044.00	501,436.26	623,607.74	55.43
MEDO	138,464.00	52,979.72	85,484.28	61.74
CITY SOLICITOR	781,385.00	275,764.21	505,620.79	64.71
FINANCE	1,165,905.00	634,108.09	531,796.91	45.61
INFORMATION SYSTEMS	1,742,954.00	982,686.94	760,267.06	43.62
MAYOR	213,673.00	103,004.21	110,668.79	51.79
OFFICE OF YOUTH SERVICES	443,901.00	199,958.46	243,942.54	54.95
HUMAN RESOURCES	744,324.00	344,721.07	399,602.93	53.69
PLANNING	697,712.00	344,497.51	353,214.49	50.62
BUILDING MAINTENANCE DIVISION	5,379,532.00	4,568,234.51	811,297.49	15.08
TAX COLLECTOR	557,382.00	250,684.23	306,697.77	55.02
FIRE	14,648,033.00	7,495,201.78	7,152,831.22	48.83
POLICE	15,178,584.00	7,753,321.40	7,425,262.60	48.92
HEALTH	2,400,056.00	973,764.26	1,426,291.74	59.43
HIGHWAY	15,580,722.00	7,481,502.50	8,099,219.50	51.98
TRAFFIC	2,955,158.00	1,257,761.36	1,697,396.64	57.44
WELFARE	1,190,040.00	561,211.08	628,828.92	52.84
PARKS & RECREATION	2,799,226.00	1,377,716.82	1,421,509.18	50.78
MCTV	402,019.00	113,804.40	288,214.60	71.69
LIBRARY	1,919,533.00	940,238.84	979,294.16	51.02
ELDERLY SERVICES	235,511.00	184,389.45	51,121.55	21.71
TOTAL AGENCIES	71,896,198.00	37,151,898.73	34,744,299.27	48.33
RESTRICTED ITEMS-				
HEALTH INSURANCE	7,519,359.00	3,399,515.78	4,119,843.22	54.79
DENTAL INSURANCE	690,526.00	320,332.94	370,193.06	53.61
DEATH BENEFIT	75,554.00	43,139.21	32,414.79	42.90
WORKER'S COMPENSATION	1,245,841.00	403,004.22	842,836.78	67.65
DISABILITY INSURANCE	77,727.00	34,150.31	43,576.69	56.06
CITY RETIREMENT	930,329.00	1,831,663.74	(901,334.74)	(96.88)
FIRE STATE PENSION	1,701,340.00	891,560.17	809,779.83	47.60
POLICE STATE PENSION	883,080.00	450,289.28	432,790.72	49.01
FICA	2,266,232.00	1,069,515.93	1,196,716.07	52.81
UNEMPLOYMENT	40,000.00	10,000.00	30,000.00	75.00
TUITION	116,000.00	28,430.25	87,569.75	75.49
CGL INSURANCE	355,367.00	222,569.47	132,797.53	37.37
TOTAL RESTRICTED ITEMS	15,901,355.00	8,704,171.30	7,197,183.70	45.26
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	1,095.00	-	1,095.00	100.00
CIVIC CONTRIBUTIONS	142,387.00	91,091.44	51,295.56	36.03
NON-CITY PROGRAMS	68,089.00	68,089.00	-	-
SAFETY REVIEW BOARD	25,000.00	10,352.30	14,647.70	58.59
COMMUNITY IMPROVEMENT PROGRAM	1,612,215.00	1,612,215.00	-	-
MOTORIZED EQUIPMENT REPLACEMENT	554,000.00	74,553.74	479,446.26	86.54
TRANSIT SUBSIDY	850,000.00	850,000.00	-	-
EMPLOYEE MEDICAL SERVICES	105,022.00	84,081.80	20,940.20	19.94
CONSERVATION COMMISSION	12,663.00	1,036.97	11,626.03	91.81
MATURING DEBT	10,363,628.00	5,325,320.33	5,038,307.67	48.62
INTEREST ON MATURING DEBT	5,864,924.00	3,614,659.34	2,250,264.66	38.37
TOTAL NON-DEPARTMENTAL ITEMS	19,599,023.00	11,731,399.92	7,867,623.08	40.14
TOTAL GENERAL FUND	$ 107,396,576.00	$ 57,587,469.95	$ 49,809,106.05	46.38

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL EXPENDITURES - GENERAL FUND
BY DEPARTMENT WITH RESTRICTED ITEMS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2004
(UNAUDITED)
Budget Basis
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	FY 2005 MODIFIED BUDGET	FY 2005 OBLIGATIONS TO DATE	FY 2005 UNOBLIGATED BALANCE	FY 2005 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	$ 150,950.00	$ 73,678.18	$ 77,271.82	51.19
ASSESSORS	692,528.00	309,536.21	382,991.79	55.30
BUILDING	1,401,960.00	689,558.29	712,401.71	50.81
CITY CLERK	1,273,470.00	694,315.67	579,154.33	45.48
MEDO	225,389.00	70,902.28	154,486.72	68.54
CITY SOLICITOR	985,133.00	618,842.43	366,290.57	37.18
FINANCE	1,334,855.00	804,700.38	530,154.62	39.72
INFORMATION SYSTEMS	2,097,776.00	1,118,135.04	979,640.96	46.70
MAYOR	284,370.00	131,918.34	152,451.66	53.61
OFFICE OF YOUTH SERVICES	550,180.00	215,676.53	334,503.47	60.80
HUMAN RESOURCES	1,011,203.00	843,523.19	167,679.81	16.58
PLANNING	875,368.00	423,760.10	451,607.90	51.59
BUILDING MAINTENANCE DIVISION	6,341,289.18	5,036,072.75	1,305,216.43	20.58
TAX COLLECTOR	717,909.00	324,289.71	393,619.29	54.83
FIRE	20,084,287.00	9,776,410.93	10,307,876.07	51.32
POLICE	19,815,500.00	9,626,079.09	10,189,420.91	51.42
HEALTH	3,188,112.00	1,359,599.16	1,828,512.84	57.35
HIGHWAY	18,542,057.82	9,171,749.53	9,370,308.29	50.54
TRAFFIC	3,099,101.00	1,486,273.27	1,612,827.73	52.04
WELFARE	1,222,126.00	642,609.50	579,516.50	47.42
PARKS & RECREATION	3,414,940.00	1,680,808.18	1,734,131.82	50.78
MCTV	417,480.00	182,113.30	235,366.70	56.38
LIBRARY	2,509,346.00	1,232,014.16	1,277,331.84	50.90
ELDERLY SERVICES	284,604.00	156,698.96	127,905.04	44.94
TOTAL AGENCIES	90,519,934.00	46,669,265.18	43,850,668.82	48.44
NON-DEPARTMENTAL ITEMS-				
SALARY ADJUSTMENT	500,000.00	-	500,000.00	100.00
CONTINGENCY	279,800.00	-	279,800.00	100.00
CIVIC CONTRIBUTIONS	145,450.00	126,705.77	18,744.23	12.89
NON-CITY PROGRAMS	68,089.00	68,134.00	(45.00)	.(7)
SAFETY REVIEW BOARD	40,000.00	19,595.15	20,404.85	51.01
COMMUNITY IMPROVEMENT PROGRAM	1,911,665.00	1,911,665.00	-	-
MOTORIZED EQUIPMENT REPLACEMENT	200,000.00	77,810.68	122,189.32	61.09
TRANSIT SUBSIDY	1,011,785.00	1,011,785.00	-	-
EMPLOYEE MEDICAL SERVICES	105,000.00	49,292.50	55,707.50	53.05
CONSERVATION COMMISSION	14,522.00	836.17	13,685.83	94.24
MATURING DEBT	9,750,050.00	6,114,264.60	3,635,785.40	37.29
INTEREST ON MATURING DEBT	7,808,100.00	5,199,743.00	2,608,357.00	33.41
TOTAL NON-DEPARTMENTAL ITEMS	21,834,461.00	14,579,831.87	7,254,629.13	33.23
TOTAL GENERAL FUND	$ 112,354,395.00	$ 61,249,097.05	$ 51,105,297.95	45.49

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET vs ACTUAL EXPENDITURES - GENERAL FUND
BY DEPARTMENT WITH RESTRICTED ITEMS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2003
(UNAUDITED)
Budget Basis
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	FY 2004 MODIFIED BUDGET	FY 2004 OBLIGATIONS TO DATE	FY 2004 UNOBLIGATED BALANCE	FY 2004 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	$ 142,388.00	$ 74,678.21	$ 67,709.79	47.55
ASSESSORS	626,686.00	302,803.48	323,882.52	51.68
BUILDING	1,325,640.00	685,795.58	639,844.42	48.27
CITY CLERK	1,350,786.00	637,140.77	713,645.23	52.83
MEDO	172,000.00	77,279.44	94,720.56	55.07
CITY SOLICITOR	971,810.00	629,733.15	342,076.85	35.20
FINANCE	1,349,804.00	756,455.80	593,348.20	43.96
INFORMATION SYSTEMS	2,023,868.00	1,199,863.93	824,004.07	40.71
MAYOR	276,060.00	145,446.96	130,613.04	47.31
OFFICE OF YOUTH SERVICES	526,764.00	269,334.22	257,429.78	48.87
HUMAN RESOURCES	1,072,169.00	498,297.53	573,871.47	53.52
PLANNING	885,618.00	477,893.75	407,724.25	46.04
BUILDING MAINTENANCE DIVISION	5,615,081.00	4,712,022.64	903,058.36	16.08
TAX COLLECTOR	704,795.00	350,608.21	354,186.79	50.25
FIRE	19,462,734.00	9,619,382.19	9,843,351.81	50.58
POLICE	18,947,343.00	9,546,066.61	9,401,276.39	49.62
HEALTH	3,071,406.00	1,399,111.94	1,672,294.06	54.45
HIGHWAY	18,256,567.00	9,131,156.95	9,125,410.05	49.98
TRAFFIC	3,259,745.00	1,406,788.63	1,852,956.37	56.84
WELFARE	1,307,294.00	649,848.80	657,445.20	50.29
PARKS & RECREATION	3,308,024.00	1,673,964.97	1,634,059.03	49.40
MCTV	402,019.00	138,330.86	263,688.14	65.59
LIBRARY	2,428,640.00	1,248,431.22	1,180,208.78	48.60
ELDERLY SERVICES	309,773.00	225,634.19	84,138.81	27.16
TOTAL AGENCIES	87,797,014.00	45,856,070.03	41,940,943.97	47.77
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	1,095.00	-	1,095.00	100.00
CIVIC CONTRIBUTIONS	142,387.00	91,091.44	51,295.56	36.03
NON-CITY PROGRAMS	68,089.00	68,089.00	-	-
SAFETY REVIEW BOARD	25,000.00	10,352.30	14,647.70	58.59
COMMUNITY IMPROVEMENT PROGRAM	1,612,215.00	1,612,215.00	-	-
MOTORIZED EQUIPMENT REPLACEMENT	554,000.00	74,553.74	479,446.26	86.54
TRANSIT SUBSIDY	850,000.00	850,000.00	-	-
EMPLOYEE MEDICAL SERVICES	105,022.00	84,081.80	20,940.20	19.94
CONSERVATION COMMISSION	13,202.00	1,036.97	12,165.03	92.15
MATURING DEBT	10,363,628.00	5,325,320.33	5,038,307.67	48.62
INTEREST ON MATURING DEBT	5,864,924.00	3,614,659.34	2,250,264.66	38.37
TOTAL NON-DEPARTMENTAL ITEMS	19,599,562.00	11,731,399.92	7,868,162.08	40.14
TOTAL GENERAL FUND	$ 107,396,576.00	$ 57,587,469.95	$ 49,809,106.05	46.38

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET VS ACTUAL REVENUE BY DEPARTMENT - GENERAL FUND
NON-PROPERTY TAX REVENUES
FOR THE SIX MONTHS ENDED DECEMBER 31, 2004
(UNAUDITED)
BUDGET BASIS
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	624,032.00	294,703.53	329,328.47	52.77
BUILDING	2,107,600.00	1,181,858.69	925,741.31	43.92
CITY CLERK	1,616,575.00	458,299.86	1,158,275.14	71.65
MEDO	120,000.00	53,175.84	66,824.16	55.69
CITY SOLICITOR	398,918.00	61,500.00	337,418.00	84.58
FINANCE	6,731,940.00	2,643,890.04	4,088,049.96	60.73
INFORMATION SYSTEMS	31,982.00	14,040.36	17,941.64	56.10
OFFICE OF YOUTH SERVICES	-	4,594.44	(4,594.44)	-
HUMAN RESOURCES	23,500.00	2,388.35	21,111.65	89.84
PLANNING BOARD	319,000.00	141,230.59	177,769.41	55.73
BUILDING MAINTENANCE DIVISION	5,544,000.00	2,185,895.59	3,358,104.41	60.57
TAX COLLECTOR	16,170,400.00	8,075,239.67	8,095,160.33	50.06
FIRE	347,250.00	147,086.76	200,163.24	57.64
POLICE	2,077,309.00	779,687.43	1,297,621.57	62.47
HEALTH	2,003,513.00	211,198.05	1,792,314.95	89.46
HIGHWAY	3,505,041.00	2,082,713.98	1,422,327.02	40.58
TRAFFIC	4,627,427.00	2,049,480.46	2,577,946.54	55.71
WELFARE	85,000.00	58,729.64	26,270.36	30.91
CEMETERY, PARKS & RECREATION	655,050.00	125,236.43	529,813.57	80.88
CIP	-	996.39	(996.39)	-
TOTAL AGENCIES	$ 46,988,537.00	$ 20,571,946.10	$ 26,416,590.90	56.22

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET VS ACTUAL REVENUE BY TYPE - GENERAL FUND
NON-PROPERTY TAX REVENUES
FOR THE SIX MONTHS ENDED DECEMBER 31, 2004
(UNAUDITED)
BUDGET BASIS
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
BOAT TAXES	$ 40,000.00	$ 9,494.98	$ 30,505.02	76.26
MISCELLANEOUS TAXES	63,500.00	77,939.92	(14,439.92)	(22.74)
INTEREST AND PENALTIES	618,000.00	188,852.09	429,147.91	69.44
CABLE FRANCHISE FEES	1,000,000.00	278,264.64	721,735.36	72.17
TOTAL TAXES, INTEREST AND PENALTIES	1,721,500.00	554,551.63	1,166,948.37	67.79
LICENSES AND PERMITS				
AUTO REGISTRATIONS	16,084,811.00	7,806,241.34	8,278,569.66	51.47
LICENSES	382,550.00	61,434.25	321,115.75	83.94
PERMITS	5,737,127.00	2,821,610.76	2,915,516.24	50.82
TOTAL LICENSES AND PERMITS	22,204,488.00	10,689,286.35	11,515,201.65	51.86
INTERGOVERNMENTAL				
FEDERAL REVENUES	297,000.00	180,510.70	116,489.30	39.22
PAYMENTS IN LIEU OF TAXES	769,977.00	179,152.72	590,824.28	76.73
STATE REVENUES	6,119,986.00	3,193,818.51	2,926,167.49	47.81
TOTAL INTERGOVERNMENTAL	7,186,963.00	3,553,481.93	3,633,481.07	50.56
SALES AND SERVICES				
GENERAL REVENUES	150,225.00	82,870.07	67,354.93	44.84
PUBLIC SAFETY	185,600.00	94,953.14	90,646.86	48.84
HIGHWAY	611,800.00	341,610.87	270,189.13	44.16
TRAFFIC	847,200.00	359,164.53	488,035.47	57.61
CIVIC CENTER PARKING	410,000.00	99,426.21	310,573.79	75.75
SANITATION	35,000.00	10,909.35	24,090.65	68.83
HEALTH	-	5,043.00	(5,043.00)	-
CEMETERY, PARKS & RECREATION	462,050.00	86,461.06	375,588.94	81.29
ZONING BOARD	27,000.00	18,220.00	8,780.00	32.52
PARKING VIOLATIONS	1,136,492.00	494,883.00	641,609.00	56.46
COURT FINES	53,500.00	36,900.08	16,599.92	31.03
OTHER FINES	18,000.00	8,350.00	9,650.00	53.61
FEES	969,200.00	415,174.49	554,025.51	57.16
WITNESS FEES	95,100.00	58,890.91	36,209.09	38.07
TOTAL SALES AND SERVICES	5,001,167.00	2,112,856.71	2,888,310.29	57.75
OTHER REVENUE SOURCES				
INTEREST INCOME	1,000,000.00	649,238.47	350,761.53	35.08
FUND TRANSFERS	50,000.00	996.39	49,003.61	98.01
REIMBURSEMENTS	1,117,761.00	141,839.24	975,921.76	87.31
RENTALS	755,200.00	3,624.75	751,575.25	99.52
SCHOOL CHARGEBACKS	7,860,408.00	2,489,091.62	5,371,316.38	68.33
MISCELLANEOUS	91,050.00	376,979.01	(285,929.01)	(314.04)
TOTAL OTHER REVENUE SOURCES	10,874,419.00	3,661,769.48	7,212,649.52	66.33
TOTAL	$ 46,988,537.00	$ 20,571,946.10	$ 26,416,590.90	56.22

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET VS ACTUAL REVENUE BY TYPE -
NON-PROPERTY TAX REVENUES
FOR THE YEAR ENDED JUNE 30, 2004 AND
MODIFIED BUDGET FY 2005
(UNAUDITED)
BUDGET BASIS
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	ACTUAL FY 2004	MODIFIED BUDGET FY 05	DIFFERENCE ACTUAL 04 VS BUDGET 05	PERCENTAGE DIFFERENCE OF FY04 VS FY05
TAXES, INTEREST AND PENALTIES				
BOAT TAXES	$ 35,257	$ 40,000	$ 4,743	13.45
MISCELLANEOUS TAXES	47,714	63,500	15,786	33.08
INTEREST AND PENALTIES	596,518	618,000	21,482	3.60
CABLE FRANCHISE FEES	1,033,635	1,000,000	(33,635)	(3.25)
TOTAL TAXES, INTEREST AND PENALTIES	1,713,124	1,721,500	8,376	.49
LICENSES AND PERMITS				
AUTO REGISTRATIONS	15,268,916	16,084,811	815,895	5.34
LICENSES	421,909	382,550	(39,359)	(9.33)
PERMITS	5,761,586	5,737,127	(24,459)	(42)
TOTAL LICENSES AND PERMITS	21,452,411	22,204,488	752,077	3.51
INTERGOVERNMENTAL				
FEDERAL REVENUES	425,213	297,000	(128,213)	(30.15)
PAYMENTS IN LIEU OF TAXES	497,321	769,977	272,656	54.82
STATE REVENUES	6,058,926	6,119,986	61,060	1.01
TOTAL INTERGOVERNMENTAL	6,981,460	7,186,963	205,503	2.94
SALES AND SERVICES				
GENERAL REVENUES	153,912	150,225	(3,687)	(2.40)
PUBLIC SAFETY	246,119	185,600	(60,519)	(24.59)
HIGHWAY	599,815	611,800	(11,985)	(2.00)
TRAFFIC	751,204	847,200	95,996	12.78
CIVIC CENTER PARKING	293,007	410,000	116,993	39.93
SANITATION	29,188	35,000	5,812	19.91
HEALTH	8,310	-	(8,310)	(100.00)
CEMETERY, PARKS & RECREATION	173,741	462,050	288,309	165.94
ZONING BOARD	57,142	27,000	(30,142)	(52.75)
PARKING VIOLATIONS	1,206,032	1,136,492	(69,540)	(5.77)
COURT FINES	55,581	53,500	(2,081)	(3.74)
OTHER FINES	17,103	18,000	897	5.24
FEES	1,004,544	969,200	(35,344)	(3.52)
WITNESS FEES	95,059	95,100	41	.04
TOTAL SALES AND SERVICES	4,690,757	5,001,167	310,410	6.62
OTHER REVENUE SOURCES				
INTEREST INCOME	735,622	1,000,000	264,378	35.94
FUND TRANSFERS	335,539	50,000	(285,539)	(85.10)
HEALTH INSURANCE AUDIT	(58,326)	-	58,326	(100.00)
REIMBURSEMENTS	942,051	1,117,761	175,710	18.65
RENTALS	9,403	755,200	745,797	7,931.48
SCHOOL CHARGEBACKS	6,892,618	7,860,408	967,790	14.04
MISCELLANEOUS	1,323,424	91,050	(1,232,374)	(93.12)
TOTAL OTHER REVENUE SOURCES	10,180,331	10,874,419	694,088	6.82
TOTAL	$ 45,018,083	$ 46,988,537	$ 1,970,454	4.38

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CITY OF MANCHESTER, NEW HAMPSHIRE
BUDGET VS ACTUAL REVENUE BY TYPE -
NON-PROPERTY TAX REVENUES
FOR THE SIX MONTHS ENDED DECEMBER 31, 2004 AND 2003
(UNAUDITED)
BUDGET BASIS
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	6 MONTHS ACTUAL FY04	6 MONTHS ACTUAL FY05	DIFFERENCE ACTUAL 04 VS ACTUAL 05	PERCENTAGE DIFFERENCE OF FY04 VS FY05
TAXES, INTEREST AND PENALTIES				
BOAT TAXES	$ 11,620	$ 9,494	$ (2,125)	(18.29)
MISCELLANEOUS TAXES	36,177	77,939	41,762	115.44
INTEREST AND PENALTIES	228,781	188,852	(39,928)	(17.45)
CABLE FRANCHISE FEES	239,362	278,264	38,902	16.25
TOTAL TAXES, INTEREST AND PENALTIES	515,940	554,551	38,611	7.48
LICENSES AND PERMITS				
AUTO REGISTRATIONS	7,577,141	7,806,241	229,100	3.02
LICENSES	64,675	61,434	(3,240)	(5.01)
PERMITS	2,705,682	2,821,610	115,928	4.28
TOTAL LICENSES AND PERMITS	10,347,498	10,689,286	341,788	3.30
INTERGOVERNMENTAL				
FEDERAL REVENUES	205,594	180,510	(25,083)	(12.20)
PAYMENTS IN LIEU OF TAXES	326,496	179,152	(147,343)	(45.13)
STATE REVENUES	2,961,915	3,193,818	231,903	7.83
TOTAL INTERGOVERNMENTAL	3,494,005	3,553,481	59,476	1.70
SALES AND SERVICES				
GENERAL REVENUES	87,336	82,870	(4,465)	(5.11)
PUBLIC SAFETY	143,699	94,953	(48,745)	(33.92)
HIGHWAY	401,126	341,610	59,515	14.84
TRAFFIC	376,248	359,164	(17,083)	(4.54)
CIVIC CENTER PARKING	143,764	99,426	(44,337)	(30.84)
SANITATION	11,787	10,909	(877)	(7.45)
HEALTH	3,605	5,043	1,438	39.89
CEMETERY, PARKS & RECREATION	82,691	86,461	3,770	4.56
ZONING BOARD	30,327	18,220	(12,107)	(39.92)
PARKING VIOLATIONS	549,337	494,883	(54,454)	(9.91)
COURT FINES	27,169	36,900	9,731	35.82
OTHER FINES	(2,353)	8,350	10,703	(454.87)
FEES	321,595	415,174	93,579	29.10
WITNESS FEES	42,683	58,890	16,207	37.97
TOTAL SALES AND SERVICES	2,219,014	2,112,856	(106,157)	(4.78)
OTHER REVENUE SOURCES				
INTEREST INCOME	280,780	649,238	368,458	131.23
FUND TRANSFERS	-	996	996	-
REIMBURSEMENTS	105,597	141,839	36,242	34.32
RENTALS	3,245	3,624	379	11.70
SCHOOL CHARGEBACKS	3,119,678	2,489,091	(630,586)	(20.21)
MISCELLANEOUS	996,474	376,979	(619,494)	(62.17)
TOTAL OTHER REVENUE SOURCES	4,505,774	3,661,769	(844,004)	(18.73)
TOTAL	$ 21,082,231	$ 20,571,946	$ (510,284)	(2.42)

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 fund;
c) open invoice report all invoices for interdepartmental billings only;
d) open invoice report all invoices due from the School Dept. only;
e) listing of invoices submitted to City Solicitor for legal determination; and
f) accounts receivable summary.

and is forwarding same to the Board for informational purposes.

Respectfully submitted,

Carol A. Johnson
Deputy

Clerk of Committee

City of Manchester
Department of Finance

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

January 12, 2005

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
Accounts Receivable Summary

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

Respectfully submitted,

Sharon Wickens
Financial Analyst II
Enc.

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

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		
		000006977	LORENZ, TERESA	01/10/22	ZZZ01	22% Admin Fee	9826959	239.33	239.33	90	
							TOTAL	239.33	239.33		
		000007307	GARCIA, DANIELLE	02/04/24	ZZZ01	22% Admin Fee	9832429	569.89	569.89	90	
							TOTAL	569.89	569.89		
		000007887	BRUNN, JOSEPH	03/02/26	ZZZ01	22% Admin Fee	9841488	608.59	608.59	90	
							TOTAL	608.59	608.59		
		000008202	MORRISON, PETER	03/07/23	ZZZ01	22% Admin Fee	9845699	151.10	.02	90	
							TOTAL	151.10	.02		
		000008489	SCHIPILLIT, KRISTI	03/12/08	ZZZ01	22% Admin Fee	9849459	108.53	108.53	90	
							TOTAL	108.53	108.53		
		000008493	DUNNA, STEPHEN	03/12/08	ZZZ01	22% Admin Fee	9849458	74.18	74.18	90	
							TOTAL	74.18	74.18		
		000008555	ROJAS, ALEXIS	04/01/09	ZZZ01	22% Admin Fee	9851006	285.84	285.84	90	
							TOTAL	285.84	285.84		
		000008556	BOSSE, JOSHUA	04/01/28	ZZZ01	22% Admin Fee	9851608	34.61	34.61	90	
							TOTAL	34.61	34.61		
		000008606	DONOHUE, KATHRYN	04/02/05	ZZZ01	22% Admin Fee	9851769	176.24	176.24	90	
							TOTAL	176.24	176.24		
		000008640	VANASSE, MICHAEL	04/02/26	ZZZ01	22% Admin Fee	9852464	170.93	170.93	90	
							TOTAL	170.93	170.93		

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							CUSTOMER TYPE TOTAL	2,821.31	2,670.23		
							FUND TOTAL	2,821.31	2,670.23		
13	0101	000000035	MANCHESTER HEALTH DEPT	04/06/30	13740	HP 450CBI MOBILE PRNTR	9856068	275.00	275.00	90	HEALTH PO#: 428865
			MANCHESTER HEALTH DEPT	04/06/30	13740	MS OFFICE 2003 PRO, ETC	9856068	744.00	744.00	90	HEALTH PO#: 428865
			MANCHESTER HEALTH DEPT	04/06/30	13740	NEC MULTISYNC LCD	9856068	450.00	450.00	90	HEALTH PO#: 428865
			MANCHESTER HEALTH DEPT	04/06/30	13740	OPTIPLEX GX 270	9856068	835.93	835.93	90	HEALTH PO#: 428865
			MANCHESTER HEALTH DEPT	04/06/30	13740	PROJECTOR & MOUNT	9856065	2,371.26	2,371.26	90	HEALTH PO#: 428148
			MANCHESTER HEALTH DEPT	04/06/30	13740	TARGUS CASE	9856068	28.05	28.05	90	HEALTH PO#: 428865
			MANCHESTER HEALTH DEPT	04/06/30	13740	TOSHIBA PORTEGE M200	9856068	2,360.00	2,360.00	90	HEALTH PO#: 428865
							TOTAL	7,064.24	7,064.24		
		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		
		000002573	MANCHESTER EPD	04/06/30	13740	HP DUPLEX ASSEMBLY	9856067	419.00	419.00	90	EPD PO#: 428682
			MANCHESTER EPD	04/06/30	13740	HP LASERJET 4300N	9856071	1,789.00	1,789.00	90	EPD PO#: 429279
			MANCHESTER EPD	04/06/30	13740	HP LASERJETMTNCE KIT	9856064	307.00	307.00	90	EPD PO#: 492306
			MANCHESTER EPD	04/06/30	13740	PESTPATROL 5.0	9856063	240.00	240.00	90	EPD PO#; 427402
			MANCHESTER EPD	04/06/25	13926	Labor-Info Sys	9855957	235.05	235.05	90	WF0057006
			MANCHESTER EPD	04/06/25	13929	Fringe Benefits-Info Sys	9855957	37.65	37.65	90	WF0057006
			MANCHESTER EPD	04/06/18	13926	Computer Processing Time	9855821	5,008.29	127.30	90	PROCESSING/LABOR/FRINGE
							TOTAL	8,035.99	3,155.00		
							CUSTOMER TYPE TOTAL	22,720.86	13,994.68		
21		000000064	SCHOOL ADMINISTRATIVE UNIT #37	04/06/10	21998	School Charge Backs	9855312	163.20	163.20	90	ALARM, SECURITY CALLS
			SCHOOL ADMINISTRATIVE UNIT #37	04/06/10	21998	School Charge Backs	9855312	448.80	448.80	90	ALARM SECURITY CALLS
							TOTAL	612.00	612.00		
		000004730	MANCHESTER SOUTH LITTLE LEAGUE	04/04/15	21591	Custodial Contract Manpwr	9853543	239.70	239.70	90	HIGHLAND 3-13-04
			MANCHESTER SOUTH LITTLE LEAGUE	04/04/15	21928	Custodial Indirect Cost	9853543	30.55	30.55	90	ADMINISTRATIVE FEES
							TOTAL	270.25	270.25		

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
21	0101	000004732	SOUTHWEST LITTLE LEAGUE	04/06/09	21591	Custodial Contract Manpwr	9855291	204.00	204.00	90	CUST SVS LITTLE LEAGUE
			SOUTHWEST LITTLE LEAGUE	04/06/09	21928	Custodial Indirect Cost	9855291	26.00	26.00	90	ADMINISTRATIVE FEES
							TOTAL	230.00	230.00		
		000005216	Fraser Insurance Company	04/06/23	21898	Other - Special Projects	9855942	16,217.55	16,217.55	90	replaces invoice 9855410
							TOTAL	16,217.55	16,217.55		
		000005385	ARAMARK MANAGEMENT SERVICES LP	04/04/14	21591	Custodial Contract Manpwr	9853528	78.64	78.64	90	OVERCHARGE CYO EVENT
			ARAMARK MANAGEMENT SERVICES LP	04/04/14	21591	Custodial Contract Manpwr	9853528	115.50	115.50	90	OVERCHARGE WHS EVENT
							TOTAL	194.14	194.14		
		000006538	CENTRAL LITTLE LEAGUE	04/04/15	21591	Custodial Contract Manpwr	9853548	173.40	173.40	90	BEECH ST 3-20-04
			CENTRAL LITTLE LEAGUE	04/04/15	21928	Custodial Indirect Cost	9853548	22.10	22.10	90	ADMINISTRATIVE FEES
							TOTAL	195.50	195.50		
		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
							TOTAL	231.00	231.00		
		000008510	ST FRANCIS PARISH CYO	04/06/09	21591	Custodial Contract Manpwr	9855296	326.40	326.40	90	CUST SVS CYO BASKETBALL
			ST FRANCIS PARISH CYO	04/06/09	21928	Custodial Indirect Cost	9855296	41.60	41.60	90	ADMINISTRATIVE FEES
							TOTAL	368.00	368.00		
		000008820	US LACROSS - NH CHAPTER	04/06/10	21591	Custodial Contract Manpwr	9855325	102.00	102.00	90	CUST SVS REEREE TRAINING
			US LACROSS - NH CHAPTER	04/06/10	21928	Custodial Indirect Cost	9855325	13.00	13.00	90	ADMINISTRATIVE FEES
							TOTAL	115.00	115.00		
							CUSTOMER TYPE TOTAL	19,441.44	19,441.44		

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
30	0101	000002302	CIRCUIT CITY	04/01/05	30485	Fire Alarm User Fee	9850600	480.00	480.00	90	1100 S WILLOW, BOX #4644
							TOTAL	480.00	480.00		
		000002644	C P MANAGEMENT INC	04/04/16	30483	False Alarm Fee	9853966	350.00	350.00	90	34 HANOVER ST., 6 CALLS
							TOTAL	350.00	350.00		
		000002738	MARTEL RACING	04/01/05	30485	Fire Alarm User Fee	9850662	480.00	82.03	90	232 S MAIN ST., BOX#6315
							TOTAL	480.00	82.03		
		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		
		000004992	BEST BUY CO INC	04/01/05	30485	Fire Alarm User Fee	9850756	480.00	82.03	90	1500 S WILLOW,BOX#4692
							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		
		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		
		000007048	VERIZON WIRELESS ARENA	04/07/30	3F224	Fire State Retirement	9856939	274.17	170.11	90	7/1-24/04
			VERIZON WIRELESS ARENA	04/07/30	30237	Extra Detail Admin. Fee	9856939	121.55	121.55	90	7/1-24/04
							TOTAL	395.72	291.66		
		000007137	JOSHUA IRREVOCABLE TRUST	04/01/05	30485	Fire Alarm User Fee	9850846	480.00	240.00	90	168 MERRIMACK, BOX 3437
							TOTAL	480.00	240.00		
		000008586	COOMBS, TINA L	04/01/29	3D130	OT-J.WILLIAMS 1/13/04	9851683	116.58	116.58	90	ACCIDENT-BEECH & SILVER
			COOMBS, TINA L	04/01/29	3D224	Billed Retire -J.WILLIAMS	9851683	15.67	15.67	90	ACC. BEECH&SIVLER,1/13/04
			COOMBS, TINA L	04/01/29	30482	Fire Dept Standby Fee	9851683	120.00	120.00	90	ACC. BEECH&SILVER,1/13/04
							TOTAL	252.25	252.25		

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
30	0101	000008683	GEKONDE, HENRY	04/04/02	3D130	Billed OT-RIVARD,3/22/04	9853343	120.12	120.12	90	ACC. DMG, BEECH & SILVER
			GEKONDE, HENRY	04/04/02	3D224	RETIREMENT REIMB.	9853343	16.14	16.14	90	OT-RIVARD, 3/22/04
			GEKONDE, HENRY	04/04/02	30482	Fire Dept Standby Fee	9853343	45.00	45.00	90	LINE TRUCK 1.5 HRS@$30/HR
							TOTAL	181.26	181.26		
							CUSTOMER TYPE TOTAL	8,317.47	6,617.22		
34		000000302	KEYSPAN ENERGY DELIVERY	04/09/11	3A140	Regular Rate Officer's	9857992	1,346.28	1,346.28	90	Police Extra Detail
			KEYSPAN ENERGY DELIVERY	04/09/11	3A225	Regular Rate Retirement	9857992	115.05	115.05	90	Police Extra Detail
			KEYSPAN ENERGY DELIVERY	04/09/11	3B140	Overtime Rate Officer's	9857992	289.08	289.08	90	Police Extra Detail
			KEYSPAN ENERGY DELIVERY	04/09/11	3B225	Overtime Rate Retirement	9857992	24.70	24.70	90	Police Extra Detail
			KEYSPAN ENERGY DELIVERY	04/09/11	33237	Extra Detail Admin Fee	9857992	75.65	75.65	90	Police Extra Detail
							TOTAL	1,850.76	1,850.76		
		000001009	MANCHESTER WEST HIGH SCHOOL	04/08/21	3A140	Regular Rate Officer's	9857683	103.56	103.56	90	Police Extra Detail
			MANCHESTER WEST HIGH SCHOOL	04/08/21	3A225	Regular Rate Retirement	9857683	8.85	8.85	90	Police Extra Detail
							TOTAL	112.41	112.41		
		000005530	MOORES MARINE CONSTRUCTION	04/07/17	3A140	Regular Rate Officer's	9856785	236.25	236.25	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/07/17	3A225	Regular Rate Retirement	9856785	20.16	20.16	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/07/17	33237	Extra Detail Admin Fee	9856785	11.90	11.90	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/07/17	33871	Police - Cruiser Rental	9856785	105.00	105.00	90	Police - Extra Detail
			MOORES MARINE CONSTRUCTION	04/06/19	3A140	Regular Rate Officer's	9855868	270.00	270.00	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/06/19	3A225	Regular Rate Retirement	9855868	23.04	23.04	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/06/19	3B140	Overtime Rate Officer's	9855868	77.10	77.10	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/06/19	3B225	Overtime Rate Retirement	9855868	6.59	6.59	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/06/19	33237	Extra Detail Admin Fee	9855868	16.15	16.15	90	Police Extra Detail
			MOORES MARINE CONSTRUCTION	04/06/19	33871	Police - Cruiser Rental	9855868	142.50	142.50	90	Police - Extra Detail
							TOTAL	908.69	908.69		
		000006155	HUDSON PAVING	04/05/22	3A140	Regular Rate Officer's	9855052	506.25	506.25	90	Police Extra Detail
			HUDSON PAVING	04/05/22	3A225	Regular Rate Retirement	9855052	20.16	20.16	90	Police Extra Detail
			HUDSON PAVING	04/05/22	3B140	Overtime Rate Officer's	9855052	77.10	77.10	90	Police Extra Detail
			HUDSON PAVING	04/05/22	33237	Extra Detail Admin Fee	9855052	28.05	28.05	90	Police Extra Detail
			HUDSON PAVING	04/05/22	33931	Extra Detail Reserve Acct	9855052	29.63	29.63	90	Police Extra Detail
							TOTAL	661.19	661.19		
		000006803	LATINOS UNIDOS OF NH	04/08/28	3A140	Regular Rate Officer's	9857812	138.08	138.08	90	Police Extra Detail
			LATINOS UNIDOS OF NH	04/08/28	3A225	Regular Rate Retirement	9857812	11.80	11.80	90	Police Extra Detail
			LATINOS UNIDOS OF NH	04/08/28	33237	Extra Detail Admin Fee	9857812	6.80	6.80	90	Police Extra Detail

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	156.68	156.68		
34	0101	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		
		000008266	STERLING & REID BROS CIRCUS	03/08/16	3A140	Regular Rate Officer's	9846210	810.00	810.00	90	Police Extra Detail
			STERLING & REID BROS CIRCUS	03/08/16	3A225	Regular Rate Retirement	9846210	69.12	69.12	90	Police Extra Detail
			STERLING & REID BROS CIRCUS	03/08/16	33237	Extra Detail Admin Fee	9846210	40.80	40.80	90	Police Extra Detail
							TOTAL	919.92	919.92		
		000008268	ASPHALT DOCTOR	03/10/04	3A140	Regular Rate Officer's	9847788	185.63	185.63	90	Police Extra Detail
			ASPHALT DOCTOR	03/10/04	3A225	Regular Rate Retirement	9847788	15.84	15.84	90	Police Extra Detail
			ASPHALT DOCTOR	03/10/04	33237	Extra Detail Admin Fee	9847788	9.35	9.35	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/30	3A140	Regular Rate Officer's	9846870	540.00	540.00	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/30	3A225	Regular Rate Retirement	9846870	46.08	46.08	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/30	3B140	Overtime Rate Officer's	9846870	102.80	102.80	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/30	3B225	Overtime Rate Retirement	9846870	8.78	8.78	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/30	33237	Extra Detail Admin Fee	9846870	30.60	30.60	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/23	3A140	Regular Rate Officer's	9846657	945.00	945.00	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/23	3A225	Regular Rate Retirement	9846657	57.60	57.60	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/23	3B140	Overtime Rate Officer's	9846657	154.20	154.20	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/23	3B225	Overtime Rate Retirement	9846657	10.98	10.98	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/23	33237	Extra Detail Admin Fee	9846657	52.70	52.70	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/23	33931	Extra Detail Reserve Acct	9846657	25.24	25.24	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/16	3A140	Regular Rate Officer's	9846211	270.00	270.00	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/16	3A225	Regular Rate Retirement	9846211	23.04	23.04	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/16	3B140	Overtime Rate Officer's	9846211	102.80	102.80	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/16	3B225	Overtime Rate Retirement	9846211	8.78	8.78	90	Police Extra Detail
			ASPHALT DOCTOR	03/08/16	33237	Extra Detail Admin Fee	9846211	17.00	17.00	90	Police Extra Detail
							TOTAL	2,606.42	2,606.42		
		000008376	SECOND STREET PRODUCTIONS	03/10/11	3A140	Regular Rate Officer's	9847901	860.63	860.63	90	Police Extra Detail
			SECOND STREET PRODUCTIONS	03/10/11	3A225	Regular Rate Retirement	9847901	61.92	61.92	90	Police Extra Detail
			SECOND STREET PRODUCTIONS	03/10/11	33237	Extra Detail Admin Fee	9847901	43.35	43.35	90	Police Extra Detail
			SECOND STREET PRODUCTIONS	03/10/11	33931	Extra Detail Reserve Acct	9847901	11.52	11.52	90	Police Extra Detail
							TOTAL	977.42	977.42		
							CUSTOMER TYPE TOTAL	8,370.64	8,370.64		
35		000000603	NATIONWIDE INSURANCE	04/06/09	33231	03-35485 acc	9855297	11.00	11.00	90	Police - Accident Reports

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	11.00	11.00		
35	0101	000000826	PROGRESSIVE INSURANCE CO	04/08/04	33231	04-56766 acc	9857042	1.00	1.00	90	Police - Accident Reports
							TOTAL	1.00	1.00		
		000000869	AMICA MUTUAL INSURANCE CO	04/09/01	33231	04-59036 acc	9857837	10.00	10.00	90	Police - Accident Reports
			AMICA MUTUAL INSURANCE CO	04/06/09	33231	04-40974 acc	9855299	10.00	10.00	90	Police - Accident Reports
			AMICA MUTUAL INSURANCE CO	04/05/19	33231	04-36613 acc	9854941	10.00	10.00	90	Police - Accident Reports
			AMICA MUTUAL INSURANCE CO	04/03/25	33231	04-19669 acc	9853228	10.00	1.00	90	Police - Accident Reports
							TOTAL	40.00	31.00		
		000002475	MANCHESTER BODY & FENDER SHOP	04/08/18	33746	July Towing Fee	9857197	150.00	150.00	90	
							TOTAL	150.00	150.00		
		000002488	COMMERCE INSURANCE, THE	03/12/09	33231	03-62689 acc	9849519	1.00	1.00	90	Police - Accident Reports
							TOTAL	1.00	1.00		
		000002500	CONCORD GROUP INSURANCE	04/09/10	33231	04-57538 acc	9857979	10.00	10.00	90	Police - Accident Reports
			CONCORD GROUP INSURANCE	04/07/07	33231	04-45813 ACC	9856215	10.00	5.00	90	Police - Accident Reports
							TOTAL	20.00	15.00		
		000003901	NORMAND & ASSOCIATES	04/08/11	33231	04-54718 acc	9857112	12.00	12.00	90	Police - Accident Reports
							TOTAL	12.00	12.00		
		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		
		000004149	STATE FARM INSURANCE CO	04/03/17	33231	02-19655 acc	9852740	10.00	10.00	90	Police - Accident Reports
							TOTAL	10.00	10.00		
		000006417	ALL CITY TOWING	04/06/18	33746	may towing fee	9855841	5.00	5.00	90	
			ALL CITY TOWING	04/05/06	33746	April Towing Fees	9854364	75.00	75.00	90	
			ALL CITY TOWING	04/04/20	33746	Towing Fee	9854082	75.00	75.00	90	
			ALL CITY TOWING	04/02/19	33746	Towing Fee	9851975	110.00	110.00	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	265.00	265.00		
35	0101	000006427	HANOVER INSURANCE COMPANY	03/06/04	33231	03-8167	Acc 9843990	6.00	6.00	90	Police - Accident Reports
							TOTAL	6.00	6.00		
		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	01-25472	Acc 9822186	11.00	11.00	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	01-26883	Acc 9822186	2.00	2.00	90	Police - Accident Reports
							TOTAL	20.00	20.00		
		000006431	STATE FARM INSURANCE	04/09/10	33231	04-67455 acc	9857981	10.00	10.00	90	Police - Accident Reports
							TOTAL	10.00	10.00		
		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		
		000006476	AMICA INSURANCE CO	04/08/04	33231	03-91550 acc	9857047	5.00	5.00	90	Police - Accident Reports
			AMICA INSURANCE CO	04/03/10	33231	04-14381 acc	9852655	5.00	1.00	90	Police - Accident Reports
							TOTAL	10.00	6.00		
		000007355	ALLSTATE	04/05/26	33231	04-35681 acc	9855069	1.00	1.00	90	Police - Accident Reports
							TOTAL	1.00	1.00		
		000007483	MT WASHINGTON ASSURANCE CORP	04/02/18	33231	04-9035 acc	9851932	10.00	10.00	90	Police - Accident Reports
			MT WASHINGTON ASSURANCE CORP	04/02/11	33231	04-7898 acc	9851886	10.00	10.00	90	Police - Accident Reports
			MT WASHINGTON ASSURANCE CORP	04/02/04	33231	04-6755 acc	9851763	11.00	8.00	90	Police - Accident Reports
							TOTAL	31.00	28.00		
		000007861	CODYS TOWING & RECOVERY	04/07/14	33746	JUNE TOWING FEES	9856343	130.00	130.00	90	
							TOTAL	130.00	130.00		
		000007908	BRISTOL WEST INSURANCE GROUP	04/07/28	33231	04-54475 acc	9856918	1.00	1.00	90	Police - Accident Reports
			BRISTOL WEST INSURANCE GROUP	04/07/28	33231	04-54828 acc	9856918	3.00	3.00	90	Police - Accident Reports
			BRISTOL WEST INSURANCE GROUP	04/06/30	33231	04-45773 acc	9856094	1.00	1.00	90	Police - Accident Reports
							TOTAL	5.00	5.00		
		000008487	PROGRESSIVE	04/03/25	33231	04-17281 acc	9853237	1.00	1.00	90	Police - Accident Reports

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	1.00	1.00		
35	0101	000008636	CRAWFORD & COMPANY	04/02/25	33231	04-10246 acc	9852459	10.00	10.00	90	Police - Accident Reports
							TOTAL	10.00	10.00		
		000008897	ONE BEACON INSURANCE GROUP	04/08/04	33231	04-56444 acc	9857049	10.00	10.00	90	Police - Accident Reports
							TOTAL	10.00	10.00		
		000008948	LAW OFFICE OF	04/08/11	33231	04-58714 acc	9857115	10.00	10.00	90	Police - Accident Reports
			LAW OFFICE OF	04/08/04	33231	03-20175 acc	9857050	10.00	10.00	90	Police - Accident Reports
							TOTAL	20.00	20.00		
							CUSTOMER TYPE TOTAL	781.00	760.00		
36		000000826	PROGRESSIVE INSURANCE CO	04/08/24	33238	04-57789	9857668	30.00	20.00	90	Police - Records
			PROGRESSIVE INSURANCE CO	03/02/13	33238	03-170	Inv Rpts 9841031	24.00	21.00	90	Police - Records
							TOTAL	54.00	41.00		
		000000869	AMICA MUTUAL INSURANCE CO	04/07/14	33238	04-39337	9856346	15.00	15.00	90	Police - Records
			AMICA MUTUAL INSURANCE CO	04/05/21	33238	04-13622	9854962	10.00	10.00	90	Police - Records
			AMICA MUTUAL INSURANCE CO	04/03/19	33238	04-14825	9853141	10.00	10.00	90	Police - Records
			AMICA MUTUAL INSURANCE CO	03/10/22	33238	03-70506	9848005	10.00	10.00	90	Police - Records
			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	02-13214	Inv Rpts 9835724	12.00	2.00	90	Police - Records
							TOTAL	66.00	56.00		
		000002488	COMMERCE INSURANCE, THE	03/08/08	33238	03-49133	9845929	10.00	10.00	90	Police - Records
			COMMERCE INSURANCE, THE	02/10/31	33238	02-79265	Inv Rpts 9838020	9.00	9.00	90	Police - Records
							TOTAL	19.00	19.00		
		000002500	CONCORD GROUP INSURANCE	04/05/21	33238	04-32641	9854963	10.00	10.00	90	Police - Records
			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	22.00	22.00		
		000003863	METROPOLITAN REPORTING BUREAU	03/06/23	33238	03-22943	9844791	15.00	15.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/06/23	33238	03-31112	9844791	6.00	6.00	90	Police - Records
			METROPOLITAN REPORTING BUREAU	03/06/23	33238	03-36267	9844791	6.00	6.00	90	Police - Records

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
36	0101	000003863	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	02-903 Inv Rpts	9840246	6.00	6.00	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	03-1501 Inv Rpts	9840246	6.00	6.00	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	90.00	90.00		
		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
							TOTAL	33.00	29.00		
		000006431	STATE FARM INSURANCE	03/09/18	33238	03-63841	9846998	15.00	12.00	90	Police - Records
							TOTAL	15.00	12.00		
		000006560	MERCHANTS MUTUAL INSURANCE CO	04/07/14	33238	04-46019	9856350	10.00	5.00	90	Police - Records
			MERCHANTS MUTUAL INSURANCE CO	03/06/23	33238	03-18886	9844794	12.00	9.00	90	Police - Records
			MERCHANTS MUTUAL INSURANCE CO	03/02/13	33238	02-97692 Inv Rpts	9841039	3.00	3.00	90	Police - Records
							TOTAL	25.00	17.00		
		000006609	NATIONWIDE INSURANCE	03/03/17	33238	03-11475 Inv Rpts	9842143	9.00	6.00	90	Police - Records
							TOTAL	9.00	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	03/08/08	33238	03-33820	9845932	25.00	25.00	90	Police - Records
			ALLSTATE INS CO	03/06/23	33238	03-33820	9844797	15.00	15.00	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	40.00	40.00		
36	0101	000007923	SENTRY CLAIMS SERVICE	03/04/04	33238	03-14961	9842416	6.00	6.00	90	Police - Records
							TOTAL	6.00	6.00		
		000008248	NATIONWIDE INS CO	03/10/22	33238	03-75053	9848013	10.00	10.00	90	Police - Records
							TOTAL	10.00	10.00		
							CUSTOMER TYPE TOTAL	476.00	435.00		
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
							TOTAL	60.00	60.00		
		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		
		000008250	FRITZ, DONNA	03/09/30	41916	JUL03 HEALTH PREM BAL DUE	9847745	23.35	23.35	90	PAYROLL 8/07/03 $23.35
							TOTAL	23.35	23.35		
							CUSTOMER TYPE TOTAL	1,148.63	1,148.63		
50		000002545	MANCHESTER BUILDING MAINTENANC	04/08/02	50801	Toter Project	9856969	115.47	115.47	90	3 (95) gallon @ $38.49
			MANCHESTER BUILDING MAINTENANC	04/08/02	50918	Toter Project Overhead	9856969	19.53	19.53	90	3 (95) gallon @ $6.51
							TOTAL	135.00	135.00		
		000005275	BEJOC HOLDINGS, LLC	04/08/06	50363	Drop-Off Center Revenue	9857057	192.00	192.00	90	153796 8/5/04
			BEJOC HOLDINGS, LLC	04/08/02	50363	Drop-Off Center Revenue	9856950	85.50	76.56	90	153455 7/30/04
							TOTAL	277.50	268.56		

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	000005399	LUCIER, KEITH B	04/07/12	50363	Drop-Off Center Revenue	9856302	34.50	34.50	90	152017 7/7/04
			LUCIER, KEITH B	04/06/23	50363	Drop-Off Center Revenue	9856029	19.50	19.50	90	151048 6/22/04
							TOTAL	54.00	54.00		
		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	18.00	18.00	90	8/22 Ticket 94169
			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	168.00	168.00	90	8/23 Ticket 94198
			COLD STONE DEVELOPMENT	01/08/22	50363	Drop-Off Center Revenue	9825476	124.50	124.50	90	8/21 Ticket 94107
			COLD STONE DEVELOPMENT	01/08/22	50363	Drop-Off Center Revenue	9825476	156.00	156.00	90	8/20 Ticket 93977
			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	76.50	76.50	90	8/15 Ticket 93713
			COLD STONE DEVELOPMENT	01/08/17	50363	Drop-Off Center Revenue	9825286	88.50	88.50	90	8/16b Ticket 93759
			COLD STONE DEVELOPMENT	01/08/16	50363	Drop-Off Center Revenue	9825286	292.50	292.50	90	8/10/01 Ticket 93487
							TOTAL	1,900.20	1,900.20		
		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		
		000006634	QUEST AMALGAMATED SERVICES LLC	04/08/18	50363	Drop-Off Center Revenue	9857660	28.50	28.50	90	154493 8/17/04
			QUEST AMALGAMATED SERVICES LLC	04/08/18	50363	Drop-Off Center Revenue	9857660	31.50	31.50	90	154517 8/17/04
							TOTAL	60.00	60.00		
		000007844	CUNNINGHAM JR, WILLIAM	03/11/21	50363	Drop-Off Center Revenue	9849299	13.50	13.50	90	140151 11/19/03
			CUNNINGHAM JR, WILLIAM	03/10/14	50363	Drop-Off Center Revenue	9847833	33.00	33.00	90	137880 10/10/03
			CUNNINGHAM JR, WILLIAM	03/10/10	50363	Drop-Off Center Revenue	9847833	24.00	24.00	90	137738 10/8/03
							TOTAL	70.50	70.50		
		000007845	MERRIFIELD, TIMOTHY	04/03/15	50363	Drop-Off Center Revenue	9852696	216.50	216.50	90	143840 3/2/04

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		216.50	216.50		
50	0101	000007963	SARETTE, GREGG	04/02/06	50216	NSF Charge - Highway	9851814	30.00	30.00	90	Check #343 dated 1/28/04
			SARETTE, GREGG	04/02/06	50363	Drop-Off Center Revenue	9851814	24.50	24.50	90	142586 1/28/04
						TOTAL		54.50	54.50		
		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
						TOTAL		92.11	92.11		
		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		
		000008052	TOWNE, FRANCIS J	03/09/12	50363	Drop-Off Center Revenue	9846965	28.50	28.50	90	tkt#35660-8-03
			TOWNE, FRANCIS J	03/09/05	50363	Drop-Off Center Revenue	9846835	30.00	30.00	90	135431 9/4/2003
			TOWNE, FRANCIS J	03/09/02	50363	Drop-Off Center Revenue	9846774	18.00	18.00	90	135156 8/29/2003
			TOWNE, FRANCIS J	03/08/29	50363	Drop-Off Center Revenue	9846774	63.00	63.00	90	135043 8/28/2003
			TOWNE, FRANCIS J	03/08/29	50363	Drop-Off Center Revenue	9846774	94.50	94.50	90	135042 8/28/2003
			TOWNE, FRANCIS J	03/08/29	50363	Drop-Off Center Revenue	9846774	97.50	97.50	90	135041 8/28/2003
			TOWNE, FRANCIS J	03/08/28	50363	Drop-Off Center Revenue	9846774	42.50	42.50	90	134754 8/25/2003
			TOWNE, FRANCIS J	03/08/28	50363	Drop-Off Center Revenue	9846774	70.50	70.50	90	134850 8/26/2003
			TOWNE, FRANCIS J	03/08/28	50363	Drop-Off Center Revenue	9846774	84.00	84.00	90	134904 8/26/2003
			TOWNE, FRANCIS J	03/08/28	50363	Drop-Off Center Revenue	9846774	99.00	99.00	90	134949 8/27/2003
			TOWNE, FRANCIS J	03/08/06	50363	Drop-Off Center Revenue	9845981	12.00	12.00	90	tkt# 133316 8-5-03
			TOWNE, FRANCIS J	03/08/01	50363	Drop-Off Center Revenue	9845895	38.00	38.00	90	132779 7/29/2003
			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	27.00	27.00	90	129896 6/17/2003
			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	39.00	39.00	90	129935 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	03/06/18	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	19.50	19.50	90	#127975 5/19/03
			TOWNE, FRANCIS J	03/05/21	50363	Drop-Off Center Revenue	9843832	19.50	19.50	90	#128037 5/20/03
			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	39.00	39.00	90	#127976 5/19/03

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	000008052	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
							TOTAL	1,396.00	1,396.00		
		000008111	THOMPSON, STEVE	03/07/25	50229	Worker's Comp Overpayment	9845813	598.72	518.72	90	Date Of Injury: 6-16-03
			THOMPSON, STEVE	03/06/13	50229	Worker's Comp Overpayment	9844250	82.97	82.97	90	Date of Injury: 3/5/2001
							TOTAL	681.69	601.69		
		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: 3/28/2001&4/19/2002
							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		
		000008220	KOMM, HOWARD	03/07/25	50229	Worker's Comp Overpayment	9845817	866.76	691.76	90	Date of Injury: 2-17-03
							TOTAL	866.76	691.76		
		000008433	EASTMAN, MATTHEW	03/11/03	50229	Worker's Comp Overpayment	9848570	250.86	150.86	90	Date of Injury: 8/28/03
							TOTAL	250.86	150.86		
		000008495	FARIAS, ORLANDO	03/12/05	50229	Worker's Comp Overpayment	9849501	1,240.28	847.00	90	Date of Injury: 10/9/03
							TOTAL	1,240.28	847.00		
		000008567	PERRINO, CHRISTOPHER	04/01/16	50216	NSF Charge - Highway	9851123	30.00	30.00	90	Check #1056 12/29/03
			PERRINO, CHRISTOPHER	04/01/16	50363	Drop-Off Center Revenue	9851123	55.50	55.50	90	141627 12/29/03
							TOTAL	85.50	85.50		
		000008570	FRECHETTE, MARK S	04/01/16	50363	Drop-Off Center Revenue	9851126	5.00	5.00	90	141995 1/7/04
							TOTAL	5.00	5.00		

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50	0101	000008572	OLIVIO, VICTOR	04/01/16	50229	Worker's Comp Overpayment	9851128	161.34	161.34	90	Date of Injury: 4/7/03
						TOTAL		161.34	161.34		
		000008609	SPAHIC, ELVIR	04/02/06	50363	Drop-Off Center Revenue	9851821	117.00	117.00	90	142587 1/28/04
						TOTAL		117.00	117.00		
		000008614	OLIVIER, SAUL B	04/08/13	50363	Drop-Off Center Revenue	9857164	49.50	49.50	90	154117 8/10/04
			OLIVIER, SAUL B	04/08/11	50363	Drop-Off Center Revenue	9857164	64.50	64.50	90	154020 8/9/04
			OLIVIER, SAUL B	04/08/11	50363	Drop-Off Center Revenue	9857164	70.50	70.50	90	153999 8/9/04
			OLIVIER, SAUL B	04/07/16	50363	Drop-Off Center Revenue	9856745	43.50	43.50	90	152219 7/12/04
			OLIVIER, SAUL B	04/07/16	50363	Drop-Off Center Revenue	9856745	90.00	90.00	90	152236 7/12/04
			OLIVIER, SAUL B	04/06/03	50363	Drop-Off Center Revenue	9855241	60.00	60.00	90	149405 6/1/04
			OLIVIER, SAUL B	04/03/08	50363	Drop-Off Center Revenue	9852607	76.50	31.00	90	144122 3/6/04
						TOTAL		454.50	409.00		
		000008643	DIONNE, GERARD	04/02/27	50229	Worker's Comp Overpayment	9852501	154.11	154.11	90	Date of Injury: 10/15/03
						TOTAL		154.11	154.11		
		000008645	CLANCY, JOHN C JR	04/03/03	50229	Worker's Comp Overpayment	9852612	705.78	665.78	90	Date of Injury: 8/27/03
						TOTAL		705.78	665.78		
		000008667	PAOLINO, JEFFREY M	04/03/19	50363	Drop-Off Center Revenue	9853181	47.00	47.00	90	144229 3/9/04
						TOTAL		47.00	47.00		
		000008682	PROVENCHER, JAY	04/03/26	50229	Worker;s Comp Overpayment	9853276	272.84	265.84	90	Date of Injury: 12/8/04
						TOTAL		272.84	265.84		
		000008708	CONTENT, EDWARD	04/04/09	50363	Drop-Off Center Revenue	9853490	51.00	51.00	90	145067 3/29/04
						TOTAL		51.00	51.00		
		000008709	RODRIQUEZ, ROSALIO R	04/04/09	50363	Drop-Off Center Revenue	9853491	60.50	60.50	90	145076 3/29/04
						TOTAL		60.50	60.50		
		000008718	PATTENGALE, GLENN F	04/04/19	50363	Drop-Off Center Revenue	9854038	94.50	94.50	90	145437 4/5/04
						TOTAL		94.50	94.50		
		000008720	FREITAS, RANDY	04/04/19	50363	Drop-Off Center Revenue	9854040	22.50	22.50	90	145612 4/7/042

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							TOTAL	22.50	22.50		
50	0101	000008730	BEAR, SUSAN R	04/04/23	50363	Drop-Off Center Revenue	9854144	51.00	51.00	90	145990 4/13/04
							TOTAL	51.00	51.00		
		000008854	SOTO, GILBERTO	04/06/25	50363	Drop-Off Center Revenue	9856049	157.50	157.50	90	150655 6/17/04
							TOTAL	157.50	157.50		
		000008858	CHOLETTE, KEVIN JOSEPH	04/06/25	50363	Drop-Off Center Revenue	9856011	230.00	230.00	90	150890 6/19/04
							TOTAL	230.00	230.00		
		000008862	SILVA, ROBERTO	04/06/25	50229	Worker's Comp Overpayment	9856047	561.63	161.63	90	Date of Injury: 6/1/04
							TOTAL	561.63	161.63		
		000008905	LAROCHELLE, MARC R	04/07/16	50363	Drop-Off Center Revenue	9856733	263.00	263.00	90	152140 7/9/04
							TOTAL	263.00	263.00		
		000008918	DIONNE, SHAWN	04/07/23	50229	WORKER'S COMP OVERPAYMENT	9856839	1,507.67	1,307.67	90	DATE OF INJURY: 6/17/04
							TOTAL	1,507.67	1,307.67		
		000008923	BOUCHER, ANNA	04/07/26	50363	Drop-Off Center Revenue	9856825	39.50	39.50	90	152661 7/19/04
							TOTAL	39.50	39.50		
		000008949	METAL PANEL CORP	04/08/09	50216	NSF Charge - Highway	9857085	30.00	30.00	90	Check #6357 dated 7/26/04
			METAL PANEL CORP	04/08/09	50363	Drop-Off Center Revenue	9857085	64.50	64.50	90	TKT# 153089 7/26/04
							TOTAL	94.50	94.50		
		000008950	KEDDIE, JAMES J	04/08/09	50363	Drop-Off Center Revenue	9857076	12.50	12.50	90	153359 7/29/04
							TOTAL	12.50	12.50		
		000008956	MOUNCE, DENNIS M JR	04/08/16	50363	Drop-Off Center Revenue	9857161	87.00	87.00	90	153761 8/4/04
							TOTAL	87.00	87.00		
		000008957	ABELSON, STEVEN M	04/08/16	50363	Drop-Off Center Revenue	9857124	87.50	87.50	90	153851 8/6/04
							TOTAL	87.50	87.50		

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50	0101	000008972	PATCHING PLUS INC	04/09/02	50363	Drop-Off Center Revenue	9857953	4.50	4.50	90	155479 9/1/04
			PATCHING PLUS INC	04/08/27	50363	Drop-Off Center Revenue	9857766	25.50	25.50	90	154924 8/24/04
			PATCHING PLUS INC	04/08/20	50363	Drop-Off Center Revenue	9857657	114.50	114.50	90	154515 8/17/04
							TOTAL	144.50	144.50		
		000008973	ARVANITIS, JESSE	04/08/20	50229	Worker's Comp Overpayment	9857624	283.49	278.49	90	Date of Injury: 6/6/04
							TOTAL	283.49	278.49		
		000008998	ALLISON, STEVEN J	04/08/27	50363	Drop-Off Center Revenue	9857735	38.00	38.00	90	154613 8/18/04
							TOTAL	38.00	38.00		
		000008999	SANTOS, ALLEN J	04/08/27	50363	Drop-Off Center Revenue	9857775	30.00	30.00	90	154770 8/20/04
							TOTAL	30.00	30.00		
		000009000	WASHBURN, SHAUN E	04/08/27	50216	NSF Charge	9857781	30.00	30.00	90	Check #1074 dated 8/11/04
			WASHBURN, SHAUN E	04/08/27	50363	Drop-Off Center Revenue	9857781	34.50	34.50	90	154223 8/12/04
							TOTAL	64.50	64.50		
		000009123	SHARPLES, JAMES A	04/08/30	50363	Drop-Off Center Revenue	9857776	304.50	304.50	90	154941 8/24/04
							TOTAL	304.50	304.50		
		000009300	MAURICE, SHAWN M	04/09/02	50229	Worker's Comp Overpayment	9857954	122.71	52.71	90	Date of Injury: 8/2/04
							TOTAL	122.71	52.71		
		000009315	NASTA, WILLIAM S	04/09/13	50363	Drop-Off Center Revenue	9858049	54.00	54.00	90	155508 9/1/04
							TOTAL	54.00	54.00		
							CUSTOMER TYPE TOTAL	15,835.72	14,311.00		
52		000003027	HILLSBOROUGH COUNTY SHERIFF	04/08/19	B2646	Permits/Pine St	9857260	135.00	135.00	90	
			HILLSBOROUGH COUNTY SHERIFF	04/07/19	B2646	Permits/Pine St	9856406	135.00	135.00	90	
			HILLSBOROUGH COUNTY SHERIFF	04/05/17	B2646	Permits/Pine St	9854504	315.00	315.00	90	
			HILLSBOROUGH COUNTY SHERIFF	04/04/16	B2646	Permits/Pine St	9853569	315.00	34.00	90	
							TOTAL	900.00	619.00		
		000004567	STATE OF NH - TRAFFIC BUREAU	04/05/18	52106	State Traffic Reimbursmnt	9854904	19,624.08	19,624.08	90	Traffic-Admin & Managemnt

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	19,624.08	19,624.08		
52	0101	000004817	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	314.27	90	LABOR SIGNALS
							TOTAL	460.40	366.16		
		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		
		000005810	BROCHU, MARIE	04/08/19	B2646	Permits/Pine St	9857318	45.00	45.00	90	
			BROCHU, MARIE	04/07/19	B2646	Permits/Pine St	9856465	45.00	24.00	90	
							TOTAL	90.00	69.00		
		000005853	DAVIS, SHARON	04/05/17	B2646	Permits/Pine St	9854582	45.00	45.00	90	
			DAVIS, SHARON	04/04/16	B2646	Permits/Pine St	9853649	45.00	45.00	90	
							TOTAL	90.00	90.00		
		000005898	JOHANSON, KAREN	04/08/19	5A646	Downtown On-Street Permit	9857342	40.00	40.00	90	
			JOHANSON, KAREN	04/07/19	5A646	Downtown On-Street Permit	9856489	40.00	40.00	90	
			JOHANSON, KAREN	04/06/17	5A646	Downtown On-Street Permit	9855532	35.00	35.00	90	
							TOTAL	115.00	115.00		
		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		
		000006338	SILVER TECHNOLOGY	04/05/17	A2646	Permits/Pearl St	9854603	270.00	270.00	90	
			SILVER TECHNOLOGY	04/04/16	A2646	Permits/Pearl St	9853672	270.00	270.00	90	
							TOTAL	540.00	540.00		
		000006406	NORTHEAST CREDIT UNION	04/05/17	B2646	Permits/Pine St	9854609	45.00	45.00	90	
							TOTAL	45.00	45.00		
		000006493	BOYNTON, PHILLIP	04/08/19	H2646	Permits/Millyard	9857362	40.00	40.00	90	
			BOYNTON, PHILLIP	04/07/19	H2646	Permits/Millyard	9856509	40.00	30.00	90	
							TOTAL	80.00	70.00		

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	0101	000006833	HILLS BUSINESS OFFICE	04/04/16	B2646	Permits/Pine St	9853701	180.00	180.00	90	
							TOTAL	180.00	180.00		
		000006959	1211 ELM ST LLC	04/08/19	A2646	Permits/Pearl St	9857391	945.00	945.00	90	
			1211 ELM ST LLC	04/06/17	A2646	Permits/Pearl St	9855584	945.00	945.00	90	
			1211 ELM ST LLC	04/05/17	A2646	Permits/Pearl St	9854641	945.00	945.00	90	
			1211 ELM ST LLC	04/04/16	A2646	Permits/Pearl St	9853713	945.00	945.00	90	
							TOTAL	3,780.00	3,780.00		
		000006962	LEPAGE, DAVID	04/07/19	5A646	Downtown On-Street Permit	9856540	40.00	40.00	90	
			LEPAGE, DAVID	04/06/17	5A646	Downtown On-Street Permit	9855585	35.00	35.00	90	
			LEPAGE, DAVID	04/05/17	5A646	Downtown On-Street Permit	9854642	35.00	31.00	90	
							TOTAL	110.00	106.00		
		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		
		000006981	SMITH, SANDRA	04/08/19	A2646	Permits/Pearl St	9857393	45.00	45.00	90	
			SMITH, SANDRA	04/07/19	A2646	Permits/Pearl St	9856542	45.00	2.03	90	
							TOTAL	90.00	47.03		
		000007009	SCANNELL, STEVE	04/08/19	5A646	Downtown On-Street Permit	9857394	40.00	40.00	90	
			SCANNELL, STEVE	04/07/19	5A646	Downtown On-Street Permit	9856543	40.00	26.00	90	
							TOTAL	80.00	66.00		
		000007116	ASSET PROTECTION ASSOC INC	04/06/17	I2646	Permits/Fleet	9855595	65.00	60.00	90	
							TOTAL	65.00	60.00		
		000007182	HEBERT, ERIKA	04/08/19	5A646	Downtown On-Street Permit	9857404	40.00	40.00	90	
			HEBERT, ERIKA	04/07/19	5A646	Downtown On-Street Permit	9856553	40.00	40.00	90	
			HEBERT, ERIKA	04/06/17	5A646	Downtown On-Street Permit	9855598	35.00	35.00	90	
			HEBERT, ERIKA	04/05/17	5A646	Downtown On-Street Permit	9854655	35.00	35.00	90	
			HEBERT, ERIKA	04/04/16	5A646	Downtown On-Street Permit	9853728	35.00	35.00	90	
							TOTAL	185.00	185.00		
		000007227	HERMIS, MICHELLE	04/06/17	H2646	Permits/Millyard	9855602	35.00	35.00	90	
							TOTAL	35.00	35.00		

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	000007307	GARCIA, DANIELLE	02/04/24	5C682	Materials - Signals	9832429	121.00	121.00	90	
			GARCIA, DANIELLE	02/04/24	5C682	Materials - Signals	9832429	2,035.93	2,035.93	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		
		000007320	VIGNOLA, TAMMY	04/03/18	5A646	Downtown On-Street Permit	9852942	35.00	35.00	90	
			VIGNOLA, TAMMY	04/02/20	5A646	Downtown On-Street Permit	9852173	35.00	35.00	90	
			VIGNOLA, TAMMY	04/01/20	5A646	Downtown On-Street Permit	9851338	35.00	35.00	90	
			VIGNOLA, TAMMY	03/12/18	5A646	Downtown On-Street Permit	9849911	35.00	35.00	90	
			VIGNOLA, TAMMY	03/11/18	5A646	Downtown On-Street Permit	9849029	35.00	35.00	90	
			VIGNOLA, TAMMY	03/10/24	5A646	Downtown On-Street Permit	9848237	35.00	35.00	90	
			VIGNOLA, TAMMY	03/09/22	5A646	Downtown On-Street Permit	9847264	35.00	35.00	90	
							TOTAL	245.00	245.00		
		000007449	DUNKIN DONUTS	04/08/19	52646	Permits/Hartnett	9857414	135.00	135.00	90	
			DUNKIN DONUTS	04/07/19	52646	Permits/Hartnett	9856564	135.00	135.00	90	
			DUNKIN DONUTS	04/06/17	52646	Permits/Hartnett	9855611	135.00	135.00	90	
			DUNKIN DONUTS	04/05/17	52646	Permits/Hartnett	9854668	90.00	70.00	90	
							TOTAL	495.00	475.00		
		000007517	TONYS GRINDERS	04/08/19	5A646	Downtown On-Street Permit	9857421	40.00	40.00	90	
			TONYS GRINDERS	04/07/26	52216	NSF Charge - Traffic	9856820	30.00	30.00	90	Traffic-Admin & Managemnt
			TONYS GRINDERS	04/07/14	5A646	Downtown On-Street Permit	9856344	40.00	25.00	90	
			TONYS GRINDERS	04/06/17	5A646	Downtown On-Street Permit	9855617	35.00	35.00	90	
			TONYS GRINDERS	04/05/17	5A646	Downtown On-Street Permit	9854674	35.00	35.00	90	
			TONYS GRINDERS	04/04/16	5A646	Downtown On-Street Permit	9853748	35.00	35.00	90	
			TONYS GRINDERS	04/03/18	5A646	Downtown On-Street Permit	9852954	35.00	35.00	90	
			TONYS GRINDERS	04/02/20	5A646	Downtown On-Street Permit	9852185	35.00	35.00	90	
							TOTAL	285.00	270.00		
		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		
		000007629	NATIONAL TEAM COMPONENTS	04/08/19	H2646	Permits/Millyard	9857426	1,600.00	1,600.00	90	
							TOTAL	1,600.00	1,600.00		
		000007654	DOAN, KYSON	04/06/17	5A646	Downtown On-Street Permit	9855626	35.00	35.00	90	
			DOAN, KYSON	04/05/17	5A646	Downtown On-Street Permit	9854683	35.00	35.00	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	70.00	70.00		
52	0101	000007660	MOYNIHAN, MAUREEN	04/06/17	5A646	Downtown On-Street Permit	9855627	35.00	35.00	90	
			MOYNIHAN, MAUREEN	04/05/17	5A646	Downtown On-Street Permit	9854684	35.00	31.00	90	
							TOTAL	70.00	66.00		
		000007672	MATTEUS, CYNTHIA	04/06/17	5A646	Downtown On-Street Permit	9855630	35.00	35.00	90	
			MATTEUS, CYNTHIA	04/05/17	5A646	Downtown On-Street Permit	9854687	35.00	35.00	90	
			MATTEUS, CYNTHIA	04/04/16	5A646	Downtown On-Street Permit	9853763	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000007699	TATKA, LINDA	04/04/16	H2646	Permits/Millyard	9853766	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000007722	FRENCH, SUSAN	04/04/16	H2646	Permits/Millyard	9853769	35.00	35.00	90	
			FRENCH, SUSAN	04/03/18	H2646	Permits/Millyard	9852976	35.00	35.00	90	
			FRENCH, SUSAN	04/02/20	H2646	Permits/Millyard	9852209	35.00	35.00	90	
			FRENCH, SUSAN	04/01/20	H2646	Permits/Millyard	9851375	35.00	35.00	90	
			FRENCH, SUSAN	03/12/18	H2646	Permits/Millyard	9849950	35.00	35.00	90	
			FRENCH, SUSAN	03/11/18	H2646	Permits/Millyard	9849071	35.00	35.00	90	
			FRENCH, SUSAN	03/10/24	H2646	Permits/Millyard	9848280	35.00	35.00	90	
			FRENCH, SUSAN	03/09/22	H2646	Permits/Millyard	9847309	35.00	35.00	90	
			FRENCH, SUSAN	03/08/25	H2646	Permits/Millyard	9846481	35.00	35.00	90	
							TOTAL	315.00	315.00		
		000007735	BRUCE, JEN	04/08/20	D2646	Permits/Bedford	9857573	3,200.00	3,200.00	90	
			BRUCE, JEN	04/06/17	D2646	Permits/Bedford	9855634	40.00	40.00	90	
			BRUCE, JEN	04/05/17	D2646	Permits/Bedford	9854691	40.00	40.00	90	
							TOTAL	3,280.00	3,280.00		
		000007755	MIVILLE, SHARON	04/06/17	52646	Permits/Hartnett	9855638	45.00	45.00	90	
			MIVILLE, SHARON	04/05/17	52646	Permits/Hartnett	9854695	45.00	45.00	90	
							TOTAL	90.00	90.00		
		000007764	COME, LILIAN	04/06/17	H2646	Permits/Millyard	9855640	35.00	35.00	90	
			COME, LILIAN	04/05/17	H2646	Permits/Millyard	9854697	35.00	35.00	90	
			COME, LILIAN	04/04/16	H2646	Permits/Millyard	9853776	35.00	35.00	90	
			COME, LILIAN	04/03/18	H2646	Permits/Millyard	9852983	35.00	35.00	90	
			COME, LILIAN	04/02/20	H2646	Permits/Millyard	9852217	35.00	35.00	90	
			COME, LILIAN	04/01/20	H2646	Permits/Millyard	9851383	35.00	35.00	90	

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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	210.00	210.00		
52	0101	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		
		000007909	BRINGHURST, CINDY	04/08/19	A2646	Permits/Pearl St	9857449	45.00	45.00	90	
							TOTAL	45.00	45.00		
		000007912	MERRIMACK VALLEY ASST PROGRAM	04/08/19	A2646	Permits/Pearl St	9857450	180.00	180.00	90	
			MERRIMACK VALLEY ASST PROGRAM	04/07/19	A2646	Permits/Pearl St	9856598	180.00	180.00	90	
			MERRIMACK VALLEY ASST PROGRAM	04/06/17	A2646	Permits/Pearl St	9855654	180.00	180.00	90	
			MERRIMACK VALLEY ASST PROGRAM	04/05/17	A2646	Permits/Pearl St	9854711	180.00	180.00	90	
							TOTAL	720.00	720.00		
		000007951	SMITH, JACQUELINE	04/06/17	5A646	Downtown On-Street Permit	9855657	35.00	35.00	90	
			SMITH, JACQUELINE	04/05/17	5A646	Downtown On-Street Permit	9854714	35.00	35.00	90	
			SMITH, JACQUELINE	04/04/16	5A646	Downtown On-Street Permit	9853796	35.00	35.00	90	
			SMITH, JACQUELINE	04/03/18	5A646	Downtown On-Street Permit	9853004	35.00	20.00	90	
							TOTAL	140.00	125.00		
		000007971	FISHERAUER, JEFFREY	03/11/18	52646	Permits/Hartnett	9849108	45.00	45.00	90	
							TOTAL	45.00	45.00		
		000007974	CLEARLY CREATIVES	04/06/17	I2646	Permits/Fleet	9855659	65.00	65.00	90	
			CLEARLY CREATIVES	04/05/17	I2646	Permits/Fleet	9854716	180.00	180.00	90	
			CLEARLY CREATIVES	04/04/16	I2646	Permits/Fleet	9853799	180.00	180.00	90	
							TOTAL	425.00	425.00		
		000008021	KOKOSZKA, SHEILA	04/05/17	5A646	Downtown On-Street Permit	9854718	35.00	35.00	90	
			KOKOSZKA, SHEILA	04/04/16	5A646	Downtown On-Street Permit	9853801	35.00	35.00	90	
							TOTAL	70.00	70.00		
		000008054	MCCARTHY, MELISSA	04/08/19	H2646	Permits/Millyard	9857456	40.00	40.00	90	
			MCCARTHY, MELISSA	04/08/11	52216	NSF Charge - Traffic	9857456	30.00	30.00	90	Traffic-Admin & Managemnt
			MCCARTHY, MELISSA	04/06/17	H2646	Permits/Millyard	9855663	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008062	BEZIO, CHRISTINE	04/01/20	5A646	Downtown On-Street Permit	9851419	35.00	35.00	90	

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52	0101	000008062	BEZIO, CHRISTINE	03/12/18	5A646	Downtown On-Street Permit	9849995	35.00	29.32	90	
							TOTAL	70.00	64.32		
		000008122	SHEEHAN, JENNIFER	04/02/20	H2646	Permits/Millyard	9852261	35.00	35.00	90	
			SHEEHAN, JENNIFER	04/01/20	H2646	Permits/Millyard	9851431	35.00	35.00	90	
			SHEEHAN, JENNIFER	03/12/18	H2646	Permits/Millyard	9850007	35.00	35.00	90	
			SHEEHAN, JENNIFER	03/11/18	H2646	Permits/Millyard	9849135	35.00	35.00	90	
			SHEEHAN, JENNIFER	03/10/24	H2646	Permits/Millyard	9848344	35.00	35.00	90	
			SHEEHAN, JENNIFER	03/09/22	H2646	Permits/Millyard	9847376	35.00	35.00	90	
			SHEEHAN, JENNIFER	03/08/25	H2646	Permits/Millyard	9846545	35.00	35.00	90	
			SHEEHAN, JENNIFER	03/07/18	H2646	Permits/Millyard	9845627	35.00	35.00	90	
							TOTAL	280.00	280.00		
		000008153	GOODMAN, PAULA	04/06/17	A2646	Permits/Pearl St	9855675	45.00	45.00	90	
			GOODMAN, PAULA	04/05/17	A2646	Permits/Pearl St	9854731	45.00	10.00	90	
							TOTAL	90.00	55.00		
		000008156	EDWARDS, KELLY	04/06/17	5A646	Downtown On-Street Permit	9855678	35.00	35.00	90	
			EDWARDS, KELLY	04/05/17	5A646	Downtown On-Street Permit	9854734	35.00	35.00	90	
			EDWARDS, KELLY	04/04/16	5A646	Downtown On-Street Permit	9853818	35.00	35.00	90	
			EDWARDS, KELLY	04/03/18	5A646	Downtown On-Street Permit	9853029	35.00	35.00	90	
			EDWARDS, KELLY	04/02/20	5A646	Downtown On-Street Permit	9852265	35.00	35.00	90	
							TOTAL	175.00	175.00		
		000008243	ROLLO, MIKE	04/04/16	5A646	Downtown On-Street Permit	9853828	35.00	35.00	90	
			ROLLO, MIKE	04/03/18	5A646	Downtown On-Street Permit	9853039	35.00	35.00	90	
			ROLLO, MIKE	04/02/20	5A646	Downtown On-Street Permit	9852275	35.00	35.00	90	
			ROLLO, MIKE	04/01/20	5A646	Downtown On-Street Permit	9851446	35.00	35.00	90	
			ROLLO, MIKE	03/12/18	5A646	Downtown On-Street Permit	9850023	35.00	35.00	90	
			ROLLO, MIKE	03/11/18	5A646	Downtown On-Street Permit	9849152	35.00	35.00	90	
			ROLLO, MIKE	03/10/24	5A646	Downtown On-Street Permit	9848361	35.00	35.00	90	
			ROLLO, MIKE	03/09/22	5A646	Downtown On-Street Permit	9847393	35.00	35.00	90	
			ROLLO, MIKE	03/08/25	5A646	Downtown On-Street Permit	9846562	35.00	35.00	90	
							TOTAL	315.00	315.00		
		000008244	QUINN, BOB	04/03/18	5A646	Downtown On-Street Permit	9853040	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008246	PETRILLO, TOM	04/04/16	5A646	Downtown On-Street Permit	9853830	35.00	35.00	90	
			PETRILLO, TOM	04/03/18	5A646	Downtown On-Street Permit	9853041	35.00	35.00	90	
			PETRILLO, TOM	04/02/20	5A646	Downtown On-Street Permit	9852277	35.00	35.00	90	

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52	0101	000008246	PETRILLO, TOM	04/01/20	5A646	Downtown On-Street Permit	9851449	35.00	35.00	90	
			PETRILLO, TOM	03/12/18	5A646	Downtown On-Street Permit	9850026	35.00	35.00	90	
			PETRILLO, TOM	03/11/18	5A646	Downtown On-Street Permit	9849155	35.00	35.00	90	
			PETRILLO, TOM	03/10/24	5A646	Downtown On-Street Permit	9848364	35.00	35.00	90	
			PETRILLO, TOM	03/09/22	5A646	Downtown On-Street Permit	9847396	35.00	35.00	90	
			PETRILLO, TOM	03/08/25	5A646	Downtown On-Street Permit	9846565	35.00	35.00	90	
							TOTAL	315.00	315.00		
		000008251	GOULET, DIANE	04/04/16	H2646	Permits/Millyard	9853831	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008257	PUZHAKKAL, PRASOON	03/12/18	H2646	Permits/Millyard	9850031	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008300	ALLEN, KIM	04/06/17	5A646	Downtown On-Street Permit	9855693	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008304	LANGTON, DEBBIE	04/02/20	52646	Permits/Hartnett	9852289	45.00	45.00	90	
			LANGTON, DEBBIE	04/01/20	52646	Permits/Hartnett	9851461	45.00	45.00	90	
			LANGTON, DEBBIE	03/12/18	52646	Permits/Hartnett	9850041	45.00	45.00	90	
			LANGTON, DEBBIE	03/11/18	52646	Permits/Hartnett	9849170	45.00	45.00	90	
			LANGTON, DEBBIE	03/10/24	52646	Permits/Hartnett	9848383	45.00	45.00	90	
			LANGTON, DEBBIE	03/09/22	52646	Permits/Hartnett	9847417	45.00	45.00	90	
							TOTAL	270.00	270.00		
		000008328	WARREN, ELAINE	04/06/17	52646	Permits/Hartnett	9855699	45.00	45.00	90	
			WARREN, ELAINE	04/05/17	52646	Permits/Hartnett	9854758	45.00	45.00	90	
			WARREN, ELAINE	04/04/16	52646	Permits/Hartnett	9853845	45.00	45.00	90	
							TOTAL	135.00	135.00		
		000008329	MAILHOT, CHRISTINE	04/07/19	5A646	Downtown On-Street Permit	9856627	40.00	40.00	90	
			MAILHOT, CHRISTINE	04/06/17	5A646	Downtown On-Street Permit	9855700	35.00	35.00	90	
			MAILHOT, CHRISTINE	04/05/17	5A646	Downtown On-Street Permit	9854759	35.00	35.00	90	
			MAILHOT, CHRISTINE	04/04/16	5A646	Downtown On-Street Permit	9853846	35.00	35.00	90	
			MAILHOT, CHRISTINE	04/03/18	5A646	Downtown On-Street Permit	9853058	35.00	35.00	90	
							TOTAL	180.00	180.00		
		000008335	TAYLOR, CHRISTINE	04/05/17	5A646	Downtown On-Street Permit	9854761	35.00	35.00	90	
			TAYLOR, CHRISTINE	04/04/16	5A646	Downtown On-Street Permit	9853848	35.00	35.00	90	
			TAYLOR, CHRISTINE	04/04/12	52216	NSF Charge - Traffic	9853495	30.00	30.00	90	Traffic-Admin & Managemnt

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							TOTAL	100.00	100.00		
52	0101	000008336	MAGEE, LISA	04/05/17	5A646	Downtown On-Street Permit	9854762	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008339	SWEENEY, BILLIE JO	04/06/17	5A646	Downtown On-Street Permit	9855703	35.00	35.00	90	
			SWEENEY, BILLIE JO	04/05/17	5A646	Downtown On-Street Permit	9854764	35.00	35.00	90	
			SWEENEY, BILLIE JO	04/04/16	5A646	Downtown On-Street Permit	9853851	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008341	ADAMS, ANDREA	04/08/19	5A646	Downtown On-Street Permit	9857483	3.50	3.50	90	
			ADAMS, ANDREA	04/07/19	5A646	Downtown On-Street Permit	9856630	3.50	3.50	90	
							TOTAL	7.00	7.00		
		000008344	WEEKS-DORJI, PAMELA	04/02/20	5A646	Downtown On-Street Permit	9852303	35.00	35.00	90	
			WEEKS-DORJI, PAMELA	04/01/20	5A646	Downtown On-Street Permit	9851477	35.00	35.00	90	
			WEEKS-DORJI, PAMELA	03/12/18	5A646	Downtown On-Street Permit	9850057	35.00	35.00	90	
			WEEKS-DORJI, PAMELA	03/11/18	5A646	Downtown On-Street Permit	9849187	35.00	35.00	90	
			WEEKS-DORJI, PAMELA	03/10/24	5A646	Downtown On-Street Permit	9848400	35.00	35.00	90	
							TOTAL	175.00	175.00		
		000008352	ST LAURENT, RACHEL	04/06/17	5A646	Downtown On-Street Permit	9855704	35.00	35.00	90	
			ST LAURENT, RACHEL	04/05/17	5A646	Downtown On-Street Permit	9854765	35.00	35.00	90	
							TOTAL	70.00	70.00		
		000008382	GAMACHE, CAROL	04/02/20	I2646	Permits/Fleet	9852309	65.00	65.00	90	
			GAMACHE, CAROL	04/01/21	I2646	Permits/Fleet	9851553	5.00	5.00	90	
			GAMACHE, CAROL	04/01/20	I2646	Permits/Fleet	9851483	60.00	60.00	90	
			GAMACHE, CAROL	03/12/18	I2646	Permits/Fleet	9850064	60.00	60.00	90	
			GAMACHE, CAROL	03/11/18	I2646	Permits/Fleet	9849195	60.00	60.00	90	
			GAMACHE, CAROL	03/10/24	I2646	Permits/Fleet	9848408	60.00	60.00	90	
							TOTAL	310.00	310.00		
		000008383	MARQUIS, LUCY	04/07/19	5A646	Downtown On-Street Permit	9856633	40.00	5.00	90	
							TOTAL	40.00	5.00		
		000008402	STASHEWSKI, VALERIE	04/06/17	5A646	Downtown On-Street Permit	9855709	35.00	35.00	90	
			STASHEWSKI, VALERIE	04/05/17	5A646	Downtown On-Street Permit	9854770	35.00	35.00	90	
			STASHEWSKI, VALERIE	04/04/16	5A646	Downtown On-Street Permit	9853857	35.00	35.00	90	
			STASHEWSKI, VALERIE	04/03/18	5A646	Downtown On-Street Permit	9853072	35.00	35.00	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	000008402	STASHEWSKI, VALERIE	04/02/20	5A646	Downtown On-Street Permit	9852313	35.00	35.00	90	
							TOTAL	175.00	175.00		
		000008403	CATE, TEISHA	04/06/17	5A646	Downtown On-Street Permit	9855710	35.00	35.00	90	
			CATE, TEISHA	04/05/17	5A646	Downtown On-Street Permit	9854771	35.00	35.00	90	
			CATE, TEISHA	04/04/16	5A646	Downtown On-Street Permit	9853858	35.00	35.00	90	
			CATE, TEISHA	04/03/18	5A646	Downtown On-Street Permit	9853073	35.00	35.00	90	
			CATE, TEISHA	04/02/20	5A646	Downtown On-Street Permit	9852314	35.00	35.00	90	
							TOTAL	175.00	175.00		
		000008410	MELISSA LONGHI	04/06/17	H2646	Permits/Millyard	9855711	35.00	35.00	90	
			MELISSA LONGHI	04/05/17	H2646	Permits/Millyard	9854773	35.00	35.00	90	
							TOTAL	70.00	70.00		
		000008413	PALMER, DAVID	04/08/19	52646	Permits/Hartnett	9857486	45.00	45.00	90	
			PALMER, DAVID	04/07/19	52646	Permits/Hartnett	9856635	45.00	45.00	90	
							TOTAL	90.00	90.00		
		000008414	LEWIS, DOTTY	04/08/19	5A646	Downtown On-Street Permit	9857487	40.00	40.00	90	
			LEWIS, DOTTY	04/07/19	5A646	Downtown On-Street Permit	9856636	40.00	25.00	90	
							TOTAL	80.00	65.00		
		000008415	ELEARN1NGTOYS.COM	04/04/16	H2646	Permits/Millyard	9853865	70.00	70.00	90	
							TOTAL	70.00	70.00		
		000008439	KELLEY, VICTORIA	04/06/17	5A646	Downtown On-Street Permit	9855719	35.00	35.00	90	
			KELLEY, VICTORIA	04/05/17	5A646	Downtown On-Street Permit	9854781	35.00	35.00	90	
			KELLEY, VICTORIA	04/04/16	5A646	Downtown On-Street Permit	9853870	35.00	35.00	90	
			KELLEY, VICTORIA	04/03/18	5A646	Downtown On-Street Permit	9853087	35.00	35.00	90	
			KELLEY, VICTORIA	04/02/26	52216	NSF Charge - Traffic	9853087	70.00	35.00	90	Traffic-Admin & Managemnt
							TOTAL	210.00	175.00		
		000008448	GYNSKI, BRIANNA	04/08/19	5A646	Downtown On-Street Permit	9857490	40.00	40.00	90	
			GYNSKI, BRIANNA	04/07/19	5A646	Downtown On-Street Permit	9856639	40.00	40.00	90	
			GYNSKI, BRIANNA	04/06/17	5A646	Downtown On-Street Permit	9855721	35.00	35.00	90	
							TOTAL	115.00	115.00		
		000008449	TURCOTTE, KRISTEN	04/06/17	5A646	Downtown On-Street Permit	9855722	35.00	35.00	90	

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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	35.00	35.00		
52	0101	000008450	CONNOLLY, JESSICA	04/08/19	5A646	Downtown On-Street Permit	9857491	40.00	40.00	90	
			CONNOLLY, JESSICA	04/07/19	5A646	Downtown On-Street Permit	9856640	40.00	40.00	90	
			CONNOLLY, JESSICA	04/06/17	5A646	Downtown On-Street Permit	9855723	35.00	35.00	90	
			CONNOLLY, JESSICA	04/05/17	5A646	Downtown On-Street Permit	9854785	35.00	35.00	90	
							TOTAL	150.00	150.00		
		000008471	MALTAIS, MARY	04/08/19	5A646	Downtown On-Street Permit	9857494	40.00	35.00	90	
							TOTAL	40.00	35.00		
		000008489	SCHIPILLIT, KRISTI	03/12/08	5C682	Materials - Signals	9849459	330.00	330.00	90	
			SCHIPILLIT, KRISTI	03/12/08	52921	Repair Traffic Signals	9849459	163.32	163.32	90	Traffic - Signs
							TOTAL	493.32	493.32		
		000008491	VAUGHAN, SHARON	03/12/08	5C682	Materials - Signals	9849461	444.00	92.00	90	
							TOTAL	444.00	92.00		
		000008493	DUNNA, STEPHEN	03/12/08	5D682	Materials - Meters	9849458	337.20	337.20	90	
							TOTAL	337.20	337.20		
		000008506	TIBBALS, NATASHA	04/08/19	H2646	Permits/Millyard	9857497	40.00	40.00	90	
			TIBBALS, NATASHA	04/07/19	H2646	Permits/Millyard	9856644	40.00	35.00	90	
							TOTAL	80.00	75.00		
		000008513	MILLER, SHELLY	04/08/19	B2646	Permits/Pine St	9857498	45.00	45.00	90	
			MILLER, SHELLY	04/07/19	B2646	Permits/Pine St	9856645	45.00	45.00	90	
			MILLER, SHELLY	04/06/29	5A646	Downtown On-Street Permit	9856058	35.00	35.00	90	
							TOTAL	125.00	125.00		
		000008542	MARCHANT, SHANNA KAYE	04/08/19	5A646	Downtown On-Street Permit	9857501	40.00	40.00	90	
			MARCHANT, SHANNA KAYE	04/07/19	5A646	Downtown On-Street Permit	9856648	40.00	40.00	90	
							TOTAL	80.00	80.00		
		000008543	FISHER, ANGELA	04/06/17	H2646	Permits/Millyard	9855735	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008548	HERMAN, DAWN	04/06/17	5A646	Downtown On-Street Permit	9855737	35.00	35.00	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	000008548	HERMAN, DAWN	04/05/17	5A646	Downtown On-Street Permit	9854800	35.00	35.00	90	
			HERMAN, DAWN	04/04/16	5A646	Downtown On-Street Permit	9853895	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008552	ESTY, HEATHER	04/06/17	H2646	Permits/Millyard	9855738	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008553	MATTIOLI, JOELLE	04/04/16	H2646	Permits/Millyard	9853897	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008555	ROJAS, ALEXIS	04/01/09	5C682	Materials - Signals	9851006	1,299.25	999.25	90	
							TOTAL	1,299.25	999.25		
		000008556	BOSSE, JOSHUA	04/01/22	5A921	Repair Labor - Signs	9851608	147.48	147.48	90	
			BOSSE, JOSHUA	04/01/22	5B682	Materials - Signs	9851608	9.82	9.82	90	
							TOTAL	157.30	157.30		
		000008562	AMARAL, PETER	04/06/17	5A646	Downtown On-Street Permit	9855739	35.00	35.00	90	
			AMARAL, PETER	04/05/17	5A646	Downtown On-Street Permit	9854802	35.00	35.00	90	
							TOTAL	70.00	70.00		
		000008564	BILL, JAIME	04/06/17	5A646	Downtown On-Street Permit	9855740	35.00	35.00	90	
			BILL, JAIME	04/05/17	5A646	Downtown On-Street Permit	9854803	35.00	35.00	90	
			BILL, JAIME	04/04/16	5A646	Downtown On-Street Permit	9853899	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008575	GUISTI, KARLENE	04/06/17	5A646	Downtown On-Street Permit	9855741	35.00	35.00	90	
			GUISTI, KARLENE	04/05/17	5A646	Downtown On-Street Permit	9854804	35.00	35.00	90	
			GUISTI, KARLENE	04/04/16	5A646	Downtown On-Street Permit	9853900	35.00	35.00	90	
			GUISTI, KARLENE	04/03/18	5A646	Downtown On-Street Permit	9853122	35.00	35.00	90	
			GUISTI, KARLENE	04/02/20	5A646	Downtown On-Street Permit	9852363	35.00	35.00	90	
							TOTAL	175.00	175.00		
		000008576	GOVE, JENNA	04/06/17	5A646	Downtown On-Street Permit	9855742	35.00	35.00	90	
			GOVE, JENNA	04/05/17	5A646	Downtown On-Street Permit	9854805	35.00	35.00	90	
			GOVE, JENNA	04/04/16	5A646	Downtown On-Street Permit	9853901	35.00	35.00	90	
							TOTAL	105.00	105.00		

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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	000008577	BREDA, JOHN	04/06/17	5A646	Downtown On-Street Permit	9855743	35.00	35.00	90	
			BREDA, JOHN	04/05/17	5A646	Downtown On-Street Permit	9854806	35.00	35.00	90	
			BREDA, JOHN	04/04/16	5A646	Downtown On-Street Permit	9853902	35.00	35.00	90	
			BREDA, JOHN	04/03/18	5A646	Downtown On-Street Permit	9853124	35.00	35.00	90	
			BREDA, JOHN	04/02/20	5A646	Downtown On-Street Permit	9852365	35.00	35.00	90	
							TOTAL	175.00	175.00		
		000008578	PELCHAT, JENNIFER	04/06/17	5A646	Downtown On-Street Permit	9855744	35.00	35.00	90	
			PELCHAT, JENNIFER	04/05/17	5A646	Downtown On-Street Permit	9854807	35.00	35.00	90	
							TOTAL	70.00	70.00		
		000008581	BERGERON, CHRISTINE	04/06/17	H2646	Permits/Millyard	9855745	35.00	35.00	90	
			BERGERON, CHRISTINE	04/05/17	H2646	Permits/Millyard	9854808	35.00	35.00	90	
			BERGERON, CHRISTINE	04/04/16	H2646	Permits/Millyard	9853903	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008582	NEWCOMB, SHAINA	04/06/17	5A646	Downtown On-Street Permit	9855746	35.00	35.00	90	
			NEWCOMB, SHAINA	04/05/17	5A646	Downtown On-Street Permit	9854809	35.00	35.00	90	
			NEWCOMB, SHAINA	04/04/16	5A646	Downtown On-Street Permit	9853904	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008583	ALDER, NICOLE	04/06/17	5A646	Downtown On-Street Permit	9855747	35.00	35.00	90	
			ALDER, NICOLE	04/05/17	5A646	Downtown On-Street Permit	9854810	35.00	35.00	90	
			ALDER, NICOLE	04/04/16	5A646	Downtown On-Street Permit	9853905	35.00	35.00	90	
			ALDER, NICOLE	04/03/18	5A646	Downtown On-Street Permit	9853127	35.00	35.00	90	
			ALDER, NICOLE	04/02/20	5A646	Downtown On-Street Permit	9852368	35.00	35.00	90	
							TOTAL	175.00	175.00		
		000008584	DENNEHY, SHANNON	04/06/17	5A646	Downtown On-Street Permit	9855748	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008585	WALSH, PETER	04/06/17	H2646	Permits/Millyard	9855749	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008593	KIMBALL, TERRY	04/06/17	5A646	Downtown On-Street Permit	9855752	35.00	35.00	90	
			KIMBALL, TERRY	04/05/17	5A646	Downtown On-Street Permit	9854815	35.00	35.00	90	
			KIMBALL, TERRY	04/04/16	5A646	Downtown On-Street Permit	9853910	35.00	35.00	90	
							TOTAL	105.00	105.00		

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	000008594	VALLEE, ROSE	04/08/19	H2646	Permits/Millyard	9857505	40.00	40.00	90	
			VALLEE, ROSE	04/07/19	H2646	Permits/Millyard	9856652	40.00	40.00	90	
			VALLEE, ROSE	04/06/17	H2646	Permits/Millyard	9855753	35.00	35.00	90	
			VALLEE, ROSE	04/05/17	H2646	Permits/Millyard	9854816	35.00	35.00	90	
			VALLEE, ROSE	04/04/16	H2646	Permits/Millyard	9853911	35.00	35.00	90	
							TOTAL	185.00	185.00		
		000008606	DONOHUE, KATHRYN	04/02/05	5C682	Materials - Signals	9851769	619.00	619.00	90	
			DONOHUE, KATHRYN	04/02/05	52921	Repair Traffic Signals	9851769	182.10	182.10	90	Traffic - Signs
							TOTAL	801.10	801.10		
		000008620	CAMPBELL, RACHEL	04/08/19	5A646	Downtown On-Street Permit	9857507	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008623	GRIFFIN, ALICIA	04/06/17	5A646	Downtown On-Street Permit	9855758	35.00	35.00	90	
			GRIFFIN, ALICIA	04/05/17	5A646	Downtown On-Street Permit	9854821	35.00	35.00	90	
							TOTAL	70.00	70.00		
		000008633	WHEELER, JAMES	04/06/17	5A646	Downtown On-Street Permit	9855760	35.00	35.00	90	
			WHEELER, JAMES	04/05/17	5A646	Downtown On-Street Permit	9854823	35.00	35.00	90	
			WHEELER, JAMES	04/04/16	5A646	Downtown On-Street Permit	9853918	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008640	VANASSE, MICHAEL	04/02/26	5C682	Materials - Signals	9852464	87.09	87.09	90	
			VANASSE, MICHAEL	04/02/26	52921	Repair Traffic Signals	9852464	689.86	689.86	90	Traffic - Signs
							TOTAL	776.95	776.95		
		000008651	ISABEL, SONYA	04/08/19	H2646	Permits/Millyard	9857510	40.00	40.00	90	
			ISABEL, SONYA	04/07/19	H2646	Permits/Millyard	9856659	40.00	40.00	90	
			ISABEL, SONYA	04/06/17	H2646	Permits/Millyard	9855764	35.00	30.00	90	
							TOTAL	115.00	110.00		
		000008653	CARUSO, JULIE	04/08/19	5A646	Downtown On-Street Permit	9857512	40.00	40.00	90	
			CARUSO, JULIE	04/06/17	5A646	Downtown On-Street Permit	9855766	35.00	35.00	90	
			CARUSO, JULIE	04/05/17	5A646	Downtown On-Street Permit	9854829	35.00	35.00	90	
							TOTAL	110.00	110.00		
		000008687	TESSIER, PATRICIA	04/06/17	H2646	Permits/Millyard	9855775	35.00	35.00	90	

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							TOTAL	35.00	35.00		
52	0101	000008688	ROBINSON, MATT	04/06/17	H2646	Permits/Millyard	9855776	35.00	35.00	90	
			ROBINSON, MATT	04/05/17	H2646	Permits/Millyard	9854837	35.00	35.00	90	
			ROBINSON, MATT	04/04/16	H2646	Permits/Millyard	9853933	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008689	BALLERINO, CHRISTINE	04/06/17	5A646	Downtown On-Street Permit	9855777	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008711	SUCIU, ELENA	04/08/19	5A646	Downtown On-Street Permit	9857524	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008729	CHAMPAGNE, LISA	04/08/19	5A646	Downtown On-Street Permit	9857527	40.00	40.00	90	
			CHAMPAGNE, LISA	04/07/19	5A646	Downtown On-Street Permit	9856673	40.00	40.00	90	
			CHAMPAGNE, LISA	04/06/17	5A646	Downtown On-Street Permit	9855789	35.00	35.00	90	
							TOTAL	115.00	115.00		
		000008764	WIBBER, TAMMY	04/06/17	5A646	Downtown On-Street Permit	9855796	35.00	35.00	90	
							TOTAL	35.00	35.00		
		000008803	SILVERBERG, MAEGHAN	04/08/19	52646	Permits/Hartnett	9857541	35.00	35.00	90	
			SILVERBERG, MAEGHAN	04/07/19	52646	Permits/Hartnett	9856686	35.00	35.00	90	
			SILVERBERG, MAEGHAN	04/06/17	52646	Permits/Hartnett	9855804	35.00	35.00	90	
							TOTAL	105.00	105.00		
		000008837	WHEELER, DAVID	04/07/19	5A646	Downtown On-Street Permit	9856694	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008841	MONTEIRO, MICHAEL	04/08/19	5A646	Downtown On-Street Permit	9857550	40.00	40.00	90	
			MONTEIRO, MICHAEL	04/07/19	5A646	Downtown On-Street Permit	9856696	40.00	40.00	90	
							TOTAL	80.00	80.00		
		000008843	MCCULLOUGH, BILL	04/08/19	D2646	Permits/Bedford	9857552	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008844	PALERMO, CHARLEY	04/08/19	5A646	Downtown On-Street Permit	9857553	40.00	40.00	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	40.00	40.00		
52	0101	000008845	DARLING, MIKE	04/08/19	5A646	Downtown On-Street Permit	9857554	40.00	40.00	90	
			DARLING, MIKE	04/07/19	5A646	Downtown On-Street Permit	9856700	40.00	40.00	90	
							TOTAL	80.00	80.00		
		000008846	PHILPOTT, BRIAN	04/08/19	5A646	Downtown On-Street Permit	9857555	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008849	IENTILE, JOEY	04/08/19	5A646	Downtown On-Street Permit	9857556	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008850	RICHTER, ANDREW	04/08/19	5A646	Downtown On-Street Permit	9857557	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008872	AYALA, JUAN	04/08/19	5A646	Downtown On-Street Permit	9857561	40.00	40.00	90	
							TOTAL	40.00	40.00		
		000008875	BRUNETTE, BARBARA	04/08/19	52646	Permits/Hartnett	9857562	45.00	45.00	90	
							TOTAL	45.00	45.00		
		000008894	HALE, KATHLEEN	04/08/19	H2646	Permits/Millyard	9857563	40.00	40.00	90	
			HALE, KATHLEEN	04/07/26	52216	NSF Charge - Traffic	9856821	30.00	30.00	90	Traffic-Admin & Managemnt
			HALE, KATHLEEN	04/07/12	H2646	Permits/Millyard	9856326	40.00	40.00	90	
							TOTAL	110.00	110.00		
							CUSTOMER TYPE TOTAL	54,991.78	53,672.89		
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	
							TOTAL	255.00	255.00		

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CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							CUSTOMER TYPE TOTAL	480.00	330.00		
							FUND TOTAL	132,563.54	119,081.50		
41	0205	000003056	NH DIV OF PUBLIC HEALTH SVCS	04/08/01	41096	jul04-tb p&c salary	9858492	6,209.62	6,209.62	90	Health - Other Fed Grants
			NH DIV OF PUBLIC HEALTH SVCS	04/08/01	41096	JUL04-TB P& C-BENEFITS	9858492	1,645.27	1,645.27	90	Health - Other Fed Grants
			NH DIV OF PUBLIC HEALTH SVCS	04/08/01	41096	JUL04-TB P&C OPERAT	9858492	209.00	209.00	90	Health - Other Fed Grants
							TOTAL	8,063.89	8,063.89		
		000004495	NH OFFICE OF COMMUNITY/PUBLIC	04/08/01	41093	JUL04-HIV PREV OPERATING	9858490	110.37	110.37	90	Health - Other Fed Grants
			NH OFFICE OF COMMUNITY/PUBLIC	04/08/01	41093	JUL04-HIV PREV-BENEFITS	9858490	586.53	586.53	90	Health - Other Fed Grants
			NH OFFICE OF COMMUNITY/PUBLIC	04/08/01	41093	JUL04-HIV PREV-SALARY	9858490	3,162.21	3,162.21	90	Health - Other Fed Grants
							TOTAL	3,859.11	3,859.11		
		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	16,316.59	16,316.59		
65		000007671	CASSIDY, JAMES	02/10/04	65461	Donations - Other	9837278	780.00	780.00	90	Parks/Rec/Cem-Othr Fed Gr
							TOTAL	780.00	780.00		
							CUSTOMER TYPE TOTAL	780.00	780.00		
							FUND TOTAL	17,096.59	17,096.59		
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	10.52	10.52	90	Late Charge
			CASEYS SEPTIC SERVICE	00/08/31	27137	EPD Septage	9816754	740.29	740.29	90	Truck #12; TIX 2079-2085
			CASEYS SEPTIC SERVICE	00/07/31	27137	EPD Septage	9816172	1,052.02	937.29	90	Truck #: 12 various

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							TOTAL	1,972.17	1,857.44		
27	0801	000007259	WREN'S NEST SEPTIC SERVICE	04/08/31	27137	EPD Septage	9857855	145.04	145.04	90	Trk#12: Tix 2161
							TOTAL	145.04	145.04		
							CUSTOMER TYPE TOTAL	2,117.21	2,002.48		
							FUND TOTAL	2,117.21	2,002.48		
25	0805	000000110	LUCIDO AGENCY	04/09/01	25840	Airpark Land Rents	02506283	436.48	436.48	90	
			LUCIDO AGENCY	04/08/01	25840	Airpark Land Rents	02506067	436.48	436.48	90	
							TOTAL	872.96	872.96		
		000003466	AIR SVC ACCOM PEOPLE INC	04/06/01	25148	Non-Airline Space Rent	02505319	25.00	25.00	90	
							TOTAL	25.00	25.00		
		000003476	ALLEGHENY AIRLINES INC	04/08/31	25847	Aviation - Reimbursements	02506378	217.80	217.80	90	
			ALLEGHENY AIRLINES INC	04/07/01	25152	Terminal Rent/Display	02505820	1,404.53	1,404.53	90	
			ALLEGHENY AIRLINES INC	04/07/01	25152	Terminal Rent/Display	02505820	1,494.79	1,494.79	90	
			ALLEGHENY AIRLINES INC	04/06/30	25156	Landing Fees	02505964	4,985.33	4,985.33	90	
			ALLEGHENY AIRLINES INC	03/11/30	25156	Landing Fees	02504125	12,289.43	12,289.43	90	
			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	37,459.76	30,074.51		
		000003509	AVIS RENT A CAR	04/08/01	25844	Cleaning Surcharge	02506035	581.17	581.17	90	
							TOTAL	581.17	581.17		
		000003537	HOYT ENTERPRISES LLC D/B/A	04/06/30	25161	Customer Facility Charge	02505995	40,063.50	40,062.52	90	
			HOYT ENTERPRISES LLC D/B/A	04/06/01	25143	Rental Car Parking	02505572	656.60	73.09	90	
			HOYT ENTERPRISES LLC D/B/A	04/05/01	25143	Rental Car Parking	02505104	656.60	73.09	90	
			HOYT ENTERPRISES LLC D/B/A	04/04/30	25161	Customer Facility Charge	02505284	18,715.50	.50	90	
							TOTAL	60,092.20	40,209.20		
		000003593	COLGAN AIR INC	04/09/01	25152	Terminal Rent/Display	02506257	1,414.89	1,414.89	90	
			COLGAN AIR INC	04/09/01	25152	Terminal Rent/Display	02506257	1,494.79	1,494.79	90	
			COLGAN AIR INC	04/08/31	25847	Aviation - Reimbursements	02506379	311.09	311.09	90	
			COLGAN AIR INC	04/07/07	25200	Security Deposits	02505795	210.00	210.00	90	

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25	0805	000003593	COLGAN AIR INC	04/07/01	25152	Terminal Rent/Display	02505835	1,337.58	1,337.58	90	
			COLGAN AIR INC	04/07/01	25152	Terminal Rent/Display	02505835	1,494.79	1,494.79	90	
			COLGAN AIR INC	04/06/23	25141	Automobile Parking	02505707	245.00	245.00	90	
							TOTAL	6,508.14	6,508.14		
		000003616	CONTINENTAL EXPRESS	04/06/23	25200	Security Deposits	02505708	60.00	60.00	90	
			CONTINENTAL EXPRESS	04/06/23	25646	Parking Permits	02505708	15.00	15.00	90	
							TOTAL	75.00	75.00		
		000003666	MILLTOWNE GRILLE	04/06/04	25163	Badge Fees	02505657	20.00	20.00	90	
			MILLTOWNE GRILLE	04/06/04	25163	Badge Fees	02505657	90.00	90.00	90	
			MILLTOWNE GRILLE	04/06/04	25165	Fingerprinting Fees	02505657	29.00	29.00	90	
			MILLTOWNE GRILLE	04/06/04	25646	Parking Permits	02505657	5.00	5.00	90	
							TOTAL	144.00	144.00		
		000003685	EXTERIOR INSULATION	04/06/01	25840	Airpark Land Rents	02505588	20.47	20.47	90	
			EXTERIOR INSULATION	04/06/01	25840	Airpark Land Rents	02505588	83.36	83.36	90	
			EXTERIOR INSULATION	04/06/01	25840	Airpark Land Rents	02505588	483.00	483.00	90	
			EXTERIOR INSULATION	04/06/01	25840	Airpark Land Rents	02505589	16.25	16.25	90	
			EXTERIOR INSULATION	04/06/01	25840	Airpark Land Rents	02505589	200.00	200.00	90	
							TOTAL	803.08	803.08		
		000003690	FEDERAL EXPRESS CORP	04/08/25	25163	Badge Fees	02506181	30.00	30.00	90	
							TOTAL	30.00	30.00		
		000003731	HANGAR 5 INC	04/04/01	25840	Airpark Land Rents	02504833	657.99	249.25	90	
							TOTAL	657.99	249.25		
		000003755	INTERSPACE AIRPORT ADVERTISING	04/07/31	25144	Terminal Advertising	02506216	31,832.05	676.99	90	
							TOTAL	31,832.05	676.99		
		000003797	L & M VENDING & AMUSEMENT CO	04/08/31	25154	Vending Machines	02506415	3,296.36	1,629.69	90	
			L & M VENDING & AMUSEMENT CO	04/07/31	25154	Vending Machines	02506217	3,985.80	2,319.13	90	
			L & M VENDING & AMUSEMENT CO	04/07/31	25154	Vending Machines	9857734	226.30	226.30	90	Aviation - Administration
			L & M VENDING & AMUSEMENT CO	03/12/31	25154	Vending Machines	02504398	178.20	104.73	90	
			L & M VENDING & AMUSEMENT CO	03/12/31	25154	Vending Machines	02504398	2,497.38	830.71	90	
			L & M VENDING & AMUSEMENT CO	03/11/30	25154	Vending Machines	02504279	2,438.06	771.39	90	
							TOTAL	12,622.10	5,881.95		

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25	0805	000003814	BAE SYSTEMS	04/04/15	25163	Badge Fees	02504977	10.00	10.00	90	
			BAE SYSTEMS	04/04/01	25165	Fingerprinting Fees	02504887	20.00	20.00	90	
							TOTAL	30.00	30.00		
		000003838	MCDONALDS ACCOUNTING CENTER	04/09/03	25200	Security Deposits	02506234	60.00	60.00	90	
			MCDONALDS ACCOUNTING CENTER	04/09/03	25646	Parking Permits	02506234	15.00	15.00	90	
			MCDONALDS ACCOUNTING CENTER	04/06/23	25200	Security Deposits	02505705	20.00	20.00	90	
			MCDONALDS ACCOUNTING CENTER	04/06/23	25646	Parking Permits	02505705	5.00	5.00	90	
			MCDONALDS ACCOUNTING CENTER	04/04/15	25163	Badge Fees	02504991	20.00	20.00	90	
			MCDONALDS ACCOUNTING CENTER	04/04/15	25163	Badge Fees	02504991	300.00	300.00	90	
			MCDONALDS ACCOUNTING CENTER	04/04/15	25165	Fingerprinting Fees	02504991	145.00	145.00	90	
			MCDONALDS ACCOUNTING CENTER	04/04/15	25646	Parking Permits	02504991	45.00	45.00	90	
							TOTAL	610.00	610.00		
		000003847	MESA AIRLINES	04/09/01	25152	Terminal Rent/Display	02506315	1,494.79	548.09	90	
			MESA AIRLINES	04/08/31	25847	Aviation - Reimbursements	02506385	438.81	438.81	90	
							TOTAL	1,933.60	986.90		
		000003874	VANGUARD CAR RENTAL	04/09/01	25143	Rental Car Parking	02506289	617.84	257.02	90	
			VANGUARD CAR RENTAL	04/06/23	25200	Security Deposits	02505710	80.00	80.00	90	
			VANGUARD CAR RENTAL	04/06/23	25646	Parking Permits	02505710	20.00	20.00	90	
			VANGUARD CAR RENTAL	04/05/31	25161	Customer Facility Charge	02505758	38,562.75	.01	90	
							TOTAL	39,280.59	357.03		
		000003885	NORTHEAST RAMP HANGAR LLC	04/01/21	25163	Badge Fees	02504343	10.00	10.00	90	
							TOTAL	10.00	10.00		
		000003958	SAFLITE PILOT TRAINING	04/09/01	25840	Airpark Land Rents	02506298	8.94	8.94	90	
			SAFLITE PILOT TRAINING	04/09/01	25840	Airpark Land Rents	02506298	51.45	51.45	90	
			SAFLITE PILOT TRAINING	04/09/01	25840	Airpark Land Rents	02506298	296.64	296.64	90	
			SAFLITE PILOT TRAINING	04/08/31	25159	Percentage of Gross	02506422	149.34	149.34	90	
			SAFLITE PILOT TRAINING	04/08/01	25840	Airpark Land Rents	02506080	8.94	8.94	90	
			SAFLITE PILOT TRAINING	04/08/01	25840	Airpark Land Rents	02506080	51.45	51.45	90	
			SAFLITE PILOT TRAINING	04/08/01	25840	Airpark Land Rents	02506080	296.64	296.64	90	
			SAFLITE PILOT TRAINING	04/07/31	25159	Percentage of Gross	02506224	157.95	157.95	90	
			SAFLITE PILOT TRAINING	04/07/16	25165	Fingerprinting Fees	02505927	29.00	29.00	90	
			SAFLITE PILOT TRAINING	04/07/16	25646	Parking Permits	02505927	15.00	15.00	90	
			SAFLITE PILOT TRAINING	04/07/01	25142	Aircraft Parking	02505810	540.00	540.00	90	
			SAFLITE PILOT TRAINING	04/07/01	25840	Airpark Land Rents	02505875	8.94	8.94	90	
			SAFLITE PILOT TRAINING	04/07/01	25840	Airpark Land Rents	02505875	51.45	51.45	90	
			SAFLITE PILOT TRAINING	04/07/01	25840	Airpark Land Rents	02505875	296.64	296.64	90	
			SAFLITE PILOT TRAINING	04/06/30	25159	Percentage of Gross	02506011	191.67	191.67	90	

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25	0805	000003958	SAFLITE PILOT TRAINING	04/06/01	25840	Airpark Land Rents	02505613	8.94	8.94	90	
			SAFLITE PILOT TRAINING	04/06/01	25840	Airpark Land Rents	02505613	51.45	51.45	90	
			SAFLITE PILOT TRAINING	04/06/01	25840	Airpark Land Rents	02505613	296.64	296.64	90	
			SAFLITE PILOT TRAINING	04/05/31	25159	Percentage of Gross	02505762	116.88	116.88	90	
			SAFLITE PILOT TRAINING	04/05/03	25159	Percentage of Gross	02505633	119.82	119.82	90	
							TOTAL	2,747.78	2,747.78		
		000004031	THRIFTY CAR RENTAL	04/04/02	25163	Badge Fees	02504896	10.00	10.00	90	
							TOTAL	10.00	10.00		
		000004053	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	7,335.03	7,335.03	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	18,355.73	3,391.30	90	
							TOTAL	38,353.99	23,389.56		
		000004054	UNITED PARCEL SERVICE	04/04/02	25163	Badge Fees	02504926	20.00	20.00	90	
			UNITED PARCEL SERVICE	04/04/02	25646	Parking Permits	02504926	50.00	34.00	90	
							TOTAL	70.00	54.00		
		000004058	USAIRWAYS INC	04/09/01	25152	Terminal Rent/Display	02506307	1,494.79	1,494.79	90	
			USAIRWAYS INC	04/09/01	25152	Terminal Rent/Display	02506307	16,653.27	16,653.27	90	
			USAIRWAYS INC	04/09/01	25841	Apron Rents	02506307	4,226.77	3,922.38	90	
			USAIRWAYS INC	04/09/01	25841	Apron Rents	02506307	6,416.31	6,416.31	90	
			USAIRWAYS INC	04/08/31	25156	Landing Fees	02506374	66,530.80	66,530.80	90	
			USAIRWAYS INC	04/08/31	25847	Aviation - Reimbursements	02506391	3,014.42	3,014.42	90	
			USAIRWAYS INC	04/08/25	25163	Badge Fees	02506198	10.00	10.00	90	
			USAIRWAYS INC	04/08/01	25152	Terminal Rent/Display	02506088	1,076.25	1,076.25	90	
			USAIRWAYS INC	04/08/01	25152	Terminal Rent/Display	02506088	2,184.69	2,184.69	90	
			USAIRWAYS INC	04/08/01	25152	Terminal Rent/Display	02506088	8,947.50	8,947.50	90	
			USAIRWAYS INC	04/08/01	25152	Terminal Rent/Display	02506088	17,224.85	17,224.85	90	
			USAIRWAYS INC	04/08/01	25152	Terminal Rent/Display	02506088	17,910.00	17,910.00	90	
			USAIRWAYS INC	04/08/01	25152	Terminal Rent/Display	02506088	20,966.25	20,966.25	90	
			USAIRWAYS INC	04/08/01	25841	Apron Rents	02506088	4,226.77	4,226.77	90	
			USAIRWAYS INC	04/08/01	25841	Apron Rents	02506088	4,565.63	4,565.63	90	
			USAIRWAYS INC	04/07/31	25156	Landing Fees	02506135	61,534.52	61,534.52	90	
			USAIRWAYS INC	04/07/01	25847	Aviation - Reimbursements	02506151	3,349.20	3,349.20	90	
							TOTAL	240,332.02	240,027.63		
		000004059	USAIRWAYS EXPRESS	04/07/01	25847	Aviation - Reimbursements	02506150	1,292.24	1,292.24	90	
			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	

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25	0805	000004059	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	5,021.05	4,110.67		
		000004077	WIGGINS AIRWAYS	04/09/13	25156	Landing Fees	02506318	334.92	.05	90	
			WIGGINS AIRWAYS	04/05/01	25842	Land & Bldg Rent, Taxiway	02505159	800.00	400.00	90	
			WIGGINS AIRWAYS	04/04/02	25163	Badge Fees	02504929	10.00	10.00	90	
			WIGGINS AIRWAYS	04/04/02	25165	Fingerprinting Fees	02504929	58.00	58.00	90	
			WIGGINS AIRWAYS	04/04/02	25646	Parking Permits	02504929	30.00	30.00	90	
							TOTAL	1,232.92	498.05		
		000004725	NORTHWEST AIRLINES	04/04/15	25163	Badge Fees	02504996	10.00	10.00	90	
			NORTHWEST AIRLINES	04/03/31	25847	Aviation - Reimbursements	02505018	1,618.56	1,618.56	90	
							TOTAL	1,628.56	1,628.56		
		000004807	DAVIDSON, WILLIAM P	04/04/01	25142	Aircraft Parking	02504776	135.00	135.00	90	
			DAVIDSON, WILLIAM P	03/10/01	25142	Aircraft Parking	02503624	135.00	135.00	90	
							TOTAL	270.00	270.00		
		000004808	GRIFFITH, JOHN	04/07/15	25163	Badge Fees	02505911	10.00	10.00	90	
							TOTAL	10.00	10.00		
		000005143	FEDERAL GRANTS 1999	04/09/13	25117	FAA Reimbursements- State	02506320	433,333.35	.35	90	
			FEDERAL GRANTS 1999	04/07/13	25117	FAA Reimbursements- State	02505901	14,231.85	.01	90	
			FEDERAL GRANTS 1999	04/03/31	25030	FAA Reimbursements - Fed	02504802	381,034.00	381,034.00	90	
			FEDERAL GRANTS 1999	04/03/31	25117	FAA Reimbursements- State	02504802	21,169.00	21,169.00	90	
			FEDERAL GRANTS 1999	04/03/10	25030	FAA Reimbursements - Fed	02504661	246,002.00	246,002.00	90	
			FEDERAL GRANTS 1999	04/03/10	25117	FAA Reimbursements- State	02504661	13,666.85	13,666.85	90	
			FEDERAL GRANTS 1999	03/12/30	25030	FAA Reimbursements - Fed	02504179	154,498.00	3,523.00	90	
			FEDERAL GRANTS 1999	03/12/30	25117	FAA Reimbursements- State	02504179	8,583.22	195.72	90	
			FEDERAL GRANTS 1999	03/07/25	25030	FAA Reimbursements - Fed	02503190	259,245.00	57,259.07	90	
			FEDERAL GRANTS 1999	03/07/25	25117	FAA Reimbursements- State	02503190	14,402.24	14,402.23	90	
			FEDERAL GRANTS 1999	03/02/28	25030	FAA Reimbursements - Fed	02501822	59,383.00	520.40	90	
							TOTAL	1,605,548.51	737,772.63		
		000005298	DOLLAR RENT A CAR	04/07/31	25161	Customer Facility Charge	02506209	16,202.25	5,296.50	90	
							TOTAL	16,202.25	5,296.50		
		000005348	ARAMARK SERVICEMASTER	04/08/31	25159	Percentage of Gross	02506423	1,852.75	1,852.75	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	000005348	ARAMARK SERVICEMASTER	04/06/04	25165	Fingerprinting Fees	02505662	29.00	29.00	90	
			ARAMARK SERVICEMASTER	04/06/04	25646	Parking Permits	02505662	5.00	5.00	90	
							TOTAL	1,886.75	1,886.75		
		000005352	LARO SERVICE SYSTEMS INC	04/08/25	25163	Badge Fees	02506188	10.00	10.00	90	
			LARO SERVICE SYSTEMS INC	04/08/25	25163	Badge Fees	02506188	30.00	30.00	90	
			LARO SERVICE SYSTEMS INC	04/08/25	25165	Fingerprinting Fees	02506188	116.00	116.00	90	
			LARO SERVICE SYSTEMS INC	04/08/25	25646	Parking Permits	02506188	60.00	60.00	90	
			LARO SERVICE SYSTEMS INC	04/07/16	25163	Badge Fees	02505918	75.00	75.00	90	
			LARO SERVICE SYSTEMS INC	04/07/16	25163	Badge Fees	02505918	80.00	80.00	90	
			LARO SERVICE SYSTEMS INC	04/07/16	25165	Fingerprinting Fees	02505918	261.00	261.00	90	
			LARO SERVICE SYSTEMS INC	04/07/16	25646	Parking Permits	02505918	135.00	135.00	90	
							TOTAL	767.00	767.00		
		000005575	ASA DELTA CONNECTION	04/09/01	25152	Terminal Rent/Display	02506313	1,494.79	1,494.79	90	
							TOTAL	1,494.79	1,494.79		
		000005686	ATLAS PILATUS CENTER INC	04/05/31	25154	Vending Machines	02505740	1,219.01	1,219.01	90	
			ATLAS PILATUS CENTER INC	04/05/03	25154	Vending Machines	02505630	511.22	.02	90	
			ATLAS PILATUS CENTER INC	04/04/30	25154	Vending Machines	02505278	505.22	505.22	90	
							TOTAL	2,235.45	1,724.25		
		000005991	VERIZON	04/09/01	25151	Telephone	02506308	3,333.33	.33	90	
			VERIZON	04/08/31	25151	Telephone	02506427	525.27	525.27	90	
			VERIZON	04/08/31	25151	Telephone	02506427	562.50	562.50	90	
			VERIZON	04/08/01	25151	Telephone	02506089	3,333.33	.33	90	
			VERIZON	04/07/31	25151	Telephone	02506229	216.05	216.05	90	
			VERIZON	04/07/31	25151	Telephone	02506229	352.50	352.50	90	
			VERIZON	04/07/01	25151	Telephone	02505885	3,333.33	.33	90	
			VERIZON	04/06/01	25151	Telephone	02505624	3,333.33	.33	90	
			VERIZON	04/05/31	25151	Telephone	02505766	321.92	321.92	90	
			VERIZON	04/05/31	25151	Telephone	02505766	370.00	370.00	90	
			VERIZON	04/04/30	25151	Telephone	02505302	126.13	126.13	90	
			VERIZON	04/04/30	25151	Telephone	02505302	395.00	395.00	90	
			VERIZON	04/03/31	25151	Telephone	02505086	323.11	323.11	90	
			VERIZON	04/02/27	25151	Telephone	02504767	236.98	236.98	90	
			VERIZON	04/01/31	25151	Telephone	02504584	342.50	342.50	90	
			VERIZON	04/01/31	25151	Telephone	02504584	362.77	15.27	90	
			VERIZON	03/12/31	25151	Telephone	02504410	415.00	413.08	90	
			VERIZON	03/11/30	25151	Telephone	02504289	389.94	314.12	90	
			VERIZON	03/11/30	25151	Telephone	02504289	567.50	75.82	90	
			VERIZON	03/10/31	25151	Telephone	02504032	455.00	60.25	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
							TOTAL	19,295.49	4,651.82		
25	0805	000006006	AIR CANADA REGIONAL INC	04/03/01	25152	Terminal Rent/Display	02504590	326.81	326.81	90	
			AIR CANADA REGIONAL INC	04/03/01	25152	Terminal Rent/Display	02504590	1,017.38	1,017.38	90	
			AIR CANADA REGIONAL INC	04/03/01	25841	Apron Rents	02504590	1,217.82	1,217.82	90	
			AIR CANADA REGIONAL INC	04/02/27	25156	Landing Fees	02504680	2,100.56	2,100.56	90	
			AIR CANADA REGIONAL INC	04/02/27	25847	Aviation - Reimbursements	02504703	104.69	104.69	90	
			AIR CANADA REGIONAL INC	04/02/01	25152	Terminal Rent/Display	02504413	333.42	333.42	90	
			AIR CANADA REGIONAL INC	04/02/01	25152	Terminal Rent/Display	02504413	1,017.38	1,017.38	90	
			AIR CANADA REGIONAL INC	04/02/01	25841	Apron Rents	02504413	1,217.82	1,217.82	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	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	16,741.16	14,820.16		
		000006273	TF GREEN AIRPORT	04/07/28	25847	Aviation - Reimbursements	02506026	20,000.00	20,000.00	90	
							TOTAL	20,000.00	20,000.00		
		000006336	COMMUTAIR	04/09/01	25152	Terminal Rent/Display	02506259	420.36	420.36	90	
			COMMUTAIR	04/09/01	25152	Terminal Rent/Display	02506259	1,494.79	1,494.79	90	
			COMMUTAIR	04/08/31	25156	Landing Fees	02506360	2,230.01	2,230.01	90	
			COMMUTAIR	04/08/31	25847	Aviation - Reimbursements	02506381	102.23	102.23	90	
			COMMUTAIR	04/08/01	25152	Terminal Rent/Display	02506045	584.18	584.18	90	
			COMMUTAIR	04/08/01	25152	Terminal Rent/Display	02506045	2,184.69	2,184.69	90	
			COMMUTAIR	04/07/31	25156	Landing Fees	02506121	2,119.89	2,119.89	90	
			COMMUTAIR	04/07/01	25847	Aviation - Reimbursements	02506142	102.85	102.85	90	
			COMMUTAIR	04/06/30	25156	Landing Fees	02505968	2,147.42	2,147.42	90	
			COMMUTAIR	04/06/01	25152	Terminal Rent/Display	02505580	312.89	312.89	90	
			COMMUTAIR	04/06/01	25152	Terminal Rent/Display	02505580	1,017.38	1,017.38	90	
			COMMUTAIR	04/06/01	25841	Apron Rents	02505580	1,217.82	1,217.82	90	
			COMMUTAIR	04/05/31	25847	Aviation - Reimbursements	02505728	116.44	116.44	90	
							TOTAL	14,050.95	14,050.95		
		000006351	HAMEL, MICHAEL R	04/07/01	25142	Aircraft Parking	02505804	135.00	135.00	90	
							TOTAL	135.00	135.00		
		000007128	ATLANTIC COAST AIRLINES/UNITED	04/08/31	25156	Landing Fees	02506357	160.74	160.74	90	
							TOTAL	160.74	160.74		

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	000007154	PIEDMONT AIRLINES	04/09/01	25152	Terminal Rent/Display	02506295	731.65	731.65	90	
			PIEDMONT AIRLINES	04/09/01	25152	Terminal Rent/Display	02506295	1,494.79	84.71	90	
			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	1,055.18	1,055.18	90	
			PIEDMONT AIRLINES	02/07/01	25152	Terminal Rent/Display	02071195	1,354.42	1,354.42	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	19,532.45	13,240.26		
		000007594	MISCELLANEOUS CUSTOMER	04/08/25	25163	Badge Fees	02506194	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	04/07/16	25165	Fingerprinting Fees	02505929	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	04/07/16	25646	Parking Permits	02505929	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	04/05/24	25165	Fingerprinting Fees	02505248	145.00	145.00	90	
			MISCELLANEOUS CUSTOMER	04/05/24	25646	Parking Permits	02505248	75.00	75.00	90	
			MISCELLANEOUS CUSTOMER	04/04/15	25165	Fingerprinting Fees	02504983	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	04/04/15	25646	Parking Permits	02504983	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	04/04/02	25165	Fingerprinting Fees	02504922	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	04/04/02	25646	Parking Permits	02504922	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	04/04/01	25165	Fingerprinting Fees	02504885	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	04/04/01	25646	Parking Permits	02504885	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	04/01/21	25165	Fingerprinting Fees	02504321	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	04/01/21	25646	Parking Permits	02504321	5.00	5.00	90	
			MISCELLANEOUS CUSTOMER	03/12/10	25163	Badge Fees	02504067	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/10/22	25163	Badge Fees	02503720	20.00	20.00	90	
			MISCELLANEOUS CUSTOMER	03/10/22	25165	Fingerprinting Fees	02503755	29.00	29.00	90	
			MISCELLANEOUS CUSTOMER	03/10/22	25646	Parking Permits	02503755	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	03/10/21	25163	Badge Fees	02503681	10.00	10.00	90	
			MISCELLANEOUS CUSTOMER	03/04/30	25165	Fingerprinting Fees	02502516	29.00	29.00	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	
			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	02502190	15.00	15.00	90	
			MISCELLANEOUS CUSTOMER	03/04/04	25646	Parking Permits	02502219	20.00	20.00	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	000007594	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	02501964	30.00	30.00	90	
			MISCELLANEOUS CUSTOMER	03/03/07	25165	Fingerprinting Fees	02501931	87.00	87.00	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	02/10/31	25165	Fingerprinting Fees	02501349	232.00	159.00	90	
			MISCELLANEOUS CUSTOMER	02/10/31	25646	Parking Permits	02501349	120.00	120.00	90	
							TOTAL	2,786.00	2,667.00		
		000007953	TRANSPORTATION SECURITY ADMIN	04/07/09	25152	Terminal Rent/Display	02505894	6,783.34	6,783.34	90	
			TRANSPORTATION SECURITY ADMIN	04/05/01	25152	Terminal Rent/Display	02505151	2,450.21	504.88	90	
							TOTAL	9,233.55	7,288.22		
		000008197	PINNACLE AIRLINES INC	04/08/31	25847	Aviation - Reimbursements	02506387	198.90	198.90	90	
			PINNACLE AIRLINES INC	04/08/01	25152	Terminal Rent/Display	02506078	1,136.55	1,136.55	90	
			PINNACLE AIRLINES INC	04/08/01	25152	Terminal Rent/Display	02506078	2,184.69	2,184.69	90	
			PINNACLE AIRLINES INC	04/07/01	25152	Terminal Rent/Display	02505872	981.25	981.25	90	
			PINNACLE AIRLINES INC	04/07/01	25152	Terminal Rent/Display	02505872	1,494.79	1,494.79	90	
			PINNACLE AIRLINES INC	04/07/01	25847	Aviation - Reimbursements	02506147	163.99	163.99	90	
							TOTAL	6,160.17	6,160.17		
		000008463	AIR WISCONSIN	04/09/01	25152	Terminal Rent/Display	02506243	1,494.79	1,494.79	90	
			AIR WISCONSIN	04/09/01	25152	Terminal Rent/Display	02506243	3,225.01	3,225.01	90	
			AIR WISCONSIN	04/08/31	25847	Aviation - Reimbursements	02506377	12.30	12.30	90	
							TOTAL	4,732.10	4,732.10		
		000008551	AIR CANADA JAZZ	04/07/01	25152	Terminal Rent/Display	02505817	1,494.79	1,494.79	90	
			AIR CANADA JAZZ	04/03/01	25152	Terminal Rent/Display	02504589	15.67	15.67	90	
							TOTAL	1,510.46	1,510.46		
		000008912	INDEPENDENCE AIR	04/08/31	25156	Landing Fees	02506365	22,262.49	14,753.30	90	
							TOTAL	22,262.49	14,753.30		

CUSTOMER TYPE CODE	FUND	CUSTOMER ID	CUSTOMER NAME	TRANS DATE	CHARGE CODE	TRANSACTION DESCRIPTION	INVOICE NUMBER	TRANSACTION AMOUNT	AMOUNT UNPAID	AGING CONTROL CODE	COMMENT
							CUSTOMER TYPE TOTAL	2,247,979.27	1,213,983.53		
							FUND TOTAL	2,247,979.27	1,213,983.53		
65	0807	000000946	MANCHESTER SCHOOL ATHLETICS	04/06/30	65462	Lacrosse Billing	9856223	5,176.59	5,176.59	90	April - June
							TOTAL	5,176.59	5,176.59		
		000004783	JUTRAS POST	03/06/30	65457	Baseball	9844912	450.00	30.00	90	
							TOTAL	450.00	30.00		
		000008596	COVEY, MATTHEW C	04/01/30	6A216	NSF Charge - Admin-Enterp	9851672	30.00	30.00	90	
			COVEY, MATTHEW C	04/01/30	6A216	NSF Charge - Admin-Enterp	9851673	30.00	30.00	90	
			COVEY, MATTHEW C	04/01/30	65409	Ski - Chair Lift Weekday	9851672	15.00	15.00	90	
			COVEY, MATTHEW C	04/01/30	65409	Ski - Chair Lift Weekday	9851673	20.00	20.00	90	
							TOTAL	95.00	95.00		
		000009308	MOSCOW STATE CIRCUS INC AND	04/09/07	65424	Floor Rate	9857957	1,125.00	1,125.00	90	Parks - JFK Coliseum
							TOTAL	1,125.00	1,125.00		
							CUSTOMER TYPE TOTAL	6,846.59	6,426.59		
							FUND TOTAL	6,846.59	6,426.59		
							FINAL TOTALS TOTAL	2,409,424.51	1,361,260.92		

* * * E N D O F R E P O R T * * *

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
13	0101	000000022	MANCHESTER ASSESSORS DEPT	04/12/06	13740	Optiplex GX 270	ASR PO#: 548864	9860879	2,752.26	2,752.26	C
								TOTAL	2,752.26	2,752.26	
	0101	000000029	MANCHESTER CITY SOLICITOR	04/12/06	13740	19" Monitor NEC	SOL PO#: 544424	9860880	188.19	188.19	
								TOTAL	188.19	188.19	
	0101	000000033	MANCHESTER FINANCE DEPARTMENT	04/12/06	13740	AXIM X30	FIN #: 547108	9860881	215.80	215.80	
								TOTAL	215.80	215.80	
	0101	000000034	MANCHESTER FIRE DEPARTMENT	04/12/13	13740	Laptom 2/19" LCD	FIRE PO#: 550685	9861019	4,696.96	4,696.96	
	0101		MANCHESTER FIRE DEPARTMENT	04/12/06	13740	Vision Standard Kit & Lic	FIRE PO#: 427551	9860882	132.00	132.00	
								TOTAL	4,828.96	4,828.96	
	0101	000000035	MANCHESTER HEALTH DEPT	04/12/06	13740	Remotepoint Presenter	HLT PO#: 548860	9860883	154.87	154.87	
								TOTAL	154.87	154.87	
	0101	000002521	MANCHESTER POLICE DEPT	04/12/13	13740	HP DVD Writer	POL PO#: 547103	9861027	460.53	460.53	
	0101		MANCHESTER POLICE DEPT	04/12/13	13740	Cardinal training, etc.	POL PO#: 5488832	9861024	9,300.00	9,300.00	
	0101		MANCHESTER POLICE DEPT	04/12/13	13740	Powerboot, etc.	POL PO#: 548832	9861024	9,732.00	9,732.00	
	0101		MANCHESTER POLICE DEPT	04/12/13	13740	Cameo Printer, etc.	POL PO#: 548832	9861024	6,612.89	6,612.89	
	0101		MANCHESTER POLICE DEPT	04/12/13	13740	Bluetooth Network, etc.	POL PO#: 548832	9861024	1,821.00	1,821.00	
	0101		MANCHESTER POLICE DEPT	04/12/13	13740	hard drive maxtor	POL PO#: 549687	9861020	121.29	121.29	
	0101		MANCHESTER POLICE DEPT	04/12/06	13740	Western Digital Caviar	POL PO#: 544961	9860884	81.23	81.23	
								TOTAL	28,128.94	28,128.94	
	0101	000002539	MANCHESTER HIGHWAY DEPT	04/12/06	13740	Toshiba Tecra System	HWY PO#: 546663	9860885	1,780.00	1,780.00	
								TOTAL	1,780.00	1,780.00	
	0101	000002543	MANCHESTER TRAFFIC DEPT	04/12/06	13740	Sign Wizard Grand	TFC PO#: 551471	9860886	1,007.25	1,007.25	
								TOTAL	1,007.25	1,007.25	
	0101	000002545	MANCHESTER BUILDING MAINTENANC	04/12/13	13740	19" LCD Monitor	BMD PO#: 548559	9861021	611.10	611.10	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	17" Monitor NEC	BMD PO#: 548001	9861028	1,246.60	1,246.60	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	Optiplex BX 270	BMD PO#: 548001	9861028	2,752.26	2,752.26	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	19" Monitor	BMD PO#: 548001	9861028	188.11	188.11	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	Optiplex 170L	BMD PO#: 548001	9861028	5,841.81	5,841.81	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	Utility Cart; Projection	BMD PO#: 548001	9861028	232.00	232.00	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	Optiplex GX 270	BMD PO#: 548000	9861025	1,151.42	1,151.42	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	APC Smartups 750 USB	BMD PO#: 548001	9861028	242.58	242.58	

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13	0101	000002545	MANCHESTER BUILDING MAINTENANC	04/12/13	13740	BENQ Soft Case	BMD PO#: 548001	9861028	49.60	49.60	C
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	Projector Lamp	BMD PO#: 548001	9861028	351.67	351.67	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/13	13740	BENQ PB6200, etc	BMD PO#: 548001	9861028	1,439.94	1,439.94	
	0101		MANCHESTER BUILDING MAINTENANC	04/12/06	13740	Telephones & Installation	BMD PO#: 549893	9860887	5,000.00	5,000.00	
								TOTAL	19,107.09	19,107.09	
	0101	000002557	MANCHESTER WATER WORKS	04/12/14	13740	Click2Gov License Fees	WTR PO#: 37722	9861031	11,702.50	11,702.50	
	0101		MANCHESTER WATER WORKS	04/12/14	13740	SMTP Antivirus	WTR PO#: 37783	9861037	88.00	88.00	
	0101		MANCHESTER WATER WORKS	04/12/14	13926	Computer Processing Time	07/01/04-12/31/04	9861035	6,108.67	6,108.67	
	0101		MANCHESTER WATER WORKS	04/12/14	13419	CX Softwre License	07/01/04-12/31-04	9861035	5,525.00	5,525.00	
	0101		MANCHESTER WATER WORKS	04/12/13	13740	Poweredge 1750 3.06	WTR PO#: 37913	9861026	2,928.80	2,928.80	
	0101		MANCHESTER WATER WORKS	04/12/13	13740	Backup Exec Remote, etc	WTR PO #: 37913	9861026	1,234.00	1,234.00	
	0101		MANCHESTER WATER WORKS	04/12/13	13740	Symantec Norton Antivirus	WTR PO#: 37783	9861022	220.00	220.00	
	0101		MANCHESTER WATER WORKS	04/12/06	13740	Memory	WTR PO#: 37729	9860888	158.95	158.95	
								TOTAL	27,965.92	27,965.92	
	0101	000002568	MANCHESTER RISK MANAGEMENT	04/12/14	13740	19" NEC Monitor	per Kevin O'Neil	9861032	188.19	188.19	
								TOTAL	188.19	188.19	
	0101	000002573	MANCHESTER EPD	04/12/14	13740	SMTP Antivirus	EPD PO#: 547408	9861038	44.00	44.00	
	0101		MANCHESTER EPD	04/12/14	13926	Computer Processing Time	07/01/04-12/31/04	9861036	5,113.59	5,113.59	
	0101		MANCHESTER EPD	04/12/14	13740	Click2Gov License Fees	EPD PO#: 545997	9861033	11,702.50	11,702.50	
	0101		MANCHESTER EPD	04/12/14	13419	CX Module Sftwre License	07/01/04-12/31/04	9861036	5,525.00	5,525.00	
	0101		MANCHESTER EPD	04/12/14	13350	Printed EPD Bill Forms	12/08/04 - INV #26907	9861036	2,029.10	2,029.10	
	0101		MANCHESTER EPD	04/12/14	13350	Dept Printing & Supplies	Printer Cartridge	9861036	204.75	204.75	
	0101		MANCHESTER EPD	04/12/13	13740	Symantec Norton Antivirus	EPD PO#: 547408	9861023	110.00	110.00	
	0101		MANCHESTER EPD	04/12/06	13740	ARCPAD Single User	EPD PO#: 546606	9860889	405.81	405.81	
								TOTAL	25,134.75	25,134.75	
	0101	000005295	MANCHESTER AGGREGATION	04/12/20	13740	Targus Case	Aggregation PO#: 500134	9861098	21.61	21.61	
	0101		MANCHESTER AGGREGATION	04/12/20	13740	Microsoft Sftwre	Aggregation PO#: 500134	9861098	402.00	402.00	
	0101		MANCHESTER AGGREGATION	04/12/20	13740	Toshiba Laptop, etc.	Aggregation PO#: 1404.00	9861098	1,404.00	1,404.00	
								TOTAL	1,827.61	1,827.61	
								CUSTOMER TYPE TOTAL	113,279.83	113,279.83	
30	0101	000002545	MANCHESTER BUILDING MAINTENANC	04/12/10	30491	Listed Agent Fee, 2005	WASSERSTROM, PO#547867	9860936	25.00	25.00	
								TOTAL	25.00	25.00	
	0101	000002561	MANCHESTER AIRPORT	05/01/04	30485	Fire Alarm User Fee	402 KELLY AVE.,BOX #4974	9861961	480.00	480.00	

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30	0101	000002561	MANCHESTER AIRPORT	05/01/04	30485	Fire Alarm User Fee	400 KELLY AVE., BOX #4976	9861961	480.00	480.00	C
								TOTAL	960.00	960.00	
								CUSTOMER TYPE TOTAL	985.00	985.00	
33	0101	000000024	MANCHESTER CITY CLERK	04/11/30	3I130	OT Reimbursement Crime Pr	Reimburs Election-11/2/04	9860369	222.71	222.71	
	0101		MANCHESTER CITY CLERK	04/11/30	3H130	OT Reimbursement Traffic	Reimburs Election-11/2/04	9860369	1,361.28	1,361.28	
	0101		MANCHESTER CITY CLERK	04/11/30	33130	Overtime-Unif Police Off	Reimburs Election-11/2/04	9860369	3,239.88	3,239.88	
								TOTAL	4,823.87	4,823.87	
	0101	000000034	MANCHESTER FIRE DEPARTMENT	04/12/23	33130	Overtime-Unif Police Off	Reimburse Seabrook Activi	9861502	192.14	192.14	
								TOTAL	192.14	192.14	
								CUSTOMER TYPE TOTAL	5,016.01	5,016.01	
34	0101	000002521	MANCHESTER POLICE DEPT	05/01/11	3J140	Supervisor OT Rate Office	Police Extra Detail	9862348	89.21	89.21	
	0101		MANCHESTER POLICE DEPT	05/01/11	3J225	Supervisor OT Retirement	Police Extra Detail	9862348	7.62	7.62	
	0101		MANCHESTER POLICE DEPT	05/01/11	33237	Extra Detail Admin Fee	Police Extra Detail	9862348	243.10	243.10	
	0101		MANCHESTER POLICE DEPT	05/01/11	3I225	Supervisor Rate Retiremen	Police Extra Detail	9862348	53.44	53.44	
	0101		MANCHESTER POLICE DEPT	05/01/11	3I140	Supervisor Rate Officer's	Police Extra Detail	9862348	626.08	626.08	
	0101		MANCHESTER POLICE DEPT	05/01/11	3B225	Overtime Rate Retirement	Police Extra Detail	9862348	15.72	15.72	
	0101		MANCHESTER POLICE DEPT	05/01/11	3B140	Overtime Rate Officer's	Police Extra Detail	9862348	183.96	183.96	
	0101		MANCHESTER POLICE DEPT	05/01/11	3A225	Regular Rate Retirement	Police Extra Detail	9862348	359.90	359.90	
	0101		MANCHESTER POLICE DEPT	05/01/11	3A140	Regular Rate Officer's	Police Extra Detail	9862348	4,211.44	4,211.44	
	0101		MANCHESTER POLICE DEPT	05/01/11	3A140	Regular Rate Officer's	Police Extra Detail	9862364	138.08	138.08	
	0101		MANCHESTER POLICE DEPT	05/01/11	3A225	Regular Rate Retirement	Police Extra Detail	9862364	11.80	11.80	
	0101		MANCHESTER POLICE DEPT	05/01/11	33237	Extra Detail Admin Fee	Police Extra Detail	9862364	6.80	6.80	
								TOTAL	5,947.15	5,947.15	
	0101	000002539	MANCHESTER HIGHWAY DEPT	04/11/23	3A225	Regular Rate Retirement	Police Extra Detail	9860181	11.80	11.80	
	0101		MANCHESTER HIGHWAY DEPT	04/11/23	3A140	Regular Rate Officer's	Police Extra Detail	9860181	138.08	138.08	
	0101		MANCHESTER HIGHWAY DEPT	04/11/23	33237	Extra Detail Admin Fee	Police Extra Detail	9860181	6.80	6.80	
								TOTAL	156.68	156.68	
	0101	000002543	MANCHESTER TRAFFIC DEPT	05/01/11	3A140	Regular Rate Officer's	Police Extra Detail	9862349	138.08	138.08	
	0101		MANCHESTER TRAFFIC DEPT	05/01/11	33237	Extra Detail Admin Fee	Police Extra Detail	9862349	6.80	6.80	
	0101		MANCHESTER TRAFFIC DEPT	05/01/11	33931	Extra Detail Reserve Acct	Police Extra Detail	9862349	11.80	11.80	
	0101		MANCHESTER TRAFFIC DEPT	04/11/30	3A225	Regular Rate Retirement	Police Extra Detail	9860303	11.80	11.80	
	0101		MANCHESTER TRAFFIC DEPT	04/11/30	3A140	Regular Rate Officer's	Police Extra Detail	9860303	138.08	138.08	
	0101		MANCHESTER TRAFFIC DEPT	04/11/30	33237	Extra Detail Admin Fee	Police Extra Detail	9860303	6.80	6.80	

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									TOTAL	313.36	313.36	
34	0101	000002557	MANCHESTER WATER WORKS	05/01/04	33237	Extra Detail Admin Fee		Police Extra Detail	9861615	24.65	24.65	C
	0101		MANCHESTER WATER WORKS	05/01/04	3A140	Regular Rate Officer's		Police Extra Detail	9861615	500.54	500.54	
	0101		MANCHESTER WATER WORKS	05/01/04	3A225	Regular Rate Retirement		Police Extra Detail	9861615	42.78	42.78	
	0101		MANCHESTER WATER WORKS	04/12/14	33237	Extra Detail Admin Fee		Police Extra Detail	9860954	13.60	13.60	
	0101		MANCHESTER WATER WORKS	04/12/14	3A225	Regular Rate Retirement		Police Extra Detail	9860954	23.60	23.60	
	0101		MANCHESTER WATER WORKS	04/12/14	3A140	Regular Rate Officer's		Police Extra Detail	9860954	276.16	276.16	
									TOTAL	881.33	881.33	
									CUSTOMER TYPE TOTAL	7,298.52	7,298.52	
50	0101	000000034	MANCHESTER FIRE DEPARTMENT	04/12/30	50912	Fuel Reimbursement		12-12-04 fuel usage	9861592	84.41	84.41	
	0101		MANCHESTER FIRE DEPARTMENT	04/11/30	50912	Fuel Usage-November 2004		14.30 gallons	9860373	18.53	18.53	
									TOTAL	102.94	102.94	
	0101	000002521	MANCHESTER POLICE DEPT	04/11/30	50912	Fuel Usage-November 2004		181.60 gallons	9860374	216.47	216.47	
									TOTAL	216.47	216.47	
	0101	000002545	MANCHESTER BUILDING MAINTENANC	05/01/07	5H682	Materials	118038-26	Memorial Sewer Repair	9862316	504.41	504.41	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	5H682	Recy Asph	118038-26	20.79 tons @ $2.08	9862316	43.24	43.24	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	50361	Equipment	118038-30	Memorial Sewer Repair	9862316	115.04	115.04	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	50918	Recy Asph Ovhd	118038-26	20.79 tons @ $.42	9862316	8.73	8.73	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	5A110	Labor	118038-26	Memorial Sewer Repair	9862316	1,323.68	1,323.68	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	5A110	Labor	118038-28	Memorial Sewer Repair	9862316	196.00	196.00	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	5A110	Labor	118038-30	Memorial Sewer Repair	9862316	482.35	482.35	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	5C130	Labor	118038-26	Memorial Sewer Repair	9862316	8.27	8.27	
	0101		MANCHESTER BUILDING MAINTENANC	05/01/07	5C130	Labor	118038-28	Memorial Sewer Repair	9862316	9.80	9.80	
									TOTAL	2,691.52	2,691.52	
	0101	000002557	MANCHESTER WATER WORKS	05/01/07	5G130	45 Utility Insp Overtime		21 Dow Street	9862319	210.00	210.00	
	0101		MANCHESTER WATER WORKS	05/01/07	5G130	45 Utility Insp Overtime		226 Laydon Street	9862319	157.50	157.50	
	0101		MANCHESTER WATER WORKS	05/01/07	5G130	45 Utility Insp Overtime		Orchard Ave@202 Laydon St	9862319	35.00	35.00	
	0101		MANCHESTER WATER WORKS	04/12/23	50681	Salt	118054-146	.75 tons 12/22/04	9861551	30.07	30.07	
	0101		MANCHESTER WATER WORKS	04/12/23	5F682	Washed Sand	118054-146	2.25 tons 12/22/04	9861551	15.35	15.35	
	0101		MANCHESTER WATER WORKS	04/12/23	50681	Salt	118054-146	3 tons 12/20/04	9861551	120.27	120.27	
	0101		MANCHESTER WATER WORKS	04/12/13	50681	Salt	118054-146	.75 tons 12/7/04	9861004	22.81	22.81	
	0101		MANCHESTER WATER WORKS	04/12/13	5F682	Washed Sand	118054-146	2.25 tons 12/7/04	9861004	15.35	15.35	
	0101		MANCHESTER WATER WORKS	04/12/09	5G130	45 Utility Insp OT-3 hrs		W/E 12/4/04	9861004	105.00	105.00	
	0101		MANCHESTER WATER WORKS	04/12/06	5G130	45 Utility Insp OT-7 hrs		W/E 11/27/04	9860863	245.00	245.00	
	0101		MANCHESTER WATER WORKS	04/11/30	5E130	LABOR	122206-006		9860801	35.03	35.03	
	0101		MANCHESTER WATER WORKS	04/11/30	5C110	LABOR	122206-006		9860801	10,234.32	10,234.32	

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50	0101	000002557	MANCHESTER WATER WORKS	04/11/30	5H682	MATERIALS	122206-007	ADJUSTING STRUCTURES	9860801	611.36	611.36	C
	0101		MANCHESTER WATER WORKS	04/11/30	5H682	MATERIALS	122206-006	ASPHALT	9860801	12,885.29	12,885.29	
									TOTAL	24,722.35	24,722.35	
	0101	000002573	MANCHESTER EPD	04/12/30	50361	O&M MAINTENANCE		DECEMBER 2004	9861589	322.93	322.93	
	0101		MANCHESTER EPD	04/11/30	50361	O&M Sewer Reimbursement		November 2004	9860800	342.18	342.18	
									TOTAL	665.11	665.11	
									CUSTOMER TYPE TOTAL	28,398.39	28,398.39	
									AGING TOTAL	154,977.75	154,977.75	
50	0101	000002545	MANCHESTER BUILDING MAINTENANC	04/10/25	50361	Equipment	117949-12	Senior Center Sidewalk	9859410	726.03	726.03	30
	0101		MANCHESTER BUILDING MAINTENANC	04/10/25	50361	Equipment	117949-11	Senior Center SIdewalk	9859410	110.56	110.56	
	0101		MANCHESTER BUILDING MAINTENANC	04/10/25	5H682	Materials	117949-12	Senior Center Sidewalk	9859410	1,453.60	1,453.60	
	0101		MANCHESTER BUILDING MAINTENANC	04/10/25	5D130	Labor	117949-12	Senior Center Sidewalk	9859410	46.47	46.47	
	0101		MANCHESTER BUILDING MAINTENANC	04/10/25	5D110	Labor	117949-12	Senior Center Sidewalk	9859410	3,931.65	3,931.65	
	0101		MANCHESTER BUILDING MAINTENANC	04/10/25	5D110	Labor	117949-11	Senior Center Sidewalk	9859410	1,510.08	1,510.08	
	0101		MANCHESTER BUILDING MAINTENANC	04/10/25	5B110	Surveying	117949-116	Senior Center Sidewalk	9859410	73.13	73.13	
									TOTAL	7,851.52	7,851.52	
									CUSTOMER TYPE TOTAL	7,851.52	7,851.52	
									AGING TOTAL	7,851.52	7,851.52	
13	0101	000000044	MANCHESTER LIBRARY	04/09/24	13740	Optiplex GX 270 2.8		LIBRARY PO#: 427756	9858528	1,671.86	146.98	60
									TOTAL	1,671.86	146.98	
	0101	000002521	MANCHESTER POLICE DEPT	04/09/24	13740	Portable Police Radios		POLICE PO#: 424742	9858529	4,677.30	4,677.30	
	0101		MANCHESTER POLICE DEPT	04/09/24	13740	Add'l Costs for Toughbook		POLICE PO#: 424742	9858529	2,775.00	2,712.34	
									TOTAL	7,452.30	7,389.64	
									CUSTOMER TYPE TOTAL	9,124.16	7,536.62	
									AGING TOTAL	9,124.16	7,536.62	

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13	0101	000000035	MANCHESTER HEALTH DEPT	04/06/30	13740	TOSHIBA PORTEGE M200	HEALTH PO#: 428865	9856068	2,360.00	2,360.00	90
	0101		MANCHESTER HEALTH DEPT	04/06/30	13740	NEC MULTISYNC LCD	HEALTH PO#: 428865	9856068	450.00	450.00	
	0101		MANCHESTER HEALTH DEPT	04/06/30	13740	PROJECTOR & MOUNT	HEALTH PO#: 428148	9856065	2,371.26	2,371.26	
	0101		MANCHESTER HEALTH DEPT	04/06/30	13740	HP 450CBI MOBILE PRNTR	HEALTH PO#: 428865	9856068	275.00	275.00	
	0101		MANCHESTER HEALTH DEPT	04/06/30	13740	OPTIPLEX GX 270	HEALTH PO#: 428865	9856068	835.93	835.93	
	0101		MANCHESTER HEALTH DEPT	04/06/30	13740	MS OFFICE 2003 PRO, ETC	HEALTH PO#: 428865	9856068	744.00	744.00	
	0101		MANCHESTER HEALTH DEPT	04/06/30	13740	TARGUS CASE	HEALTH PO#: 428865	9856068	28.05	28.05	
								TOTAL	7,064.24	7,064.24	
	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	
	0101	000002573	MANCHESTER EPD	04/06/30	13740	HP LASERJETMTNCE KIT	EPD PO#: 492306	9856064	307.00	307.00	
	0101		MANCHESTER EPD	04/06/30	13740	PESTPATROL 5.0	EPD PO#; 427402	9856063	240.00	240.00	
	0101		MANCHESTER EPD	04/06/30	13740	HP LASERJET 4300N	EPD PO#: 429279	9856071	1,789.00	1,789.00	
	0101		MANCHESTER EPD	04/06/30	13740	HP DUPLEX ASSEMBLY	EPD PO#: 428682	9856067	419.00	419.00	
	0101		MANCHESTER EPD	04/06/25	13929	Fringe Benefits-Info Sys	WF0057006	9855957	37.65	37.65	
	0101		MANCHESTER EPD	04/06/25	13926	Labor-Info Sys	WF0057006	9855957	235.05	235.05	
	0101		MANCHESTER EPD	04/06/18	13926	Computer Processing Time	PROCESSING/LABOR/FRINGE	9855821	5,008.29	127.30	
								TOTAL	8,035.99	3,155.00	
								CUSTOMER TYPE TOTAL	22,720.86	13,994.68	
50	0101	000002545	MANCHESTER BUILDING MAINTENANC	04/08/02	50918	Toter Project Overhead	3 (95) gallon @ $6.51	9856969	19.53	19.53	
	0101		MANCHESTER BUILDING MAINTENANC	04/08/02	50801	Toter Project	3 (95) gallon @ $38.49	9856969	115.47	115.47	
								TOTAL	135.00	135.00	
								CUSTOMER TYPE TOTAL	135.00	135.00	
								AGING TOTAL	22,855.86	14,129.68	
								FINAL TOTALS TOTAL	194,809.29	184,495.57	

* * * 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
21	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	04/12/17	21998	School Charge Backs	FACILITIES DIVISION	9861066	2,185,642.59	2,185,642.59	C
								TOTAL	2,185,642.59	2,185,642.59	
								CUSTOMER TYPE TOTAL	2,185,642.59	2,185,642.59	
30	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30640	Place of Assembly Permit	PARKSIDE JH	9861687	100.00	100.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30640	Place of Assembly Permit	MEMORIAL HS	9861687	100.00	100.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	NORTHWEST, BOX #7655	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	BROWN, BOX #7441	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	PARKSIDE, BOX #7333	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	MCDONOUGH, BOX #3281	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	CTRL-JAMES, BOX #3251	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	CTRL-CLASSICAL,BOX#3241	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	ADMIN. BLDG., BOX #3141	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	HILLSIDE, BOX #2991	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	SMYTH RD., BOX #2491	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	WEBSTER, BOX #1242	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30640	Place of Assembly Permit	WEST HS	9861687	100.00	100.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	GOSSLER, BOX #7332	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	WEST, BOX #7221	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	PARKER VARNEY, BOX #6422	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	MCLAUGHLIN, BOX #5712	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	GREEN ACRES, BOX #5711	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	WESTON, BOX #5351	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	HIGHLAND GF, BOX #4891	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	BAKERV'LE ANNEX,BOX#4755	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	BAKERSVILLE, BOX #4754	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	CENTRAL-IA, BOX #3341	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	BEECH ST., BOX #3843	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	WILSON, BOX #3872	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	HALLSVILLE, BOX #4184	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	MST, BOX 4486	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	JEWETT, BOX 4551	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	SOUTHSIDE, BOX #4552	9861687	480.00	480.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	30485	Fire Alarm User Fee	MEMORIAL, BOX #4553	9861687	480.00	480.00	
								TOTAL	13,260.00	13,260.00	
								CUSTOMER TYPE TOTAL	13,260.00	13,260.00	
33	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	04/12/10	33998	School Charge Backs	FY 05 Jul-Sep 2004-REVISE	9860943	55,647.03	55,647.03	
								TOTAL	55,647.03	55,647.03	

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
									CUSTOMER TYPE TOTAL	55,647.03	55,647.03	
34	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	3A225	Regular Rate Retirement		Police Extra Detail	9862335	17.70	17.70	C
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	3A140	Regular Rate Officer's		Police Extra Detail	9862335	207.12	207.12	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	3A225	Regular Rate Retirement		Police Extra Detail	9861609	8.85	8.85	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/04	3A140	Regular Rate Officer's		Police Extra Detail	9861609	103.56	103.56	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/12/28	3A140	Regular Rate Officer's		Police Extra Detail	9861508	310.68	310.68	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/12/28	3A225	Regular Rate Retirement		Police Extra Detail	9861508	26.55	26.55	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/12/21	3A140	Regular Rate Officer's		Police Extra Detail	9861073	207.12	207.12	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/12/21	3A225	Regular Rate Retirement		Police Extra Detail	9861073	17.70	17.70	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/11/30	3A140	Regular Rate Officer's		Police Extra Detail	9860293	776.70	776.70	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/11/30	3I225	Supervisor Rate Retiremen		Police Extra Detail	9860293	12.53	12.53	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/11/30	3I140	Supervisor Rate Officer's		Police Extra Detail	9860293	146.74	146.74	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/11/30	3A225	Regular Rate Retirement		Police Extra Detail	9860293	66.38	66.38	
									TOTAL	1,901.63	1,901.63	
									CUSTOMER TYPE TOTAL	1,901.63	1,901.63	
41	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	05/01/12	4A865	CPR Course		21 ST Century Program	9862372	210.00	210.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	41998	OCT-DEC04 OPERATING		SCHOOL HEALTH	9862366	2,212.30	2,212.30	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	41998	OCT-DEC04 SALARY ADM		P. DUMAIS	9862366	4,114.71	4,114.71	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	41998	OCT-DEC04 BENEFIT ADM		P. DUMAIS	9862366	1,521.31	1,521.31	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	4A865	CPR Course		21st Century Program	9862371	210.00	210.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	41998	OCT-DEC04 SALARY SCH HLTH			9862366	319,753.75	319,753.75	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	05/01/11	41998	OCT-DEC04 BENEFIT SCH HLT			9862366	109,410.94	109,410.94	
									TOTAL	437,433.01	437,433.01	
									CUSTOMER TYPE TOTAL	437,433.01	437,433.01	
50	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	04/12/31	50998	LABOR	118038-162	K SHEPPARD P/E 12/31/04	9862290	53.31	53.31	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/12/31	50998	LABOR	118050-179	K SHEPPARD P/E 12/31/04	9862290	373.17	373.17	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/11/30	50998	LABOR	118036-25	SCHOOL OF TECHNOLOGY	9860802	226.55	226.55	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/11/30	50998	LABOR	118050-179	K SHEPPARD P/E 11/27/04	9860802	586.41	586.41	
									TOTAL	1,239.44	1,239.44	
									CUSTOMER TYPE TOTAL	1,239.44	1,239.44	
52	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	04/12/21	H2646	Permits/Millyard			9861137	40.00	40.00	
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/12/21	H2646	Permits/Millyard			9861137	600.00	600.00	

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
								TOTAL	640.00	640.00	
								CUSTOMER TYPE TOTAL	640.00	640.00	
65	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	04/12/31	65998	School Grounds Contract	Mtnc - Parks Q2 FY05	9862265	21,850.20	16,345.16	C
	0807		SCHOOL ADMINISTRATIVE UNIT #37	04/12/30	65652	JFK Electric Reimbursemnt		9861597	7,241.32	7,241.32	
	0807		SCHOOL ADMINISTRATIVE UNIT #37	04/11/24	65652	JFK Electric Reimbursemnt		9860289	7,244.10	7,244.10	
								TOTAL	36,335.62	30,830.58	
								CUSTOMER TYPE TOTAL	36,335.62	30,830.58	
								AGING TOTAL	2,732,099.32	2,726,594.28	
21	0101	000000064	SCHOOL ADMINISTRATIVE UNIT #37	04/06/10	21998	School Charge Backs	ALARM, SECURITY CALLS	9855312	163.20	163.20	90
	0101		SCHOOL ADMINISTRATIVE UNIT #37	04/06/10	21998	School Charge Backs	ALARM SECURITY CALLS	9855312	448.80	448.80	
								TOTAL	612.00	612.00	
								CUSTOMER TYPE TOTAL	612.00	612.00	
34	0101	000001009	MANCHESTER WEST HIGH SCHOOL	04/08/21	3A225	Regular Rate Retirement	Police Extra Detail	9857683	8.85	8.85	
	0101		MANCHESTER WEST HIGH SCHOOL	04/08/21	3A140	Regular Rate Officer's	Police Extra Detail	9857683	103.56	103.56	
								TOTAL	112.41	112.41	
								CUSTOMER TYPE TOTAL	112.41	112.41	
41	0101	000004107	HILLSIDE MIDDLE SCHOOL	03/06/30	41110	MAHONEY FIELD TRIP 6/6/03	SCHOOL HEALTH NURSE	9844978	131.44	131.44	
								TOTAL	131.44	131.44	
								CUSTOMER TYPE TOTAL	131.44	131.44	
								AGING TOTAL	855.85	855.85	
								FINAL TOTALS TOTAL	2,732,955.17	2,727,450.13	

* * * E N D O F R E P O R T * * *

Court Proceedings Initiated
Submitted for Write Off
Payment Plan Initiated

Department of Finance
Accounts Receivable
Submissions to Solicitor's Office

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount		Explanation
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						$960.00	
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	
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				$50.00	
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 - Former Hwy 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	
hwy	John Kiskinis - Former Hwy Employee	6174	9818437	11/28/2000	$486.53	$486.53		workers compensation reimbursement
	above submittted to City Solicitor 12/17/01						$486.53	
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	
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 - Former Hwy Employee	6173	9818436	11/28/2000	$218.98	$218.98		workers compensation reimbursement
	above submittted to City Solicitor 08/12/02						$218.98	
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	
hwy	Steve Mann - Former Hwy 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	
hwy	Teac Boucher - Former Hwy Employee	8006	9843225	5/6/2003	$92.11	$92.11		closed AEX 10/25/03
traffic	Teresa Lorenz	6977	9826959	10/22/2001	$1,327.19	$1,327.19		closed AEX 10/31/03
	above submittted to City Solicitor 12/3/03						$1,419.30	
hwy	Ryan Fitzgerald - Former Hwy Employee	8115	9844254	6/16/2003	$36.92	$36.92		closed AEX 02/21/04
hwy	Steve Thompson - Former Hwy Employee	8111	9844250	6/16/2003	$82.97	$82.97		closed AEX 02/14/04
	above submittted to City Solicitor 03/9/04						$119.89	
hwy	Timothy Boisvert - Former Hwy Employee	8113	9844252	6/16/2003	$51.13	$51.13		closed USA 02/14/04
	above submittted to City Solicitor 04/9/04						$51.13	
traffic	Joseph Brunn DBA Bird Transportation	7887	9841488	3/26/2003	$3,374.93	$3,374.93		closed AEX 04/24/04
	above submittted to City Solicitor 05/11/04						$3,374.93	
hwy	Steve Thompson - Former Hwy Employee	8111	9845813	7/31/2003	$598.72	$518.72		closed AEX 02/14/04
	above submittted to City Solicitor 06/14/04						$518.72	
police	Second Street Productions	8376	9847901	10/11/2003	$977.42	$977.42		closed USA 06/30/04
	above submittted to City Solicitor 07/16/04						$977.42	
hwy	Kyle Poisson - Former Hwy Employee	8114	9844253	6/16/2003	$440.93	$440.93		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9843832	10/27/2003	$217.50	$217.50		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9844119	10/27/2003	$39.00	$39.00		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9844244	10/27/2003	$33.00	$33.00		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9844748	10/27/2003	$394.50	$394.50		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9845093	10/27/2003	$34.50	$34.50		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9845895	10/27/2003	$38.00	$38.00		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9845981	10/27/2003	$12.00	$12.00		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9846774	10/27/2003	$569.00	$569.00		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9846835	10/27/2003	$30.00	$30.00		closed AEX 07/31/04
hwy	Francis J. Towne	8052	9846965	10/27/2003	$28.50	$28.50		closed AEX 07/31/04
	above submittted to City Solicitor 09/13/04						$1,836.93	
police	Asphalt Doctor	8268	9846211	8/16/2003	$421.62	$421.62		closed AEX 10/16/04
police	Asphalt Doctor	8268	9846657	8/23/2003	$1,245.72	$1,245.72		closed AEX 10/16/04
police	Asphalt Doctor	8268	9846870	8/30/2003	$728.26	$728.26		closed AEX 10/16/04
police	Asphalt Doctor	8268	9847788	10/4/2003	$210.82	$210.82		closed AEX 10/16/04
traffic	Kathryn Donohue	8606	9851769	2/5/2004	$977.34	$977.34		closed AEX 10/30/04
	above submittted to City Solicitor 11/12/04						$3,583.76	
fire	Joshua Irrevocable Trust	7137	9850846	1/5/2004	$480.00	$240.00		*Pymt Plan Initiated*
police	Sterling & Reid Bros Circus	8266	9846210	8/16/2003	$919.92	$919.92		closed AEX 11/20/04
							$1,159.92	
	above submittted to City Solicitor 12/07/04							
							$26,664.77	

UNCOLLECTABLE PER COLLECTION AGENCY > $1,000-SEND TO CITY SOLICITOR

ACCOUNTS RECEIVABLE OVER 90 DAYS
SUMMARY

As of January 12, 2005

				Misc Information
Total Receivables Over 90 Days			$ 1,361,260.92	
Interdepartmental	$	14,129.68		
School	$	855.85		
Solicitor's Office Submissions	$	26,664.77		
Airport	$	1,213,983.53		
Fraser Insurance Company	$	16,217.55		Claim for Reimbursement of City Hall Sprinkler Damage
State of NH - Traffic Bureau	$	19,624.08		State Traffic Reimbursement
Subtotal			$ 1,291,475.46	
Adjusted Receivable Balance From Other Accounts			$ 69,785.46	

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 the proposal from Catholic Medical Center to provide community and medical service at the new William B. Cashin Senior Activity Center be approved contingent upon the recommendations from the Solicitor's Office, attached herein, being adopted.

The Committee further recommends that the City Solicitor be authorized to proceed with drafting and execution of documents necessary to implement such recommendations as referenced above.

Respectfully submitted,

Clerk of Committee

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1/12/04 - Handed from Elderly Sav. Tabled to have Solicitor look into space + liability concerns.

Catholic Medical Center
Proposal to the City of Manchester Senior Center

Catholic Medical Center will:

1. host one educational or health education class every other month
2. offer on-going exercise classes during the day and evening
3. host one health screening each quarter.
4. provide "Nurse Is In" consult service once a week conducted by Pat Davenport

Catholic Medical Center may also, as needed:

1. offer new and/or additional exercise classes and health education classes
2. assist with providing teachers/tutors for the computer lab.
3. bring Meds for Manchester to the Center on a regularly scheduled basis

Registration for all Catholic Medical Center classes and programs will occur through ASK-A-NURSE and Prime Time. Registration fees (as applicable) will be collected by Prime Time/Catholic Medical Center. All registration fees will follow the same fee schedule as other Prime Time/Catholic Medical Center locations.

All classes and programs will be advertised through the Center's outlets and the Prime Time newsletter.

<u>Examples of Health Education Classes</u>

- Nutrition
- Health classes; i.e. "How to lower cholesterol"
- Writing Your Life
- Brain Aerobics
- Self care for Seniors
- Advance Directives

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- Self-Help Arthritis
- Stress Management
- Healthy Cooking
- Tools for Living on Your Own
- Reiki
- Massage

Examples of Exercise Classes, On-going

- T'ai Chi Beginner (add intermediate class as needed)
- Yoga – Beginner (add intermediate class as needed)
- Balance Balls
- Senior Aerobics

Examples of Other Exercise Classes, if desired:

- Stretching
- Beginners exercise
- Walking Club
- Ballroom dancing
- Smart Steps (walking with pedometers)

Examples of Health Screenings and Services

- Osteoporosis
- Depression
- Memory
- Blood Pressure
- Colon Cancer
- LifeLine
- Flu Shots
- Ear Services

Resources Required:

The above can be provided without additional FTE's.
Consulting Fees for additional instructor fees will be necessary, but would be off-set by additional revenue

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City of Manchester
Office of the City Solicitor

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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

January 14, 2005

Committee on Administration
C/o Leo Bernier, Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Catholic Medical Center/Manchester Senior Activity Center

Gentlemen:

At its November 23, 2004 meeting the Committee on Administration asked that "the City Solicitor to make sure that whatever involvement there is at the Senior Center that if there is a liability factor people sign off on it." As a result I have reviewed the Committee minutes of November 23, 2004 meeting as well as the Catholic Medical Center Proposal to the City of Manchester Senior Center. It appears that there may be some increased liability to the City if the Catholic Medical Center or any of its programs such as Ask-A-Nurse or Prime Time, Resources for Healthy Living conduct classes or provide services at the Senior Center. Increased liability would result from employees, agents or contractors of the Catholic Medical Center using the Senior Center, as well as from the possibility of a participant in a Catholic Medical Center program suffering an injury.

In order to reduce or eliminate any increased liability I would make the following recommendations:

1. The City should have the right to review and approve any materials involving Catholic Medical Center programs offered at the Senior Center to insure that such materials make clear that the program or class is offered by the Catholic Medical Center, or one of its affiliates, and not by the City of Manchester and/or its Elderly Services Department.

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2. That the Catholic Medical Center and/or its affiliates execute a release of liability and an indemnification agreement with the City covering any programs or classes the Catholic Medical Center may offer.

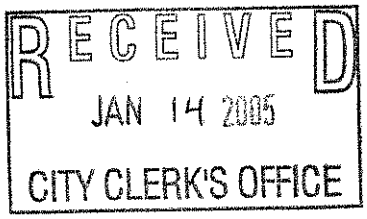
3. That the Catholic Medical Center and/or its affiliates provide liability insurance for any of its programs with the City to be an additional named insured.

Should the City decide to allow the Catholic Medical Center to proceed with its Proposal to the City of Manchester Senior Center this office could draft or provide the documents necessary to implement the above recommendations.

Very truly yours,

Thomas I. Arnold, III
Deputy City Solicitor

TIA/hms



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

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved the revised Procurement Code, attached herein, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

Respectfully submitted,

Clerk of Committee

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REVISED PROCUREMENT CODE – NOVEMBER 2004

EXECUTIVE SUMMARY

The entire Procurement Code has been rewritten with the intent of providing more clarification and to permit more procurement options such as design-build, construction management, etc.

The following are some of the major changes incorporated into this Draft Procurement Code:

A. Small purchases of $10,000 or less made after adequate inquiry. *Presently $1,000.* Purchases from $10,000 to $25,000 shall be made using documented oral or written price or rate quotations from an adequate number of suppliers. *Presently $1,000 to $10,000.*
B. Except as provided in this Procurement Code, all purchases in excess of $25,000 shall be made by competitive sealed bidding. *Presently in excess of $10,000.*
C. The purchasing agency may negotiate with the two low bidders to reduce the bid. *Presently can only negotiate with the low bidder.*
D. Multi-step sealed bidding may now be used. The first step is a request for proposals based on general or performance specifications. The second step is to obtain final bid prices based on technically acceptable proposals. *Presently not permitted.*
E. Competitive sealed proposals and negotiations as a procurement method is permitted. *Presently requires Board of Mayor and Aldermen approval.*
F. All bidders for construction type projects in excess of $250,000 must be prequalified. *Presently all bidders for projects in excess of $100,000.*
G. Professional services shall be procured based on demonstrated competence, qualifications and project approach for the required service. *Presently fees are required at the time proposals are submitted. Quality based selection is similar to the way the State procures professional services.*

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H. Fees for professional services can be obtained utilizing one of the following three procedures:
   1. A fee can be requested as part of the request for proposals.
   2. A multi-step sealed procurement can be requested where the sealed fee is not opened until a proposer has been tentatively selected.
   3. A fee can be negotiated after a proposer has been selected and a final scope of services has been negotiated.

   Presently fees are required at the time proposals are submitted.

I. Professional services of $25,000 or less can be procured by soliciting one or more proposals at a fee deemed fair and reasonable by the purchasing agency. *Presently $10,000 or less.*

J. Professional services in excess of $25,000 must be procured through a formal Request for Qualifications/Request for Proposals process. *Presently in excess of $10,000.*

K. The following procurement methods will now be permitted:
   1. Design-Build
   2. Operation and Maintenance
   3. Design-Build-Operate-Maintain
   4. Design-Build-Finance-Operate
   5. Construction Management

   Presently not permitted.

L. Procurements through other special project delivery methods or other combinations of K above will be permitted with the approval of the Board of Mayor and Aldermen. *Not presently permitted without the passage of an ordinance.*

CITY OF MANCHESTER
NEW HAMPSHIRE

PROCUREMENT CODE

January 20, 2005

CITY OF MANCHESTER
NEW HAMPSHIRE

PROCUREMENT CODE

I. GENERAL

A. Purpose

The Procurement Code shall promote fair and equitable treatment to all suppliers or prospective suppliers of goods and services, promote effective competition among prospective suppliers of goods and services, make as uniform as possible the procedures among various departments and agencies of the City by the standardization of the procurement process, to prevent abuses and favoritism, and promote the economical, effective, and efficient use of the City's total resources.

The purpose of the Procurement Code is to provide to the Purchasing Agency flexibility and defined guidelines for the purchasing of goods and services. These guidelines define maximum allowed procurement limits. The Purchasing Agency has the flexibility to reduce these limits in order to insure that the best interest of the City is being served. Any questions relating to this Procurement Code should be addressed in writing to the City Solicitor and/or the Finance Officer. The Purchasing Agency will at all times retain adequate records, based on the size of the procurement, as to the type of procurement utilized and the basis of award.

B. Applications of Provisions

This code applies to every expenditure of public dollars irrespective of their source, including federal assistance dollars, for the procurement of materials, supplies, services and construction. Nothing in this code shall prevent the City from complying with the terms and conditions of any grant, gift, bequest or cooperative agreements. Procurement actions involving Federal or State funding shall comply with their mandatory rules that may not be reflected in this procurement code.

The following procurement actions are not subject to this code.

- Intergovernmental Agreements.
- Agreements negotiated by the Risk Manager or City Solicitor for the settlement of litigation or threatened litigation.
- Contracts awarded for professional witnesses for the purpose of providing testimony relating to existing or probable judicial proceedings.
- Contracts awarded for real property transactions.
- Other specific procurement actions based on recommendation of the Chief Executive Officer and approval by the Board of Mayor and Aldermen.

C. Definitions

1. ***Amendment*** is a mechanism by which parties can agree to modify, delete or add to the original scope of work, terms and conditions of a contract. Typically, amendments are used to modify contracts for professional services and/or to modify contracts for the furnishing of materials and services.

2. ***Advantageous*** means in the best interest of the City

3. ***Auditor*** means the City of Manchester's Auditor.

4. ***Brand name*** or ***Equal Specification*** means a specification using one or more manufacturers' names or catalog numbers to describe the standard of quality, performance and other characteristics to meet City requirements.

5. ***Brand Name Specification*** means a specification limited to one or more items by a manufacturer's name or catalog numbers.

6. ***Change Order*** means a written order signed by an authorized agent of the City and by the contractor authorizing an addition, deletion, or a revision in work or an adjustment in the contract price or contract time, issued on or after the effective date of the contract, as provided for in the original contract. Typically, change orders are used to modify construction contracts.

7. ***Chief Executive Officer*** means the Mayor of the City of Manchester.

8. ***City*** means the City of Manchester, NH.

9. ***Construction*** means the process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to public real property or any public infrastructure.

10. ***Construction Management*** means a project delivery method that provides a comprehensive array of management and/or consulting services spanning all phases of the design and construction process from conception to completion of the construction project.

11. ***Contract*** means all types of City agreements, regardless of what they may be called for the procurement of materials, supplies, services and Purchase Orders shall be used as the contract for procurement of materials and supplies. Formal written agreements shall be used for the procurement of services, construction and complex actions.

12. ***Contractor*** means any person or firm who has a contract with the City.

13. ***Debarment*** means an action taken by the City, under the provisions of this code, to prohibit a person from participating in City procurements.

14. ***Design-Bid-Build*** means a project delivery method in which the purchasing agency sequentially awards separate contracts, the first for Architectural and Engineering Services to design the project and the second for construction of the project according to the design.

15. ***Design-Build*** means a project delivery method in which the purchasing agency enters into a single contract for design and construction of an infrastructure facility.

16. ***Design-Build-Finance-Operate-Maintain*** means a project delivery method in which the purchasing agency enters into a single contract for design, construction, finance, maintenance, and operation of an infrastructure facility over a contractually defined period. No City funds are appropriated to pay for any part of the services provided by the contractor during the contract period. This delivery method does not preclude the City from providing financing as long as the City ultimately is reimbursed all its costs over the life of the contract agreement.

17. ***Design-Build-Operate-Maintain*** means a project delivery method in which the purchasing agency enters into a single contract for design, construction, maintenance, and operation of an infrastructure facility over a contractually defined period. All or a portion of the funds required to pay for the services provided by the contractor during the contract period are either appropriated by the City prior to award of the contract or secured by the City through *fees* or user charges.

18. ***Employee*** means an individual drawing a salary or wages from the City whether elected or not. Any noncompensated individual performing personal services for the City or any department agency, commission, council, board, or any other entity established by the executive or legislative branch of the City. Noncompensated individuals, serving as elected City officials or serving on a City Department Board, are also considered employees.

19. ***Finance Officer*** is the Finance Director of the City of Manchester

20. ***Gratuity*** means a payment, loan, subscription, advance, deposit of money, service, or gift, presented or promised.

21. ***Invitation for Bids*** means all documents, whether attached or incorporated by reference, which are used for soliciting bids according to the City's procurement policies and procedures.

22. ***May.*** The word "may" shall be construed as being permissive.

23. ***Multi-Step Sealed Bidding*** means a two phase competitive process. The first phase consists of a technical phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated by the City. The second phase consists of a firm and final bid from those bidders whose technical offers were deemed acceptable by the City.

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24. ***Procurement*** means buying, purchasing, renting, leasing or otherwise acquiring any materials, supplies, professional services and construction services. It also includes the description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

25. ***Professional Services*** means those services requiring special knowledge, education or skill and where the qualifications of persons rendering the services and the experience of the firm are of primary importance. Professional services shall include, but not be limited to, appraisers, attorneys, architects, engineers, surveyors, accountants, psychologists, physicians and other health care providers.

26. ***Purchasing Agency*** *is* the City department making the proposed procurement.

27. ***Purchasing Agency Director or Director*** is the department head in charge of the City department making the proposed procurement acting either directly or through authorized representatives.

28. ***Request for Proposals*** means all documents, whether attached or incorporated by reference, which are used for soliciting proposals according to the City's procurement policies and procedures.

29. ***Responsible Bidder*** means a person or firm who submits a bid or proposal that conforms in all material respects to the invitation for bid or request for proposals and who has the financial capabilities and expertise to perform the contract requirements and the integrity and reliability that will assure good faith performance.

30. ***Service*** means the furnishing of labor, time or effort by a contractor that does not involve the delivery of a specific end product other than required reports and performance. Service does not include employment agreements or collective bargaining agreements.

31. ***Shall***. The word "shall" is construed as being mandatory.

32. ***Solicitation*** means an invitation for bids, a request for technical offers, proposals, quotations or any other invitation or request by which the City invites a person to participate in a procurement action.

33. ***Specification*** means any description of the physical or functional characteristics of materials, supplies, services or construction requirements. It may also include a description of any requirement for inspecting, testing, preparing materials, supplies services or construction projects for delivery.

D. Department Purchasing Responsibility

Department Heads and City officers shall be responsible for making purchases from funds appropriated to their respective departments. The Highway Department shall be responsible

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for coordinating and overseeing the purchases of motor vehicles by City departments. See Section VII., Specialized Procurement Actions for procurements exclusively delegated to a purchasing agency.

E. General Procurement and Award Provisions

1. ***Prohibition Against Subdivision.*** No procurement action shall be subdivided to avoid the requirements of this procurement code.

2. ***Bulk Purchases.*** Whenever feasible, procurements shall be done in bulk to take full advantage of discounts. Purchasing agencies shall be responsible for anticipating their needs in a timely fashion in order to consolidate and expedite procurement of the same type of items. A lead purchasing agency shall be identified for procurement of commodities or services that are most common to their department. The lead purchasing agency shall accomplish the bulk citywide procurement action based on requirements identified by other departments. Capital Outlay requirements shall be planned and scheduled for periodic bulk procurement actions based on approved budget quantities.

3. ***Awards.*** Contracts for the procurement of supplies, materials and construction shall be awarded to the lowest responsible bidder unless otherwise provided for in the bidding documents or in the Procurement Code. The basis of award shall always be defined in the bidding documents. Among other factors that may be considered in determining lowest responsible bidders are the following:

   (a) *Capability.* The ability and skill of the bidder to perform the contract.
   (b) *Timeliness.* Whether the bidder can perform the contract or furnish the supplies promptly, in accordance with plans and specifications, or within the time specified, without delay or interference.
   (c) *Previous Performance.* The character, integrity, reputation, judgment, experience and efficiency of the bidder.
   (d) *Quality.* The quality of supplies or performance on previous purchases or contracts, including known quality based on previous use, and the quality, availability and adaptability of the suppliers or contractual services to the particular use.
   (e) *Legal Compliance.* Previous and existing compliance by the bidder with laws and ordinances relating to the contract.
   (f) *Conditions.* The number and scope of conditions attached to the bid by the bidder.

4. ***Award to Other Than Low Dollar Bidder.*** Award to other than the low bidder is not allowed unless the bidder is not responsible or unless the award formula specifically allowed for other items to be taken into account to decide who is the lowest responsible bidder. When it appears appropriate not to make an award to the lowest dollar bidder, the purchasing agency Director shall prepare a written statement of the reasons for the project files.

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5. ***Multi-Term Contracts.*** Purchase orders or written agreements or contracts may be awarded for a maximum of five years in one year increments. Multi-term contracts shall contain provisions for cancellation by the City in the event funds are not appropriated for the continuance of the contract. Any yearly increases in unit prices/rates shall be tied to an established CPI with a maximum yearly cap.

   Multi-year Contracts without a "cancellation by the City" provision or contract committing future unappropriated funds or a contract without a set maximum yearly adjustment must be approved by the Board of Mayor and Aldermen. Multi year contracts that have been totally funded do not have to conform to Section I, E, 5.

   The Airport Director or his designee is authorized by the Board of Mayor and Aldermen to enter into multi-year agreements which do not conform to this Section I, E, 5 when, in the opinion of the Airport Director, situations arise that require immediate commitment or approval of agreements.

6. ***Late Bids or Proposals.*** A bid, proposal, modification or withdrawal is late if it is received at the location designated in the Invitation for Bids or Request for Proposals, after the time and date set in the solicitation documents. Late bids or proposals shall be rejected.

7. ***Mistakes In Bids.*** A bidder may correct mistakes discovered before the time and date set for the opening of bids based on procedures in the solicitation documents. After a bid is opened, mistakes based on an error in judgment shall not be corrected or withdrawn, unless it is obvious to the City that an egregious error was made. Minor or administrative mistakes may be waived by the purchasing agency director.

8. ***Cancellation of Solicitations.*** An invitation for bids, a request for proposals, or other formal solicitations may be cancelled or rejected in whole or in part if deemed advantageous to the City.

9. ***Specifications.*** All specifications shall be written to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs and shall not be unduly restrictive. General performance specifications may be used in a Request for Proposals and Multi-step procurements when it is not desirable or feasible to prepare detailed specifications.

10. ***Cost or Pricing Data.*** The submission of current cost or pricing data may be required in situations where analysis of the proposed price is essential to determine that the price is reasonable and fair. A contractor shall, when requested, submit current cost or pricing data and shall certify that the cost or pricing data submitted is accurate, complete and current as of a mutually determined specified date.

11. ***Change Orders.*** Change orders to contracts may be executed according to change order clauses provided for in the original contract provided the change order does not materially change the scope of the original procurement.

12. ***Pre-Bid or Pre-Proposal Conferences.*** A pre-bid or pre-proposal conference may be conducted within a reasonable time before bid opening or receipt of proposals. Pre-bid or pre-proposal conferences may be mandatory. If mandatory, only those bidders attending the mandatory pre-bid conference, shall be allowed to participate in the bid or proposal. Any changes to the solicitation documents shall be provided to all eligible bidders.

13. ***Prequalification.*** The purchasing agency may require prequalification of prospective bidders for the procurement of supplies, materials, services and construction if the procurement is less than $250,000. If the procurement is over $250,000 the purchasing agency shall conform to Section IV of this procurement code. Bidders have a continuing duty to provide the purchasing agency director with information on any material changes affecting the basis of prequalification.

14. ***Bid or Performance Bonds.*** The purchasing agency may require the use of bid or performance bonds or other securities for the procurement of supplies, materials, services or for construction, in order to guarantee satisfactory completion of the procurement. However, any procurements over $150,000 shall require a bid and performance bond or other security satisfactory to the Purchasing Agency after consulting with the Finance Officer and the City Solicitor. Bonds required by statute will not be waived. Any such bonding or security requirements shall be set forth in the solicitation. Failure of the bidder to comply with the security requirements in the solicitation may result in the rejection of the bid or proposal.

15. ***Right to Inspect.*** The City may, at reasonable times, inspect the place of business of a contractor or any subcontractor that is related to the performance of any contract awarded or to be awarded by the City.

16. ***Right to Audit.*** The City may, at reasonable times and places, audit the books and records of any contractor who submits cost or pricing data required by solicitations. If the City determines that there may be a need to audit a procurement, the contract agreement shall define these rights and who will assume the cost of the audit.

17. ***City Procurement Records.*** All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the City in a contract file by the purchasing agency. All procurement records shall be retained and disposed of by the City according to the records retention guidelines, Internal Revenue requirements and schedules of the City.

II. AUTHORITY TO AWARD AND AVAILABILITY OF FUNDS

A. Authority to Award

All procurement actions made based on approved department budgets and authorized CIP allocations shall be awarded by the purchasing agency having delegated authority provided by this Procurement Code. Procurement actions not authorized to a department

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or multi-year contracts without a "cancellation by the City" provision requiring future City appropriations, shall be approved by the Board of Mayor and Aldermen.

B. Availability of Funds

Unencumbered funds to cover the entire purchase order or contract must be available in the appropriate budget of the purchasing agency prior to award of any purchase order or contract. Purchase orders and contracts are subject to the annual appropriation of funds. Multi-term purchase orders or contracts shall have adequate unencumbered funds available for the first year except as noted.

III. SOURCE SELECTION

A. Small Purchases

Small purchases are considered informal procurement actions. Procurement requirements shall not be artificially divided so as to constitute a small purchase.

1. Total price is $10,000 or less, it shall be made after adequate inquiry based on the director or his designee's knowledge of a reasonable price and satisfactory quality.

2. Total price more than $10,000 to $25,000. When the total price is greater than $10,000, and not more than $25,000 purchases shall be made using documented oral or written price or rate quotations from an adequate number of suppliers. If available, a minimum of three quotations from qualified suppliers shall be obtained. Such price and rate quotations, the date of such quotations and the names of suppliers shall be documented.

B. Competitive Sealed Bidding

1. Competitive sealed bidding is considered a formal procurement action. Except as provided in this Procurement Code, all purchases in excess of $25,000 shall be made by competitive sealed bidding. Purchase orders and contracts shall be awarded to the lowest responsible bidder except as provided for in this code.

2. Competitive sealed bidding procedures shall at a minimum, incorporate the following:

   (a) Formal bid specifications that at a minimum include the general terms and conditions of the proposed purchase, requirements of the bidder, form of contract, the forms for submission of bids and the basis of award

   (b) Product or service specifications that accurately describe the product or service required in such a manner as to not preclude competition. If specific manufacturer's names or models are used to describe the product or service, a minimum of two manufacturers' names should be used if available. There shall

be a provision for approval of an equal product or service. Also, see Section VI part A.5.

(c) Adequate public notice of a minimum of (5) business days, prior to the date established for the opening of bids. Such notice shall include as a minimum, publication in a newspaper of general distribution.

(d) Sealed bids shall be opened publicly at the time and place designated in the Invitation for Bids. A tabulation of all bids received shall be available for public inspection within a reasonable period of time. Departments shall determine an adequate amount of time.

(e) The purchasing agency may negotiate with the two low bidders in order to reduce the bid to fall within available funds and/or to obtain a lower bid amount, provided that the original intent of the procurement is not materially changed. The right to negotiate a lower total bid must be a condition of the bidding documents.

(f) The award of bids shall be formalized through the execution of a purchase order or written contractual agreement.

(g) The purchasing agency may reject any or all bids or parts thereof when such rejection has been determined to be in the City's best interest.

C. Multi-Step Sealed Bidding

1. When it is considered impractical to readily prepare a detailed specification to support an award based on price, a two-step bid process may be used. The first step is a request for proposals, based on a general or performance specification, requesting the submission of unpriced technical proposals. The second step is an invitation for firm and final priced bids to those bidders whose proposals have been determined to be technically acceptable under the criteria set forth in the first step.

2. The multi-step sealed bidding method may be used if the purchasing agency determines that:

   (a) Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the City.
   (b) Definite criteria exist for evaluation of technical offers.
   (c) More than one technically qualified source is expected to be available.
   (d) A fixed price contract will be used.

3. The Invitation to Bid must provide notice that a multi-step process is being used. The notice should explain the multi-step process and that only those bidders providing technically acceptable proposals, will be allowed to participate in submitting a firm and final bid price.

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4. Adequate public notice of a minimum of 10 working days prior to the date established for the opening of bids shall be provided. Such notice shall include as a minimum publication in a newspaper of general circulation.

5. Award shall be made to the lowest dollar responsible bidder.

D. Competitive Sealed Proposals

1. When competitive sealed bidding is not practical or advantageous to the City, the purchasing agency director, may authorize the use of competitive sealed proposals and negotiations as the procurement method.

2. In determining whether competitive sealed bidding is practical or advantageous to the City, the purchasing agency director, shall consider the following factors:

   (a) Whether the cost to develop formal technical bid specifications sufficient to insure open competitive bids, would make the total cost of the procurement excessive.

   (b) Whether the proposed purchase is to be accompanied by land, development, or other related economic transactions, therefore the bid price may not accurately reflect the total economic effect of the purchase.

   (c) Whether the product or service is specialized or custom produced, and the development of terms, conditions, specifications, and other provisions specifically defining the procurement requires interaction with prospective suppliers.

   (d) Where no responsible bidder has submitted a bid in response to the invitation.

3. If the purchasing agency director determines that competitive sealed bidding is not practical and that competitive sealed proposals and negotiations should be used, the purchasing agency shall:

   (a) Develop terms, conditions and general or performance specifications for the product or service required.

   (b) In such cases where the award is not necessarily to be based on the lowest negotiated price, the request for proposals shall indicate and define the relative importance of price and other significant evaluation factors.

   (c) Provide adequate public notice as in the case of competitive sealed bids.

   (d) Sealed proposals shall be received at the time and place designated in request for proposals. A proposal received after the closing date and time set for the receipt of proposals, is late and shall not be considered. No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offerers

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during the process of negotiation. Submission of the proposal shall be conditioned on not disclosing the proposals content until the completion of negotiations and award of a contract. Proposals shall be opened in the presence of witnesses. Proposals and modifications shall be shown only to City personnel having a legitimate interest in them or persons assisting in the City evaluation.

4. After the opening and evaluation of competitive sealed proposals, written or verbal negotiations may be conducted with one or more parties who have submitted proposals. Such negotiations are designed to achieve terms and conditions most favorable to the City. Negotiations need not be conducted where time constraints preclude additional negotiations or where the purchasing agency certifies that acceptance of an initial offer without discussion, would result in fair and equitable prices. The request for proposals shall clearly define the City's rights pertaining to negotiations.

5. Award shall be made to the proposer whose proposal has been determined to be responsive and most advantageous to the City. The contract file shall contain, in writing, the basis on which award is made.

IV. PREQUALIFICATION OF BIDDERS

A. Prequalification of potential bidders shall be accomplished for all contracts for construction, reconstruction, alteration and repair or refurbishing of real property with an estimated project cost in excess of $250,000. Prequalification of contractors based on the type of work and dollar limits may be done annually. The invitations for bids shall be issued only to firms that have, in the City's sole determination, been prequalified.

B. The purchasing agency involved shall establish rules and regulations that govern prequalification of bidders. The rules and regulations shall take into consideration:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
4. The quality of performance on previous contracts.
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
6. The sufficiency of financial resources and ability of the bidder to perform the contract.
7. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the bidder to provide future maintenance and service.
9. The number and scope of bidder conditions attached to the bid.
10. The amount of total direct and indirect costs that would be incurred by the City because of the bid.

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11. The ability of the bidder to meet the City's bonding and insurance requirements.

C. These rules and regulations may also include other special considerations as authorized by law.

V. PROFESSIONAL SERVICES

The procurement of accounting, architectural, auditing, engineering, financial, legal, data processing, medical services and independent consultant services for personnel, insurance and actuarial planning and management, human resource and public relations, may be accomplished using the following procedures:

A. *Professional Services $25,000 or Less* – The purchasing agency may solicit one or more proposals for the procurement of professional services at a fee which is deemed fair and reasonable. The purchasing agency will document the basis of the procurement in the project file. In no case shall more than three awards be made to the same vendor in any 12 months without the prior written notification to the Finance Officer.

B. *Professional Services greater than $25,000* – A formal Request for Proposal process shall be used. The purchasing agency shall develop a Request for Proposals to include terms, conditions, scope of service, desired results, end product and consultant qualification. Selection criteria and the method of determining a final fee by the City will be included in the Request for Proposals. This process can be accomplished in a Request for Qualification Phase and a Request for Proposals Phase. The Request for Proposal process shall include the following:

1. Adequate public notice of a minimum of ten business days prior to the date established for the receipt of qualifications and/or proposals shall be provided. Such notice shall include as a minimum, publication in a newspaper of general circulation.

2. A minimum of three proposals, if available, shall be evaluated and selection made based on demonstrated competence, qualifications and project approach for the services required. Where applicable to a particular project, factors such as the following shall be used in tentatively selecting a firm:

   (a) Specific experience with similar projects.
   (b) Specific experience with earlier phases of the same project.
   (c) Background and experience of staff members who would be assigned to the job.
   (d) Availability.
   (e) Locality of firm.
   (f) Ability to communicate ideas.
   (g) Ability to supply all of the major disciplines necessary to perform the work.
   (h) Qualifications of subcontractors/subconsultants.
   (i) Conceptual design/project approach.
   (j) Accuracy of the firm in estimating time and cost requirements.
   (k) Responsiveness to requirements contained in the RFP.
   (l) Financial capabilities of the firm.

N

3. The purchasing agency may interview one or more of the proposers in order to clearly understand the proposers qualifications and the submitted proposal.

4. Selection criteria may be established in order to determine the best overall proposal. The criteria may incorporate a weighting system for the proposals received.

5. Fees for professional services are an important consideration, which must not be taken lightly. However, selection shall be ultimately based on demonstrated competence, qualifications and project approach at a reasonable fee. Depending on the complexity of the project, the purchasing agency may utilize one of the following procedures to determine a fee:

   (a) The fee can be requested as part of the requested proposal and considered in tentatively selecting a firm.

   (b) A multi-step sealed procurement can be requested where the sealed fee is not opened until a proposer has been tentatively selected.

   (c) A fee can be negotiated after a proposer has been selected and a final scope of services has been determined.

6. If necessary, the purchasing agency may negotiate with one or more responsive firms in order to make a tentative selection. Once a tentative selection has been made, a final scope of services and fee shall be negotiated with the selected firm in order to enter into a contract deemed to be in the best interest of the City.

7. On award, all contracts for professional services shall be formalized in a written agreement signed by the applicant and the purchasing agency.

VI. NEGOTIATED PROCUREMENT ACTIONS

A. Purchase orders or written agreements shall be awarded without benefit of formal or informal bidding in one or more of the following cases. Negotiation methods may be used to award the contracts.

   1. Purchases required in the event of an emergency that necessitates the immediate purchase of goods or services.
   2. Purchases where the cost of the service is fixed by law.
   3. Purchases that can be procured through cooperative intergovernmental purchase agreements with other government jurisdictions.
   4. Sole source procurements, where the proposed purchase is manufactured by only one company.
   5. Purchases from a sole manufacturer, where it is determined to be more efficient and economical to reduce costs of maintenance of additional repair parts, suppliers or services.

N

6. Purchases that have been preceded by competitive sealed bidding, where no responsive bidder has responded.
7. Purchases under extensions of contracts when the same or lower price is extended for another year or part of a year. The maximum extensions shall not exceed five years without written notification to the Finance Officer.
8. Purchases under intergovernmental agreements or contracts that require use of procurement procedures inconsistent with the provisions of this section.
9. City share contracts that include contracts with developers for the construction of public improvements whereby the City shares in the cost of construction.
10. Used, discontinued or otherwise unique equipment or commodities that become available (such as at an auction) or are offered only for a limited time and may be acquired below the cost of similar new items.
11. Service on existing equipment when it is advantageous to the City to obtain parts, repair or service on existing equipment from a factory authorized dealer or distributor.
12. Perishable supplies that cannot be purchased by ordinary procurement methods because of imminent spoilage or decay.
13. Standardized parts, modules or accessories that will minimize excessive inventory or maintain compatibility with existing furnishings or installations.
14. Open ended purchase orders or written agreements with local suppliers in order to provide for emergencies, reduced down time of equipment or projects, and for supplies and materials not stored in a City warehouse.

VII. SPECIALIZED PROCUREMENT ACTIONS

A. The procurement of the following goods and services shall be made exclusively by the delegated purchasing agency. Exceptions may only be granted with a written waiver from the Board of Mayor and Aldermen and the specified agency, department or officer:

1. Insurance and actuarial services by the Risk Manager and/or the Finance Officer.
2. Legal services by the City Solicitor.
3. Information technology services, hardware, software and network capable devices including telephones by the Information Services Director
4. Accounting and banking services by the Finance Director.
5. Auditing services by the Auditor.
6. Other purchases from nondepartmental appropriations shall be made by the Finance Officer unless otherwise indicated in the budget.

B. When purchasing insurance, a prequalification process may be used inviting agents and brokers to submit a questionnaire regarding their experience and qualifications. Only firms that, in the City's sole determination qualified, shall be selected for the bid process. Each firm selected to bid shall submit common specifications to their assigned insurance carriers. Awards for such purchases shall be made to the lowest responsible bidder. The City may retain the agency, and/or carrier receiving the contract for a period not to exceed three (3) years, reasonable premium increases notwithstanding, before any renewal of this bidding procedure.

N

C. In any award, the City may take into consideration any costs of conversion involved.

VIII. COOPERATIVE PROCUREMENT

The purchasing agency shall have authority to join with any other municipal, state or federal governmental agency in cooperative procurement actions.

IX. SPECIAL PROCUREMENT METHODS

The Purchasing Agency proposing to utilize this section of the Procurement Code must detail in the project file why utilizing this section of the Code is in the best interest of the City.

A. Definitions:

1. ***Design Requirements*** means the written description of the infrastructure facility or service to be procured, including: (1) required features, functions, characteristics, qualities, and properties that are required; (2) the anticipated schedule, including start, duration, and completion; (3) estimated budgets (as applicable to the specific procurement) for design, construction, operation and maintenance. The Design Requirements may, but need not, include drawings and other documents illustrating the scale and relationship of the features, functions and characteristics of the project.

2. ***Independent Peer Reviewer Services*** are additional Architectural and Engineering Services provided to review design build proposals. The function of this review is to provide an independent professional peer review to confirm that the key elements of the professional engineering and architectural designs provided by the contractors are in conformance with the applicable standard of care.

3. ***Infrastructure Facility*** means a building; structure; or networks of building, structures, pipes, controls, and equipment that provide transportation, utilities, public education, or public safety services.

4. ***Proposal Development Documents*** means drawings and other design related documents that are sufficient to fix and describe the size and character of an infrastructure facility as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate to the applicable project delivery method.

B. Procurement Methods

1. ***Design-Build*** is a project delivery method in which the procuring agency enters into a single contract for design and construction of an infrastructure facility. Procurement of Design-Build services shall generally follow procedures outlined in the "Design Build Manual of Practice", as published by the "Design Build Institute of America".

2. ***Operation and Maintenance*** is a project delivery method whereby the procuring agency enters into a single contract for the routine operation, routine repair, and routine maintenance of an infrastructure facility. Operation and Maintenance services shall be procured from prequalified contractors by utilizing competitive sealed proposals submitted in response to a Request for Proposals, which has established the supplies and services required to maintain and operate infrastructure facilities.

3. ***Design-Build-Operate-Maintain*** is a project delivery method in which the procuring agency enters into a single contract for design, construction, maintenance, and operation of an infrastructure facility over a contractually defined period. All or a portion of the funds required to pay for the services provided are either appropriated by the City prior to award of the contract or secured by the City through fee or user charges. Procurement of Design-Build-Operate-Maintain services shall generally follow procedures outlined in the "Design Build Manual of Practice", as published by the "Design Build Institute of America".

4. ***Design-Build-Finance-Operate*** is a project delivery method in which the procuring agency enters into a single contract for design, construction, finance, maintenance, and operation of an infrastructure facility over a contractually defined period. No funds are appropriated to pay for any part of the services provided by the contractor during the contract period. Procurement of Design-Build Finance Operate Maintain services shall generally follow procedures outlined in the "Design Build Manual of Practice", as published by the "Design Build Institute of America". A preliminary determination by the City should have been made that project revenues are sufficient, over the length of the proposed contract, to cover design, construction, finance, and operations.

5. ***Construction Management Services*** is a project delivery process by which a qualified third party provides construction leadership with a defined scope throughout various phases of the project (e.g. planning, design and construction). The Construction Manager would typically provide advice and the construction leadership, contract management, direction, supervision, coordination and control of the work during the construction phase. The Construction Manager would strive to integrate the expertise of the design professional with the contractors knowledge of project constructability in order to obtain a cost effective end result. The Construction Manager could hold the dual role of design professional and contractor. The procurement of Construction Management Services shall generally follow procedures outlined by the Association of General Contractors "Owners Guidelines for Selection of a Construction Manager"

6. ***Other Special Project Delivery Methods*** or combinations of the above may be utilized provided that the purchasing agency can demonstrate that the delivery method meets the intent of this procurement code and receives the approval of the the Board of Mayor and Aldermen.

C. Evaluation Factors

The Request for Proposals shall state all evaluation factors and subfactors that will be separately rated and the weights to be given to each factor and subfactor in the evaluation.

Evaluation factors may consist of the following:

1. Demonstrated compliance with design requirements,
2. Qualifications and experience,
3. Financial capacity,
4. Project schedule,
5. Price (or life-cycle price for Design-Build-Operate-Maintain and Design-Build-Finance-Operate-Maintain procurements), and
6. Other evaluation factors if any.

D. The Request for Proposals may require each offerer to identify an Independent Design Peer Reviewer whose competence and qualifications to provide such services shall be an additional evaluation factor in the award of the contract. The City reserves the right to choose its' own Independent Design Peer Reviewer.

X. PROHIBITIONS

A. Conflict of Interest

No employee, officer or agent of the City shall participate in the award or administration of a contract in which they or any member of their immediate family has an interest. No employee, officer or agent shall participate in the award or administration of a contract with any person, firm, partnership or corporation in which they or any member of their immediate family is an officer or employee or is about to become an officer or employee.

B. Pecuniary Benefit

No employee, officer or agent of the City who is participating or is about to participate in the award or administration of a contract, shall either solicit or accept any kickback, gratuity, contingent payment or other pecuniary benefit from any firm, person, partnership or corporation involved in such contract. For the purpose of this section, PECUNIARY BENEFIT means any advantage in the form of money, property, commercial interest, travel, offer of employment or anything else, the primary significance of which is economic gain.

C. Standards of Conduct

Every employee, officer or agent of the City is expressly prohibited from knowingly participating in the following:

1. Underestimating or exaggerating requirements to certain prospective bidders for the purpose of influencing bids.

2. Misrepresenting competitor's prices, quality or service to obtain concessions.

D. Savings Provision

Nothing in this subchapter is intended to invalidate or in anyway limit the term of any

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contract or special service agreement lawfully made prior to the effective date of this subchapter.

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 $96,738.09 for FY2005 CIP 611305 Manchester Neighborhood Housing Service Downpayment & Closing Cost Assistance, 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 $7,313.00 be transferred from Contingency to the City Clerk's Office to cover the balance of costs required for purchase of a Canon Filmer/Scanner Model DR5060F. The Committee notes that for such purpose a resolution to transfer the funds has been submitted.

Respectfully submitted,

Clerk of Committee

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1/11/05 - Approved

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

January 6, 2005

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

Re: Canon Filmer/Scanner Model DR5060F

Dear Mr. Chairman and Committee Members:

During the fall, the Committee requested CIP staff to review a request for funds to purchase a Filmer/Scanner to be utilized by the City Clerk's Office, the Tax Collector's Office and the City Solicitor's Office. Total cost for the Filmer/Scanner and related software is $26,813.00. Purchase orders totaling $19,500.00 have been held outstanding from the prior fiscal year which was the initial anticipated cost. Information System's review determined that complete software and hardware needed requires $7,313.00.

After reviewing the situation with Randy Sherman and Bob MacKenzie it has been determined that the most appropriate source of funding would be contingency. I am requesting the Committee recommend a transfer from contingency of $7,313.00 to the City Clerk's Office to cover the costs required for purchase. Enclosed is a synopsis of the benefits and importance of purchasing this machine.

Your favorable consideration would be most appreciated.

Sincerely,

Leo R. Bernier

Leo R. Bernier
City Clerk

Enclosure

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

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ITEM TO BE PURCHASED: Canon Filmer/Scanner Model DR5060F

COST: $26,813.00

DESCRIPTION:

We are requesting funds to purchase a Canon Filmer/Scanner, Model DR5060F. This machine scans documents and produces both a microfilm copy for preservation purposes and a CD for research. The Office of the City Clerk, the Tax Collector and the City Solicitor would utilize the machine. The purchase of the machine would allow for the disposal of some records since microfilm is an accepted long-term retention medium under the New Hampshire Records Retention Schedule. The CD copies allow easy access to the information because of a built-in indexing system which is created by each department.

The City Clerk's Imagistics photocopying machine could interface with the scanner. For instance, when the minutes of a Board of Mayor and Aldermen meeting are entered into thecomputer and saved for use on the web, a microfilm copy can be made at the same time.

BENEFITS:

The cost of outsourcing microfilm production would be eliminated. Currently, the cost of filming typewritten books is between 20-25 cents per frame (2 pages/frame), not including processing costs and duplication. The New Hampshire State Archives has agreed to process film free of charge. Each department would be responsible for the cost of the film and for the transportation of the unprocessed film to and from the New Hampshire State Archives. Each department would also provide the labor to do the filming/scanning. The Office of the City Clerk has a microfilm cabinet that will hold 2,000 rolls of 16 MM film. Each department, as part of their operating budget, would provide the blank CD disks. The supply impact to the operating budgets would be minimal.

If funding for the filmer/scanner is not approved, each department would continue to outsource the production of microfilm which is not indexed for research purposes. CD copies would not be produced. Because the average budget for microfilm is low, the backlog of paper records is enormous. The City's ability to house paper records is severely limited, and this trend is likely to continue despite the existence of the Records Center at the Carol Rines building.

BUDGET HISTORY:

This is a first-time request.

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

The Committee on Community Improvement respectfully advises, after due and careful consideration, that in regards to a request from Burd Engineering Associates on behalf of Violet Gelinas to accept Gobel Street, the Highway Department has been instructed to contact Ms. Gelinas and outline the process for a street dedication, which is the preferred method of acceptance for the City.

Respectfully submitted,

Carol A. Johnson
Deputy

Clerk of Committee

BURD
Engineering Associates
Engineers ~ Surveyors ~ Planners

December 13, 2004

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

Subject: Gobel Street
Manchester, NH

Dear Mayor and Alderman:

Burd Engineering Associates is representing Violet G. Gelinas of 10 Charlotte Street, Manchester, NH in the matter of the subdivision of her 10 Charlotte Street property. Ms. Gelinas applied to the Planning Board to subdivide her property into three residential building lots. This property has frontage on Charlotte Street and Gobel Street. During the Planning Board process, the City determined that Gobel Street is an unaccepted City street, and the Planning Board would not accept the subdivision application.

Following the decision of the Planning Board, Ms. Gelinas requested a variance from the Zoning Board. The Zoning Board heard the case on December 9, 2004, and voted not grant a variance and suggested that an application be made to the Board of Mayor and Alderman to have Gobel Street accepted as a City street. The acceptance of Gobel Street as a City street will eliminate the zoning issue associated with this proposed subdivision.

By this letter I am petitioning the Board of Mayor and Alderman, on behalf of Violet G. Gelinas of 10 Charlotte Street, Manchester, NH 03103, to have the City of Manchester accept Gobel Street as a City street. Gobel Street presently serves two existing homes, which receive City services and the City has historically maintained Gobel Street including repaving within the last few years and snow removal. In support of this petition, please find the following documentation:

- Copy of Affidavit from Violet Gelinas authorizing us to represent her
- Copy of September 1, 2004 letter from Terry L. Harlacher of the Planning and Community Development Department regarding the Planning Board's decision on Goble Street
- Copy of November 18, 2004, letter from the Department of Buildings
- Copy of December 13, 2004, Variance Notice of Decision from the Zoning Board of Adjustment

105 Loudon Road • Building #1 • Concord, NH 03301 • Phone: (603) 224-6888 • Fax: (603) 225-6398
{ FILENAME }
BEA

- Copy of aerial photograph showing the property, Gobel and Charlotte Streets and the surrounding area
- Copy of Existing Conditions Plan of the property
- Copy of Subdivision Plan of the property

I am sending this information at the request of staff of the City Clerk's office. Once you have had a chance to review this information, please inform me of any additional documentation necessary to move this petition forward. I would be pleased to make a formal presentation to the Board of Mayor and Alderman in support of this petition.

If you have, any questions please feel free to contact me at 224-6888. Thank you for your assistance in this matter.

Yours truly,

James T. Spaulding, PE
Burd Engineering Associates

Cc: Violet Gelinas
Duane Leclerc.

City of Manchester
Department of Highways

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

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

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

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

December 17 2004

Committee on Community Improvement
c\o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: GOBEL STREET ACCEPTANCE

Dear Committee Members,

We have reviewed the letter from Burd Engineering Associates, as representatives of Violet Gelinas, petitioning to accept Goebel Street as a public way. The Highway Department offers the following history and comments:

Goebel Street was originally dedicated as Alton Street on a subdivision plat entitled "Plan of Shoreland Acres" dated 1916 and filed March 15, 1923. The City did not accept that dedication within twenty years therefore the dedication expired by RSA 231:51.

No record was found of a street layout over the platted street location.

Goebel Street is a dead end street with two houses fronting on it. The street does not have sewer or water lines within its platted location. The earliest house on the street was at 83 Goebel Street built in 1961. The house at 83 Goebel Street was built in 1998 under variance. While the City has recently maintained the street it does not appear that this was done for a 20-year period prior to 1968. Therefore it does not appear that Goebel Street meets the test for a public way by prescriptive use.

The City was petitioned to accept the street May 1998, however the disposition of that petition was not found in the City Clerk's records.

The letter petitioning for street acceptance does not indicate weather they are asking the City to layout a street over the site or they are dedicating Goebel Street to the City. The petition also lacks a description of the area being petitioned. Are they asking for a public way over the entire platted length, the paved length or just the area abutting the proposed subdivision?

If this is a layout petition the City will have to pay damages to the abutting owners. If the petition is a dedication does Ms. Gelinas have the legal authority to dedicate land that she does not own in fee?

No provision has been made for a turn around for vehicles.

If further information is needed I can be contacted at the Highway Department, 624-6444 extension 301.

Sincerely,

Frank Thomas

Frank Thomas, P.E.
Public Works Director

RECEIVED
DEC 20 2004
CITY CLERK'S OFFICE

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Human Resources Director proceed with a Request for Information (RFI), as enclosed herein, regarding review of the existing compensation system and report back to the Committee regarding same.

Respectfully submitted,

Clerk of Committee

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HUMAN RESOURCES DEPARTMENT

CITY OF MANCHESTER
NEW HAMPSHIRE 03301

DATE

REQUEST FOR INFORMATION

The City of Manchester will receive responses to this Request For Information (RFI) in the office of Human Resources, City Hall Annex, Manchester, New Hampshire, until 3:00 P.M. Friday, _____, 2005, pertaining to:

- A review and analysis of the current point factor system for the City classification system. Validate the current system or recommend changes to the system.
- Review the existing compensation system to determine generally where the City's pay grades are with respect to existing public market rates to include a meaningful salary survey.
- Review the City's current pay system for part time employees.
- Provide the City with concrete detailed recommendations for improvements to the existing classification and compensation system or propose alternatives that should be considered.
- Provide the City with cost estimates for each part of the study.
- Provide the City with a timetable for each part of the study to include a completion date for each part and the total project.

The City of Manchester assumes no liability for any costs incurred by the vendor in the preparation or delivery of the response to this RFI, or other pre-sales meetings.

The issuance of this RFI does not imply any commitment to purchase the services from any vendor.

Interested parties may obtain copies of the current point factor system and salary matrix by contacting Virginia A. Lamberton, Human Resources Director, at 603-624-6543,

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email at vlambert@ci.manchester.nh.us or by addressing a letter to the Director at City Hall Complex, Annex, One City Hall Plaza, Manchester, NH 03101.

GENERAL BACKGROUND

The City of Manchester is located on the Merrimack River in south central New Hampshire, approximately 58 miles north of Boston, Massachusetts. The City has a population of 108,150 according to the 2003 report of the New Hampshire Office of State Planning, and is expected to continue to grow. The City is the largest city north of Boston. Currently, the City has a diverse economy with a combination of manufacturing, service and retail firms. Once the home of the world's largest textile mill complex, the City is now home to over 200 diversified manufacturing firms along with service firms.

The current classification plan was implemented in 1999. Prior to the implementation, there were approximately 24 salary matrix's. Now all City employees are compensated from one salary matrix. The salary matrix has 34 grades with 13 steps. The current point factor plan has ten factor scales. There are 316 class specifications. The City has eleven unions that negotiate salaries and benefits.

R

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the tuition reimbursement policy, attached herein, be approved.

Respectfully submitted,

Clerk of Committee

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DRAFT – 1-4-05

NON-AFFILIATED EMPLOYEE

TUITION REIMBURSEMENT POLICY

I PROGRAM OUTLINE

A. The purpose of the tuition reimbursement program is to encourage eligible City employees to seek further education in their current classification or in areas that could lead to their upward mobility within the City. The program is for college level courses leading to a degree or attaining professional certifications.

B. Employees who are eligible to participate in the tuition reimbursement program Are:

1. Regular full time employees who have completed their probationary ;
2. Part time employees who have worked for the City for twelve months and work a minimum of twenty hours a week .

C. The objective of the tuition reimbursement program includes:

1. Improvement of the employee's work related knowledge, skills and abilities.
2. Improved methods, systems, techniques, work quality and service.
3. Opportunity for advancement within the City.
4. To attain professional certifications.

D. Annual reimbursement levels:

1. Full Time Employees:

(a) Seventy-five percent (75%) of tuition, books, registration, lab and other fees (excluding parking, late registration, housing and travel expenses).
(b) Eligible employees may be reimbursed up to $2,000 per fiscal year.
(c) Payment for courses will be on a first come firs serve basis until funds are no longer available.

2. Part Time Employees:

(a) Seventy-five percent (75%) of tuition, books, registration, lab and other fees (excluding parking, late registration, housing and travel expenses prorated based upon the number of hours worked each week.

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(b) Eligible part time employees may be reimbursed on a prorated basis dependent upon the number of hours worked each week. Ie. Twenty hours a week would be a maximum of $1,000 per fiscal year.
(c) Payment for courses will be on a first come first serve basis until funds are no longer available.

E. Rejections of Requests:

1. An employee who does not meet the eligibility criteria will not be approved for tuition reimbursement.
2. If the course is not related to an employee's classification or his/her career path which has been approved by his/her Department Head, the request will not approved.
3 If the employee has already met the maximum annual Reimbursement level.
4 Funds for tuition reimbursement have been exhausted.
5 Conflict with work schedule.
6 Tuition reimbursement application and receipts are not received in a timely manner pursuant to this policy.
7 Other financial assistance alternatives exceeds or equals course costs.
8. Failure of the employee to submit all paperwork within prescribed time periods.

II PROCEDURE FOR TUITION REIMBURSEMENT

A. Application

1. Employee must complete the Application for Tuition reimbursement in full. Attach original receipts to the application form.
2. Request Department Head to approve application, have Department Head sign application form.
3. Submit completed application and receipts at least 30 days prior to the start of the class to Human Resources.
4. Human Resources Director will review application to determine whether or not it is in compliance with the Tuition Reimbursement Policy.
5. Once final approval is granted, Human Resources shall Reimburse the employee fifty percent (50%) of the allowable seventy five percent (75%).
6. Upon completion of the class, the employee shall submit a copy of the course grade to Human Resources.
7. Human Resources will reimburse the employee for the balance of the 75% to the maximum of the allowable reimbursement.

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8. Employees who do not complete the class or who fail the class, shall be responsible for reimbursing the City for the funds that have already been granted.

III. TUITION REIMBURSEMENT FOR DEPARTMENT HEADS

1. Department Heads shall submit tuition reimbursement applications to the Mayor for his/her approval.

2. If the request is approved, the Department Head shall follow the procedures as outlined in Section II.

IV. DEVIATIONS FROM THE POLICY

1. Any deviations from this policy must be approved by the Human Resources and Insurance Committee prior to any employee commencing course work.

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

The Committee on Human Resources/Insurance and the Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that under Section 3.01 of the City Charter the Board adopt an Economic Division Development Group within the Planning Department to include the Manchester Economic Development Office and Destination Manchester Coordinator, which shall be part of that Division within Planning and further that all necessary paperwork be completed and become effective by February 10, 2005.

Respectfully submitted,

Clerk of Committee

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the City authorize the Manchester Housing and Redevelopment Authority (MHRA) to act as a redeveloper for the Northwest Business Park at Hackett Hill under the existing cooperation agreement with such agency; that oversight responsibility for this project be designated to the Committee on Lands and Buildings rather than the Special Civic Center Committee; that the Development Plan for the Northwest Business Park be approved; and that the Mayor be authorized to execute any and all related documents to carry out such recommendations subject to the review and approval of the City Solicitor.

For such purposes attached herein and incorporated by reference are the following:

- Cooperation Agreement – City/MHRA
  (dated November 6, 2002 and executed November 18, 2002)
- First Amendment to Cooperation Agreement
  (to execute - allowing for committee designation by BMA)
- Project Number 4
  Under Cooperation Agreement Dated November 6, 2002
  includes "Exhibit A" Scope of Services
  (to execute - establishing administration of Northwest Business Park Development project)
- Northwest Business Park Development Plan
  (for approval – as revised December 14, 2004; with Exhibit A noted "to be developed")

Respectfully submitted,

Clerk of Committee

COOPERATION AGREEMENT

This Cooperation Agreement (hereinafter referred to as the "Agreement") is made by and between The City of Manchester (hereinafter referred to as the "City") and the Manchester Housing Authority also known as Manchester Housing and Redevelopment Authority (hereinafter referred to as the "Authority") as and of Nov. 6, 2002.

WHEREAS, the Authority acting on its own or through its subsidiaries is authorized to develop industrial, manufacturing and other facilities pursuant to RSA 162:G and pursuant to RSA 292.

WHEREAS, the Authority is further authorized to develop or redevelop substandard or blighted ~~land~~ property, to acquire real property by eminent domain or purchase, and to issue bonds to pay for its projects pursuant to RSA Chapters 203 and 205.

WHEREAS, the Authority is also authorized to construct, carry out, maintain and operate housing projects, to acquire real property by eminent domain for such purposes, and to issue bonds to pay for such projects pursuant to RSA Chapter 203.

WHEREAS, the City is also authorized to issue bonds to pay for projects which develop industrial and manufacturing facilities pursuant to RSA Chapter 162-G and 203 and to pay for other projects pursuant to its Charter.

WHEREAS, the City is further authorized to issue bonds to finance projects permitted by RSA 203 and 205.

WHEREAS, the City and the Authority are authorized to enter into cooperation agreements to set forth their respective responsibilities under the statutes cited above.

WHEREAS, the City and the Authority have entered into various cooperation agreements

for various redevelopment and housing projects (hereinafter referred to as "Project" or "Projects") in the past, and wish to simplify and standardize the cooperation agreement process.

THEREFORE, the parties agree as follows:

1. The City and the Authority from time to time have identified needs for various Projects to insure the continued growth and prosperity of the City, to promote the general welfare, safety and health of its citizens, to promote the provision of residential, commercial, industrial, institutional and recreational buildings and facilities and other improvements, to enhance tax revenues and the financial stability of the City, and to provide new places of residence and employment for its citizens, and intend to identify further such Projects in the future.

2. The City and the Authority have, in the past, completed such Projects by various cooperation, and other agreements and desire to set forth in, this agreement one simplified and standard agreement between the parties.

3. All local municipal authority and financial responsibility with respect to Projects referred to herein are to be authorized by the Board of Mayor and Aldermen of the City and thereafter shall be overseen and monitored by the Aldermanic Special Committee on the Civic Center (hereinafter referred to as the "Special Committee") and through the Authority or its subsidiaries. The City and the Authority agree that the Projects shall be carried out through the Authority, or its subsidiaries, on behalf of the City as provided in the specific plans for each Project as may be approved by the Board of Mayor and Aldermen of the City.

4. The City will provide appropriate funding for the Projects as determined by the City and may require that private developers reimburse it for all or a portion of financial expenditures

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and pay additional expenditures.

5. The Authority shall undertake the acquisition, relocation and construction of the Projects and the City, delegates to the Authority all of the power and duties with respect to the projects specified to be exercised by the Authority under the supervision of the Special Committee. The Authority accepts such delegation and agrees to exercise such power and its own powers and duties, or as agents of the City as specified in each Project description in order to complete the same and realize the public benefits resulting from the activities contemplated thereby. The City accepts financial responsibility for each Project, but only to the amount set forth in each Project description.

6. This Agreement shall be effective as of its date of execution and delivery; but shall not be executed until it has been approved by the City Solicitor and shall continue in full force and effect until terminated as provided herein.

7. This Agreement may be amended only by written instrument of the parties hereto.

8. Prior to any Project to be undertaken in furtherance of this Agreement, such project will have received adequate review by appropriate City departments and shall have all terms and conditions with respect to the development, payment and any other relevant factors reviewed and approved by the City Solicitor and thereafter approved by the Board of Mayor and Aldermen. After such approval, the Board of Mayor and Aldermen shall refer the Project to the Special Committee and the Authority for execution and completion. Upon such approval, the Project shall be governed by the terms of this Agreement without further action by either party.

This Agreement may be terminated by either party for cause.

IN WITNESS WHEREOF, the City and the Authority, each being hereunto duly

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authorized, have respectively caused this Agreement to be executed by their authorized officers and their seal to be hereunto affixed and authenticated as of the date first set forth herein.

ATTEST

By: Leo Bernier
Title: City Clerk

CITY OF MANCHESTER

By:
Name: Robert Baines
Title: Mayor

ATTEST

By: Dick Dunfey
Title: Secretary

MANCHESTER HOUSING AUTHORITY a/k/a MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

By:
Name: Marie E. Donohoe
Title: Chair

Date: November 18, , 2002.

Approved

Thomas R. Clark
City Solicitor

FIRST AMENDMENT TO COOPERATION AGREEMENT

THIS AMENDMENT TO COOPERATION AGREEMENT dated November 6, 2002 is made as of the ____ day of January, 2005 by and between The City of Manchester (hereinafter referred to as the "City") and the Manchester Housing and Redevelopment (hereinafter referred to as the "Authority").

WITNESSETH

WHEREAS, the City and the Authority entered into a Cooperation Agreement dated November 6, 2002 (hereinafter referred to as the "Agreement"); and

WHEREAS, the City and the Authority wish to amend the Agreement as more specifically set forth herein.

NOW THEREFORE, the parties hereto agree as follows:

AMENDMENT

Section 3 of the Agreement is hereby amended by adding the following words in the first sentence:

> "or such other committee as may be selected by the Board of Mayor and Aldermen of the City"

Said sentence as amended and restated shall read as follows:

All local municipal authority and financial responsibility with respect to Projects referred to herein are to be authorized by the Board of Mayor and Aldermen of the City and thereafter shall be overseen and monitored by the Aldermanic Special Committee on the Civic Center or such other committee as may be selected by the Board of Mayor and Aldermen of the City (hereinafter referred to as the "Special Committee") and through the Authority or its subsidiaries.

Except for the above amendment, the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto set their hand and seal as of the day first above written.

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ATTEST

_____

By: Leo Bernier
Title: City Clerk

CITY OF MANCHESTER

By:_____
Name: Robert Baines
Title: Mayor

ATTEST

_____

By: Dick Dunfey
Title: Secretary

MANCHESTER HOUSING AUTHORITY a/k/a MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

By:_____
Name:
Title:

Date:_____, 2005.

Approved

_____

Thomas R. Clark
City Solicitor

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PROJECT NO. 4
UNDER COOPERATION AGREEMENT DATED NOVEMBER 6, 2002

ADMINISTRATION OF THE NORTHWEST BUSINESS PARK DEVELOPMENT PROJECT

The City agrees that the Authority acting by itself or through its subsidiary Manchester Housing and Redevelopment Corporation shall undertake administration of the Northwest Business Park Development Project.

1. Compliance with governmental orders. The Corporation will take such actions as it may deem necessary to comply promptly with any and all governmental orders or other requirements affecting the Project, whether imposed by Federal, State, County or City authorities. The Corporation will notify the City or its designee in writing of all notices of such orders or other requirements, within 72 hours from the time of their receipt.

2. Corporation's authorization. The City authorizes the Corporation to:

   A. Complete the Project according to this Agreement.

   B. Contract for all services required to complete the project as outlined in the Scope of Services attached as Exhibit "A".

   C. Represent the City in specific matters related to the Project.

3. Corporation's obligations.

   The Corporation will contract for land planning, surveying, design, subdivision and construction, marketing and sale to developers, all as described in Exhibit "A", Scope of Services.

4. Reports. The Corporation will furnish information as may be requested by the City from time to time with respect to the project.

5. Project budget. The project budget shall be as proposed in the Hackett Hill Master Plan as presented by the City of Manchester Planning Department and approved by the Board of Mayor and Aldermen.

6. Accounting system. The Corporation will develop a systematic method to record the business transactions of the Project that appropriately reflects the complexity of the Project operations.

7. Term of Agreement. This Agreement shall be in full force and effect until all work identified in the Scope of Services and all land designated for development have been completed.

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8. Termination of Agreement. This agreement may be terminated by either party providing ninety (90) day prior written notice to the other of termination.

9. General. Notwithstanding any provision of this Agreement or any obligation of the Corporation hereunder, it is understood and agreed: that the City has assumed and will maintain its responsibility and obligation throughout the term of this Agreement for the finances and the financial stability of the Project; and that the Corporation shall have no obligation, responsibility, or liability to fund authorized Project costs, expenses, or accounts other than with those funds generated by the Project itself or provided to the Project by the City. Provided however, that the Corporation shall not expend funds in excess of what is identified in the Hackett Hill Master Plan approved by the Board of Mayor and Aldermen, City of Manchester without prior approval of the Lands and Buildings Committee, as herein after defined.

10. The City, upon approval of this Project by the Board of Mayor and Aldermen, shall appoint the Lands and Buildings Committee or any successor thereto as its designee to oversee and monitor this Project. The Executive Director of the Authority, or his designee, shall, on behalf of the Corporation when requested by the Lands and Buildings Committee, report to the Lands and Buildings Committee on the status of the project. However, daily operations regarding this project shall be the responsibility of the Corporation.

11. City of Manchester approval of the Hackett Hill Master Plan anticipates expenses and revenue associated with the project. Since the precise schedule for project income can not be determined, the City shall provide funding necessary to initiate the project in the amount of seven hundred eighty five thousand dollars ($785,000.00). The Corporation shall only obligate additional funds as revenue becomes available or upon request and approval of the Lands and Buildings Committee.

12. Upon project completion any positive balance in project proceeds shall be retained by the Corporation to continue development or redevelopment activities at the direction of the City of Manchester, for uses associated with the Northwest Business Park Development Project subject to approval by the Lands and Buildings Committee. Should approved project costs exceed funding available through the sale of property, or other approved sources, the City of Manchester shall reimburse the Corporation for all costs associated with the project.

Project approved by City Solicitor on _____ 2005.

Project approved by Board of Mayor and Aldermen on _____ 2005.

Project approved by Manchester Housing and Redevelopment Corporation on

November 23, 2004

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NORTHWEST BUSINESS PARK DEVELOPMENT PROJECT
SCOPE OF SERVICES
EXHIBIT "A"

I. Manchester Housing and Redevelopment Authority acting by itself or through its subsidiary Manchester Housing and Redevelopment Corporation shall undertake Administration of the Northwest Business Park Development Project, said work being consistent with the Hackett Hill Master Plan (Plan).

II. Specific Services, Activities and Objectives:

A. Consistent with the Plan, conduct all work as described below or contract with and administer contracts with all consultants required to complete all work described below:

1. Conduct land planning, survey and identify all developable land for marketing considering access, topography and wetlands:
    a. Prepare project subdivision plans as required.
    b. Prepare topographic and plat plans for individual parcels.
    c. Appraise parcels and establish market values.

2. Prepare Right-of-Way plans.
3. Design roadways.
4. Design utilities:
    a. Sewer
    b. Water Distribution – domestic and fire services.
    c. Electric
    d. Telephone
    e. Cable for phones, communication, etc.
5. Design drainage for runoff, treatment and storage as required.
6. Prepare applications and plans as required for Site Specific approval as may be required by the State of New Hampshire.
7. Design project access road.
8. Determine necessity for signalized intersection and design traffic lights if required.
9. Design pedestrian circulation patterns and related walkways.
10. Design safeguards and erosion control plan to protect endangered plant areas and wetland areas.
11. Coordinate with City staff and State of New Hampshire Department of Transportation regarding new Dunbarton Road access and interchange with Route 293.

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B. Consistent with the Plan, conduct all work as described below or contract with and administer construction contracts and coordinate with appropriate government departments as well as utility companies to complete all described physical improvements as follows:

1. Administer construction contracts and complete all necessary earthwork, clearing and grubbing.
2. Construct streets, sidewalks, street lighting and any traffic improvements associated with the project area.
3. Install adequate capacity utilities up to individual parcel lot lines including water, sewer, storm drainage, electric, gas, communication, cable, etc.
4. Complete all landscaping within public areas.
5. Construct or install all work listed under section "A" above.

C. Implement and administer the sale of lots in the Northwest Business Park Development Plan as follows:

1. Develop and administer a contract for marketing the property.
2. Evaluate and approve sale of the land parcels to developers within the Northwest Business Park.
3. Execute Land Disposition Agreements with developers and transfer properties through execution of Quitclaim Deeds.
4. Assure compliance with the Northwest Business Park Development Plan and issue Certificates of Completion on each development.

It is understood that this Project may be completed in phases as market conditions and funding allow.

Project No. 4 Under Cooperation Agreement Dated
November 6, 2002

Northwest Business Park Development Plan

Manchester Housing and Redevelopment Corporation

Adopted pursuant to RSA 205 and 162-G

November 23, 2004
Revised December 14, 2004

NORTHWEST BUSINESS PARK

DEVELOPMENT PLAN

MANCHESTER HOUSING AND REDEVELOPMENT CORPORATION

BOARD OF TRUSTEES

George N. Copadis, President

William B. Cashin, Vice President

Marie E. Donohoe, Trustee

Fred B. Kfoury, Jr., Trustee

M. Mary Mongan, Trustee

November 23, 2004
(Date of Board of Trustees approval)

PREPARED BY THE REDEVELOPMENT STAFF

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INTRODUCTION

Pursuant to RSA 205 and 162-G, New Hampshire Revised Statutes, Annotated, as amended, the Manchester Housing and Redevelopment Corporation has prepared this Development Plan for a portion of the City of Manchester designated as the Northwest Business Park.

This Development Plan approved by the Manchester Housing and Redevelopment Corporation on November 23, 2004 and adopted by the Manchester Board of Mayor and Aldermen on _____, consists of Chapters I through XII, pages 1 through 14 of this document, Exhibit A containing a detailed property description of the Project Area, and Exhibit B containing project maps.

This Plan is the legal document which establishes the standards and controls for the redevelopment and renewal of the Northwest Business Park.

The work contemplated herein shall be carried out by the Manchester Housing and Redevelopment Corporation in conjunction with the Manchester Housing and Redevelopment Authority.

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Northwest Business Park

Development Plan

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EXHIBITS

Exhibit A	Property Description
Exhibit B	Plan Maps

Development Plan for the Northwest Business Park

CHAPTER I DESCRIPTION OF THE PROJECT

Section 100 Project Boundary Description

The Project Area is shown on Map No. 1, Project Area and includes all the area within the boundaries as set forth below:

PROPERTY DESCRIPTION - See Exhibit A

Section 101 Development Plan Objectives

The objectives of this Development Plan ("Plan") include the following:

1. provide Development sites for construction of office, research and development uses together with other such uses as may be approved by the Board of Mayor and Aldermen;
2. improvement of vehicular traffic circulation;
3. improvement of utilities;
4. preservation of natural areas;
5. removal of impediments to land disposition and Development;
6. consistency of quality development projects;
7. establishment of a first-class business park
8. adoption of the necessary controls and regulations to attain and maintain the objectives of this Plan.

Section 102 Types of Proposed Development Action

Proposed action consists of public infrastructure improvements and private Development. Project improvements include site preparation, grading, widening portions of adjacent streets, improvements to adjacent intersections, provision of new streets, separation of storm drainage and sanitary sewers, installation of underground utilities, installation of street lighting and appropriate landscaping for common areas of the project area.

Section 103 Regulations and Controls to be Applied

The regulations and controls on the use of land, as set forth in this Plan, shall remain in full force and effect for a period of twenty (20) years from the date of approval of this Plan by the Board of Mayor and Aldermen of the City of Manchester. Notwithstanding any lesser requirements in the provisions of any zoning or building regulations, now or hereafter in force, such regulations and controls shall apply to the use of land and shall be implemented by appropriate covenants or other provisions in the land disposition instruments.

Compliance with this document shall be determined by the "Authority" which for the purpose of this document shall stand to mean the Manchester Housing and Redevelopment Corporation.

Development Plan for the Northwest Business Park

CHAPTER II LAND USE

Section 200 Permitted Primary Uses

Real property shall be developed for uses allowed by right, conditional use or special exception in the Research Park Zone of the Manchester Zoning Ordinance (MZO).

1. Allowable primary uses of the property shall be as follows:
    a. General Office Uses
    b. Professional, Engineering, Research and Development Offices and Laboratories to the extent that such uses:
        (1) are compatible with general office uses,
        (2) do not create noise, light, traffic, odors, fumes, dust, smoke, pollution or other emissions greater than those produced by or associated with general office uses, and
        (3) do not involve shipping and receiving activities inconsistent with the quality and character of the park.

    c. In addition to the primary uses a. and b. above, light manufacturing as approved by the Authority and the City shall be an allowable use.

Accessory buildings such as greenhouses, storage facilities and private garages shall be allowed provided that (a) the design and construction of such buildings are comparable to that of the primary use, and (b) in no event shall the total gross floor area of all such accessory buildings exceed ten percent (10%) of the gross floor area of the primary allowed use.

Section 201 Permitted Additional Uses

Real property shall be developed for uses allowed by right, conditional use or special exception in the Research Park Zone of the MZO. The following specific additional uses are allowed as appropriate to serve the park's occupants:

(a) Childcare facilities holding childcare license
(b) Health, fitness and recreational facilities
(c) Retail facilities selling convenience goods and general merchandise
(d) Restaurants
(e) Banking
(f) Parking garage and helipads
(g) Essential public services, utilities and appurtenances

Section 202 Interim Uses

Project land may be devoted to temporary interim uses such as parking, relocation purposes or public recreation provided the ultimate use of the land as denoted in Sections 200 and 201 is not impeded. The Authority may establish standards, controls and regulations for interim use as deemed appropriate.

Section 203 Prohibited Uses

In no event shall any use be allowed which is offensive due to the generation of noise, light, traffic, odors, fumes, dust, smoke, pollution or other emissions, or that is hazardous as a result of its potential to cause fire, explosion or other danger. Drive-through facilities such as are common with fast food or banking uses are strictly prohibited.

CHAPTER III RIGHT-OF-WAY, UTILITY AND ZONING PLANS

Section 300 Right-of-Way Plan

New public rights-of-way to be constructed, public rights-of-way to be retained and widened, denials of traffic access and any other street changes shall be shown on Right-of-Way Plans to be developed.

Section 301 Utility Plan

The Authority will construct or have constructed all sewer, water, storm drainage, gas, electric, telephone, alarm systems and other public utilities necessary to serve the Project Area. Adjustments in the layout of the gas, electric and telephone systems necessary to serve the Project Area will be made by the appropriate private utility company. All utilities shall extend to individual lot boundaries; connection and extension into individual lots shall be performed by and at the expense of the Developer.

All utility lines, with the exception of high-tension electric power lines located on land owned by or subject to easement of the Public Service Company of New Hampshire, shall be placed underground.

Section 302 Zoning Plan

The Zoning for the Project Area is set forth on the City of Manchester's Zoning Plan. The Manchester Zoning Ordinance ("MZO") of the City of Manchester, adopted February 7, 2001 by the Board of Mayor and Aldermen, and including all subsequent amendments through the date of adoption of this Plan, is incorporated by reference in this plan. All proposed development must comply with the Zoning Ordinance, as may be amended from time to time by the City, at the time of Zoning Board of Adjustment use approval, including special provisions for Research Park zones as defined therein. It is the responsibility of the developer to ensure planned proposals are in compliance with the MZO.

CHAPTER IV GENERAL REGULATIONS AND CONTROLS ON ALL PROJECT LAND

Section 400 General Regulations and Controls

The following controls and regulations shall apply to all land within the Project Area:

1. Real property shall be used and devoted only for the purpose and in the manner stated in the Plan.

2. Real property shall be used and maintained in compliance with such terms and conditions as are necessary to implement the provisions of the Plan.

3. Each deed or lease shall include a covenant or other appropriate requirement prohibiting execution of any subsequent covenant, agreement or other instrument restricting the sale, lease, occupancy or use of real property upon the basis of age, color, disability, familial status, marital status, national origin, race, religion, sex or sexual orientation.

4. Construction of improvements shall commence and be completed within a reasonable time as determined by the Authority and as stated within subsequent Land Disposition Agreements.

5. Each deed shall include terms and conditions that prohibit and prevent the developer from holding real property for speculative purposes. However, the Authority reserves the right to allow a portion of a building to be retained for approved rental uses.

6. Architectural, structural, site and landscaping plans and specifications; lighting, sign and street furniture plans; and other relevant information shall be submitted to the Authority for written approval prior to commencing construction (See CHAPTER IX DESIGN REVIEW).

7. A building or structure may be erected, reconstructed, enlarged or moved only for a use permitted by and in compliance with the regulations and controls specified herein and each deed or lease shall contain these requirements.

8. During the life of the Plan, real property shall conform to the Plan and applicable federal, state and municipal laws, codes, ordinances or regulations. If a law, code, ordinance or regulation conflicts with the Plan, then the more restrictive requirements shall prevail.

CHAPTER V DEVELOPMENT CRITERIA

Section 500 Project Development

The following criteria will be employed by the Authority to determine the conformance of any proposed development of a lot or lots to the objectives of this Plan:

1. The design, scope and size of development in relation to the size of the parcel.
2. The appropriateness of development in context with the natural and built environment.
3. The appropriateness of the proposed use.
4. The estimated cost of development.
5. The anticipated tax return.
6. The employment opportunities created.
7. The general economic benefits to the municipality.

CHAPTER VI SITE DEVELOPMENT AND DESIGN GUIDELINES

Section 600 General Provisions

The following design guidelines shall apply to all site improvements within the park. No sitework shall commence unless it is in strict conformance with these guidelines and until all permits and approvals, including but not limited to the approvals required by the Chapter IX Design Review requirements herein, have been obtained.

Section 601 The Preserve

As there exists a Preserve of national significance immediately adjacent to the park, there shall be no intrusion into the Preserve area except as allowed by easement, agreement or other recorded instrument. Furthermore, site and building development shall employ every effort to minimize runoff into the Preserve area, except as appropriately treated to remove suspended solids and other deleterious materials. Natural buffer areas and upland filter strips shall be provided adjacent to the Preserve boundary wherever possible.

Section 602 Lot Size

All lots within the Project Area shall conform to the Manchester Zoning Ordinance regarding the physical lot including overall size, setbacks and frontage requirements.

Section 603 Open Space

For all sites, a minimum of twenty-five (25%) percent of open space or pervious surface area shall be provided. Consideration shall be given to the creation and preservation of view corridors.

Section 604 Preservation of Existing Features

Efforts shall be made so that where possible, existing natural features such as specimen trees, wetland areas, drainage courses, etc. shall be preserved and carefully protected throughout the course of construction. A thorough analysis of existing site features shall be prepared and submitted by the Developer and shall serve as the basis for site design.

Section 605 Access

1. Access to all private property shall be from a public right-of-way by one or more curb cuts approved by the Authority.

   To grant such approval, the Authority shall find that the proposed location and design of driveway curb cuts:

   a. will not create unnecessary hazards; and
   b. will not unduly retard the traffic flow in the public right-of-way.

2. Driveway curb cuts shall not be wider than necessary to accommodate two 12-foot lanes and shall be designed with 25-foot radius curves.

3. Distances from center line to center line of adjacent curb cuts and to center line of adjacent streets shall be no less than the following per MZO guidelines:

   a. one thousand (1,000) feet on arterial streets
   b. five hundred (500) feet on collector streets
   c. two hundred (200) feet on local streets

Section 606 Construction within Easements and Setbacks

1. No building, structure or other permanent obstacle shall be erected over a utility easement without the prior written approval of the Authority and the public or private utility being served by the easement.

2. No building, structure or other permanent obstacle except signs or screening devices may be erected within 100 feet of any public right-of-way.

3. No building, structure or other permanent obstacle except signs or screening devices may be erected within 50 feet of a side or rear lot line.

4. No freestanding sign may be erected within five (5) feet of a front lot line.

5. All lots will comply with MZO buffer requirements (if applicable).

Section 607 Landscaping and Paving Standards

It is the intent of the Authority and the regulations within this Plan that as much of the natural environment of the Park be preserved as possible. In addition, special attention shall be given to creating a landscape plan that is in harmony with its indigenous surroundings.

1. As is practical, plant materials shall be native to the northeastern United States or landscape cultivars of native plant materials shall be utilized. Landscaping shall be used to:

   (a) screen parking and loading areas
   (b) provide separation of vehicular and pedestrian areas
   (c) enhance and define views into and out of the sites
   (d) provide shade in parking and pedestrian areas
   (e) provide important infiltration areas and filters for runoff in the removal of non-point source pollution
   (f) restore disturbed areas to a natural state
   (g) provide a buffer between lots and residential districts where applicable

2. Newly planted deciduous trees shall be a minimum 3" caliper at planting; evergreen trees shall be a minimum 8' in height at planting; and ornamental trees shall be a minimum of 2-½" caliper at planting. Landscape materials shall conform to the American Standard for Nursery Stock, ANSI Z60.1, latest addition.

   Site drives and public streets shall be planted with minimum 4" caliper deciduous trees no farther apart than 50 feet on center.

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3. Fences and walls shall be of architectural character appropriate to the building(s) and their appearance shall be as approved by the Authority. The use of chain link fencing is discouraged.

   Guardrails shall be of all timber construction consistent with Park standards. Guardrails and similar safety features shall be in strict conformance with State of New Hampshire Department of Transportation standards.

   Fences, hedges or other similar screening devices no higher than six (6) feet may be established in the setback areas upon written approval of the Authority provided that:

   (a) adequate sight distances are maintained, and
   (b) the appearance of the area will not be affected detrimentally.

   Fences, hedges or other similar screening devices taller than six (6) feet shall conform to the setback regulations prescribed in Section 606 for buildings.

   Other planting such as free standing trees and bushes may be located wherever they do not create a traffic hazard, subject to written approval of the Authority.

4. All parking lots, driveways, walks, patios and loading areas shall be durable, hard surfaces constructed of bituminous pavement, concrete or suitable pavers. Such hard surfaces shall not be closer to buildings than twenty (20) feet except as necessary for building access. All curbing shall be native gray granite.

5. Per the City of Manchester Zoning Ordinance, all parking lots, loading areas, outdoor storage and security fencing shall not be located within fifty (50) feet of an adjacent street or within twenty-five (25) feet of all side and rear lot lines. Such facilities shall be screened from adjacent streets and properties by retention of existing natural vegetation or the installation of landscaping or a combination of both that will, in the opinion of the Planning Board, create the most effective screening.

6. Storm drainage from paved areas and areas improved with buildings shall be accommodated by pipes, natural swales, man-made ditches and detention areas or a combination thereof. The system's design shall be approved in writing by the Authority.

   Storm drainage flows from landscaped and unimproved areas onto adjacent land or public rights-of-way shall not exceed that which existed prior to development.

7. Unpaved areas shall be landscaped with grass, ivy, junipers or other ground cover as well as shrubs and trees. Alternative materials may be permitted by the Authority. Any disturbed areas must be treated per this section; undisturbed areas of vegetation may remain in their natural state. Formal lawn areas shall have irrigation systems.

8. Either all landscaping must be completed or a bond sufficient for any unfinished work must be posted with the Authority named as the beneficiary prior to the return of the Good Faith Deposit. A Certificate of Completion will not be issued until the Authority has accepted all improvements, including landscaping, as complete per submitted plans and the regulations set forth within this document.

Section 608 Parking and Loading Standards

The quantity and size of all parking and loading spaces shall conform to the MZO, latest edition, unless greater quantities are necessary to appropriately meet the needs of the related use.

All parking areas shall conform to the following criteria:

1. A minimum of five (5%) of the interior area of parking lots shall be landscaped area, with individual landscaped islands a minimum of 200 square feet in area. Interior area shall stand to mean the area occupied by the required parking spaces and associated access aisles.
2. Landscaped islands shall be included along the length of the parking rows to provide landscaped separations every four aisles of parking.
3. No less than one tree per 1,000 square feet of parking area (including drive aisles) shall be provided.
4. Screening of parking areas from both interior site drives and public ways shall be provided by the use of an appropriate combination of landscaping, earthen berms or fencing and walls.

All loading areas shall conform to the following criteria:

1. Loading and unloading shall be prohibited in all public rights-of-way.
2. Adequate off-street truck loading and unloading facilities shall be provided for all new uses as required by the MZO. All necessary backing and maneuvering shall be accomplished on the premises.
3. Loading and unloading facilities shall be located at the side or rear of each principal structure and shall be permanently screened from view from the public right-of-way.

Section 609 Trails and Pedestrian Access

Pedestrian access to buildings shall be provided separate from vehicular circulation. Pedestrian paths and sidewalks shall be integrated with parking lot design, roadway design and the landscape design in order to provide safe, convenient access to buildings, parking areas and site amenities. Site pedestrian facilities shall connect to the overall system of bicycle paths, walkways and paths provided in public areas of the Park.

Section 610 Exterior Lighting

Exterior building and site lighting shall be esthetically designed and shall be limited to the extent necessary for way finding and safety. Parking lot and area lighting shall be provided by cut-off light sources to ensure that such light sources are not directly visible from neighboring buildings or public ways. The use of building mounted fixtures for area lighting is discouraged. Pedestrian walkways and patios may be lit by soft, exposed light sources subject to the Authority's design review.

All fixtures shall be similar in design to model fixtures as determined by the Authority.

Section 611 Site Utilities

All site utilities shall be installed underground. The use of overhead wires and cables shall be prohibited.

Section 612 Exterior Sign Standards

1. The Authority shall approve all exterior signs in writing prior to installation. Roof mounted and billboard-type signs are prohibited. Sign design shall complement the architecture of the building to reflect quality and harmony.

2. Permanent signs
   (a) Each building lot shall be permitted one freestanding identification sign to be located near the entrance drive in an area approved by the Authority. Such signs shall not exceed forty (40) square feet per side (two sided only) and shall not exceed twelve (12) feet in height. Signs may be lit by exterior light from ground units only; internal lighting will not be allowed.
   (b) A single additional sign, no larger than twenty (20) square feet, may be attached to the building's exterior near the main building entrance but shall not project above the building roofline.
   (c) Site directional and traffic signage shall be provided as required for way finding and safety. On-site traffic signs shall be in strict conformance with State of New Hampshire Department of Transportation Standards.
   (d) Portable signs of any kind are prohibited.
   (e) The format and materials of all signage shall be in conformance with model signage as determined by the Authority. The design and location of all signage shall be subject to approval during the Design Review process defined herein. The use of beacons, flashing lights, changeable message, moving elements and the illusion of movement shall be prohibited.

3. Temporary Signs

   Temporary signs of moderate size relating to construction, employment, sale or lease of the premises may be permitted subject to approval of the Authority.

CHAPTER VII BUILDING DESIGN GUIDELINES

Section 700 Buildings and Other Structures

The following design guidelines shall apply to all buildings and structures constructed within the park. No building construction or any building improvements shall commence unless they are in strict conformance with these guidelines and until all permits and approvals, including but not limited to the approvals required by Waivers herein, have been obtained.

1. Building Area and Height

   The minimum gross building area for a primary use in the park shall be not less than twenty thousand (20,000) square feet. This minimum requirement may be waived on a case by case basis depending on the size, configuration and other physical aspects of the site in question; however, the intended primary use shall not be a factor. Buildings of greater size and height are encouraged subject to compliance with the MZO.

2. Building Exterior

The architectural style of all buildings and structures constructed within the Park shall generally be described as Post Modern and shall be consistent with the character of other buildings and structures existing within the Park at the time of construction.

The exterior walls of all buildings and structures shall be predominantly constructed of durable materials such as brick and stone. Accents of prefinished, architectural metal and similar panels may be permitted, subject to the Authority's design review. The use of industrial corrugated metal panels and reinforced acrylic coatings as primary exterior building material shall be prohibited. Metal buildings shall not be permitted except as temporary facilities during construction. The use of prototypical building designs, i.e. for retail or restaurant facilities, shall be prohibited.

Roofs may be nominally flat (internally drained) or pitched as appropriate to the integrity of a high quality architectural design. Roof mounted equipment, vents, stacks, etc. shall be screened by elements to the building's overall design and shall not under any circumstances be visible from neighboring buildings or public ways when viewed from grade level.

CHAPTER VIII MISCELLANEOUS

Section 800 Confinement of Use

Manufacturing, storing, parking, truck or trailer parking, loading and unloading and security fencing shall not take place within fifty (50) feet of an adjacent street or within twenty-five (25) feet of all side and rear lot lines. Outdoor storage shall be prohibited.

Service features such as loading, trash, recycling and ground mounted utilities such as transformers, condensers and cooling towers shall be located out of view from neighboring buildings and public ways. Such elements shall be screened with architecturally appropriate materials.

Section 801 Easements

The granting of easements, other than those set forth on any and all Right-of-Way Plans, shall not be permitted without written consent of the Authority.

Section 802 Nuisance Control Standards

Levels of noise, vibration, air contamination, glare, heat or other alterations to the environment shall not exceed those allowed by applicable City, State and Federal ordinances, codes, laws and regulations.

CHAPTER IX DESIGN REVIEW

Section 900 General

Prior to the commencement of any on-site construction activities, the developer of a lot shall be required to participate in the following Design Review. Not less than two (2) submissions shall be required for Authority approval as described in Sections 901 and 902.

Development Plan for the Northwest Business Park

Section 901 Preliminary Submission

There shall be a Preliminary Submission of plans to the Authority for an informal review. The Authority shall receive three (3) sets of preliminary drawings and technical notes addressing not less than the following:

1. Analysis of existing site features.
2. Location of all structures and description of proposed uses.
3. Location of all parking, drives, loading, walks and patios.
4. Location and general character description of all landscape features.
5. Schematic elevation of each building façade, drawn to scale with material designations and proposed colors.
6. Data and calculations regarding building area, height, lot coverage and parking.

The Authority shall review the Preliminary Submission in-house and may choose to meet with the developer to review the plans and comments. Written comments will be forwarded to the developer. Should the Authority disapprove of a Preliminary Submission or request modifications, notice of such disapproval shall include a statement of the reasons for and basis of disapproval.

Section 902 Final Submission

Following the developer's receipt of the Authority comments regarding the Preliminary Submission and prior to commencement of any construction activities, the developer shall make a Final Submission addressing not less than the following. Three (3) complete sets of plans are required.

The Final Submission shall consist of building and site construction drawings and specifications including but not limited to:

(a) Site plans representing all grading, parking, driveways, loading, walkways, patios and curbs.
(b) Landscape plans representing all existing trees to remain, new plantings, fences and screens.
(c) Utility plans representing location, type and size of all utilities above and below grade.
(d) Lot drainage plans, data and calculations.
(e) Sanitary sewer discharge calculations.
(f) Erosion and sedimentation control plans.
(g) Building floor plans, exterior elevations, building wall sections, details, HVAC, plumbing and electrical plans.
(h) Description of exterior building materials including colors and samples as applicable.
(i) Location, type, size, height and intensity of all exterior lighting.
(j) Location, design, size, color and materials for all exterior signage.
(k) Copies of any permits which have been obtained as of the date of this submission and a schedule for the acquisition of all other approvals, licenses and permits required for the proposed construction.

The developer shall submit additional documents as the Authority may reasonably request providing that such requests are consistent with the intent of the review process as outlined

above. The Authority shall review the plans and notify the developer of approval/denial in writing as established within subsequent Land Disposition Agreements.

Construction shall not commence prior to the transfer of a Deed conveying marketable title from the Manchester Housing and Redevelopment Corporation to the developer. Construction which is in any way inconsistent with, in addition to or materially different from the Authority approved Final Submission shall not be permitted unless such amendments are submitted to the Authority, and following a reasonable review period, the Authority grants approval of the amendments in writing.

Any approvals granted by the Authority are in addition to any and all approvals from the City of Manchester Planning Board, Zoning Board of Adjustment, Building Department and any other city, state or federal department.

CHAPTER X MAINTENANCE

Section 1000 General

It shall be the responsibility of each property owner to properly maintain their improvements and overall property including but not limited to all buildings, walks, drives, parking lots, fences, walls, lawns, landscaping, drainage, lighting, utilities and other site improvements in a clean and safe condition.

Such maintenance shall include but not be limited to:

a. exterior building painting and repairs
b. mowing, trimming, fertilizing and weeding of landscaping
c. cleaning and sweeping walks and other pavement
d. removal of all trash, waste and other refuse
e. snow removal from pedestrian and vehicular pathways

Property maintenance will be enforced using the same process for notice and penalties as described in the City of Manchester Housing Code Ordinance.

CHAPTER X1 PROVISION FOR WAIVERS AND TERMINATION

Section 1100 Waivers

The Authority shall retain the right to waive or modify the requirements of this Plan as it may determine to be in the best interests of the City, Park and/or the Authority. Such waivers and modifications shall be made as determined by the Authority to be necessary in response to the natural conditions of a specific parcel and shall in any case remain in conformance with the general spirit and intent of this Plan.

The Authority may seek approval from owners and lessees of land within the Park at the time of any waiver request; however, such approval will only be sought if in the sole and final judgement of the Authority the waiver adversely affects the use of their land.

If the waiver provides for any major changes in the Plan as previously approved by the Authority, the City of Manchester in its sole and final discretion may approve the waiver. The word "major" as used herein shall mean any one of the following:

1. Any change that would affect all parcels within the Park.
2. Any change in Sections 200 or 201 of this Plan.
3. Any acquisition not previously authorized by the Plan.
4. A change in the Project boundaries not previously planned.
5. An extension in the life of the Plan for developed parcels that have received a Certificate of Completion from the Authority. However, the Authority reserves the right to extend the Plan for all parcels/developers that have not received a Certificate of Completion at the time of termination of the Plan.

Nothing in this section shall prohibit changes made by any governmental or other entity that may at any given time have authority over certain requirements of this Plan, such as Zoning or Environmental Protection Agency, and that are more restrictive than this Plan.

Section 1101 Termination

This Development Plan and/or any waiver herein shall be in full force and effect for a period of twenty (20) years from the date of approval of this Plan by the Board of Mayor and Aldermen of the City of Manchester or such other period of time as may result by modifying this Plan pursuant to Section 1100 Waivers.

CHAPTER XII OFFICIAL ACTION

Section 1200 Local Approval of the Plan

Section 4, Chapter 205, New Hampshire Revised Statutes, Annotated, as amended, provides that this Plan must be approved by the governing body of the City of Manchester, which is the Board of Mayor and Aldermen of the City. By approving this Plan, the governing body of the City of Manchester shall obligate itself to carry out the official actions necessary to enable the realization of this Plan.

CHAPTER XIII OTHER PROVISIONS TO MEET STATE AND LOCAL REQUIREMENTS

Section 1300 State Statute Authorization

Section 4, Chapter 205, New Hampshire Revised Statutes, Annotated, as amended, provides that: "...a plan (herein called the "Development Plan") may be authorized which provides an outline for the development or redevelopment of said area is sufficiently complete (1) to indicate its relationship to definite local objectives as to appropriate land uses and improved traffic, public transportation, public utilities, recreational and community facilities and other public improvements; (2) to indicate proposed land uses and building requirements in the area; and (3) to indicate the method for the temporary relocation of persons living in such areas; and also the method for providing (unless already available) decent, safe and sanitary dwellings substantially equal in number to the number of substandard dwellings to be cleared from said area, at rents within the financial reach of the income group displaced from such substandard dwellings."

Development Plan for the Northwest Business Park

Section 1301 Relationship of the Redevelopment Plan to Local Objectives

The Development Plan is in accordance with specific local objectives, such as:

1. The provision of capital improvements that conform to the Community Improvement Program and Community Development Programs approved by the City.
2. The development of land use pattern for the Project Area that conforms to land use objectives of the City.

3. The development of land consistent with the City of Manchester approved Hackett Hill Master Plan and any approved amendments.

Section 1302 Relocation

While it is anticipated that no relocation will be required, if it is, the Authority may, prior to acquisition, take all appropriate steps precedent to relocation. All relocation activities will be carried out in accordance with applicable State and Federal requirements.

Section 1303 Other Local Requirements

No permit or Certificate of Occupancy for construction, alteration, repair, modification or occupancy of any building or structure shall be issued by the Building Department of the City of Manchester without written notification by the Authority that the proposed construction, alteration, repair, modification or occupancy conforms to the requirements of this Plan.

Section 1304 Zoning Ordinance

The term "Manchester Zoning Ordinance" or "MZO" means the City of Manchester Zoning Ordinance as it exists on the date of the plan or as it may be amended from time to time.

EXHIBITS

Exhibit A - Property Description

Exhibit B - Plan Maps

Map No. 1 Project Area Map

(MAP NO. 1)

MANCHESTER HOUSING AND REDEVELOPMENT CORPORATION
NORTHWEST BUSINESS PARK

PROJECT AREA

HACKETT HILL ROAD
MANCHESTER, NEW HAMPSHIRE

Exhibit A - Property Description

(To be developed)

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

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that it has granted and approved

> a request from Valerie Anne Dixon for the use of Arms Park for the Annual MS Walk on Saturday, April 16, 2005, as enclosed herein,

under the direct supervision of the City Clerk, Fire, Highway, Police, Traffic and Risk Departments.

Respectfully submitted,

Clerk of Committee

NATIONAL
MULTIPLE SCLEROSIS
SOCIETY

National Multiple Sclerosis Society
Central New England Chapter
101A First Avenue, Suite 6
Waltham, MA 02451-1115
Tel 781 890 4990
1 800 FIGHT MS
Fax 781 890 2089

Central New England Chapter

December 20, 2004

Mr. Leo Bernier, City Clerk
City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Dear Mr. Bernier -

The Central New England Chapter of the National Multiple Sclerosis Society will be holding its annual **Manchester MS Walk on Saturday, April 16, 2005,** our largest fund raising event of the year. We are aiming for over **11,000** walkers in 22 sites in NH and Mass (one for every person with MS in NH and Mass.) to walk for the Society's mission of **ending the devastating effects of multiple sclerosis.** We estimate **400+ walkers** for the Manchester, NH, MS Walk.

We would like to request from the Traffic Committee the use of the **parking lot area of Arms Park as the Start/Finish** point for the MS Walk as it has proven to be a successful point in the past. This usage would include:

- Set up at 6:00am, registration and festivities (music, etc.) beginning at 9:00am. (Tent set up possibly set up the day prior to the walk).
- Lunch (organized by NMSS) after the MS Walk at approximately noon.
- Bathroom facilities provided by NMSS.
- Parking for 200+ cars.
- Permission to set up tents and loudspeaker.
- Use of area to end by approximately 3:00pm.

A certificate of liability insurance will be provided upon approval of this request.

If you have any questions please do not hesitate to contact me. Thank you, in advance, for your assistance in making this event a success.

Respectfully submitted,

Valerie

Thank you!

Valerie Anne Dixon
Development Manager
valerie.dixon@mam.nmss.org
Direct: 781-693-5119
Fax: 781-890-2089

RECEIVED
DEC 23 2004
CITY CLERK'S OFFICE

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

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that the Board approve a five-year agreement between the City of Manchester and Cameron Real Estate, Inc. for leasing parking spaces in the Victory Parking Garage.

Respectfully submitted,

Clerk of Committee

AGREEMENT FOR PARKING SPACES

Agreement for parking spaces made this day of January, 2005 by and between the City of Manchester, New Hampshire (hereinafter "City") a body corporate and politic, with a primary address on One City Hall Plaza, Manchester, New Hampshire and Cameron Real Estate, Inc. (hereinafter "Cameron"), a Massachusetts corporation with an address of 400 Amherst Street, Ste. 202, Nashua, New Hampshire 03063.

1. Term. The term of this agreement is five (5) years commencing on January 21, 2005 and ending on January 20, 2010. Cameron shall have the option to extend this agreement for an additional five (5) year term from January 21, 2010 to January 20, 2015 upon written notice to the City given prior to January 20, 2010

2. Parking Spaces. During the term of this agreement the City will give Cameron first priority (as hereinafter defined) to lease on a monthly basis up to seventy (70) parking spaces in the Victory Parking Garage (hereinafter "Victory Garage") located at 25 Vine Street, Manchester, New Hampshire. All parking spaces leased at the Victory Garage by Cameron at the inception of this agreement shall be counted against its allotment of said 70 spaces. For purposes of this agreement "first priority" shall mean that any request for monthly parking spaces by Cameron (not to exceed a total of 70 spaces as provided herein) shall be granted prior to the granting of any other request by any other party for new, as opposed to continuing monthly leased parking spaces in the Garage; however, any parking spaces leased by tenants of 889 Elm Street independently (i.e. not specifically requested or authorized by Cameron pursuant to this agreement) at the Victory Garage shall not be included in said allotment of seventy (70) parking spaces. The parking spaces will be used exclusively for parking for tenants of the building located at 889 Elm Street, Manchester, New Hampshire. The spaces shall be used solely for the parking of motor vehicles and in accordance with parking and garage rules and regulations. Cameron's first priority is specifically subject to parking spaces being available for lease in the Victory Garage at the time Cameron makes a request for parking spaces. If there are not sufficient available parking spaces to meet Cameron's request then parking spaces shall be leased to Cameron, as they become available. Spaces already under lease to parties other than Cameron and spaces reserved for transient public parking within the garage, at the time that Cameron makes a request, shall not be considered as available.

3. Payment. Cameron or the tenant or person using the parking space shall pay the rate set forth in Manchester City Ordinance §70.57 A(2) or (3), as it may be amended or recodified from time to time, for each of the parking spaces Cameron leases pursuant paragraph 2 of this agreement. Payment by Cameron or the tenant or person using the parking space shall be made for the month, in advance, on or before the first day of each month. Failure of Cameron or the tenant or person using the parking space to make timely payment for the space as set forth in this section shall terminate Cameron's lease of said parking space; however, Cameron may make a first priority request for a parking space to replace the terminated parking space subject to the provisions and restrictions set forth in paragraph 2 of this agreement

4. Termination/Assignment. In the event of the partial or total destruction of the Victory Garage rendering the facility, or a portion thereof substantially unusable for parking or in the event of its sale to a third party, this Agreement for Parking Spaces may be terminated on ninety (90) days written notice to Cameron. Cameron may not assign, or otherwise transfer any rights under this agreement without the written consent of the City.

5. Notice. A notice under this agreement shall be sufficiently given or delivered, in hand, or by certified mail:

A) In the case of notice to the City to:
Director
Traffic Department
480 Hayward Street
Manchester, New Hampshire 03103

B) In the case of notice to Cameron to:
Eliot W. Denault, III
Cameron Real Estate, Inc.
400 Amherst St., Ste 202
Nashua, New Hampshire 03063

or to such other address as a party to this agreement may, from time to time, designate in writing and forward to the other party as provided in this section.

6. Binding Effect. This Agreement for Parking Spaces shall insure to the benefit and be binding upon the parties hereto and their respective successors and assigns.

7. Authority. Each person signing this Agreement for Parking Spaces certifies and represents that he is duly authorized and empowered to execute this agreement on behalf of this party for whom he signs, and that upon execution this agreement shall constitute a legal and binding obligation of the party for whom he signs.

IN WITNESS WHEREOF; the parties have caused their authorized representatives to sign this Agreement for Parking Spaces on the date first hereinabove written.

The City of Manchester

_____
Robert A. Baines
Mayor

Cameron Real Estate, Inc.

_____
Eliot W. Denault, III
President

\\\

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

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that chapter and chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

PARKING 2 HOURS (8AM – 6PM):
On Chestnut Street, west side, from Salmon Street to a point 140 feet north of Salmon Street

NO PARKING:
On Chestnut Street, west side, from Salmon Street to a point 140 feet north
On Beacon Street, east side, from a point 35 feet south of Manchester Street to a point 35 feet north

NO PARKING (November 15th – April 15th) EMERGENCY ACT:
On Orange Street, south side, from Union Street to Chestnut Street
On Pearl Street, south side, from Chestnut Street to Union Street

RESCIND NO PARKING:
From Salmon Street to a point 100 feet north (ORD. 2803)

RESCIND PARKING 2 HOURS (8AM – 6PM):
On Chestnut Street, west side, from North Street to Salmon Street (ORD. 8133)

YIELD SIGN:
On the Chili's Driveway at South Willow Street (SWC)
(Reconstruction as part of Dobles Expansion)

X

REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted August 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

Respectfully submitted,

Clerk of Committee

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

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that is has approved a Downtown Parking Study with review to be completed by a City Staff Garage Committee (City Solicitor, Finance Officer, Planning Director, Traffic Director and Destination Manchester Coordinator) with recommendations to be made back to the Committee at a later date.

Respectfully submitted,

Carol A Johnson

Clerk of Committee

Deputy

Y

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

The Special Committee on Riverfront Activities and Baseball respectfully advises, after due and careful consideration, that they have consented to a temporary access easement agreement given by Tyson Prepared Foods, Inc. to Manchester Parkside Place, LLC to allow construction vehicles working on the Riverfront Development access across the former Jac Pac property.

Respectfully submitted,

Clerk of Committee

2

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

January 11, 2005

Peter B. Rotch, Esq.
McLane Graf Raulerson & Middleton
900 Elm Street, Box 326
Manchester, NH 03105

Re: **Tyson Prepared Foods - Temporary Access Easement Agreement**

Dear Peter:

Enclosed is the original temporary access easement that has been executed by Robert A. Baines, Mayor, on behalf of the City of Manchester.

If I can be of any further assistance, feel free to contact me.

Very truly yours,

Thomas R. Clark
City Solicitor

TRC/hr
Enclosure
cc: Vincent A. Wenners, Jr., Esq.
Leo Bernier, City Clerk
Frank Thomas, Public Works Director
Leon L. LaFreniere, Commissioner
Robert S. MacKenzie, Director

RECEIVED
JAN 11 2005
CITY CLERK'S OFFICE

Z

After Recording, Return to: PBR #69953
McLane, Graf, Raulerson & Middleton,
P.O. Box 326
Manchester, NH 03101-0326

TEMPORARY ACCESS EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT ("Agreement") made this 15th day of December, 2004 by and among Tyson Prepared Foods, Inc., a Delaware corporation having an address of 2210 West Oaklawn Drive, Springdale, AR 72762-0999 ("Tyson") and Manchester Parkside Place, LLC, a New Hampshire limited liability company with an address of 8 Newmarket Road, Suite 2, Durham, NH 03824 ("Manchester Parkside").

WITNESSETH

WHEREAS, Tyson is the owner of a parcel of land situated in Manchester, County of Hillsborough, State of New Hampshire and more particularly described in a certain deed from Jac Pac Foods, LTD to Manchester Acquisition Corp., recorded May 8, 1998 in the Hillsborough County Registry of Deeds at Book 5938, Page 1799 (the Tyson Property"); and

WHEREAS, Manchester Parkside is the owner of a parcel of land northerly of the Tyson Property and more particularly described in a certain deed from the City of Manchester to Manchester Parkside Place, LLC recorded on October 8, 2004 in the Hillsborough County Registry of Deeds at Book 7335, Page 430 (the "Manchester Parkside Property") which property is being developed for residential purposes. In connection with such development, Manchester Parkside desires to obtain temporary access to the Manchester Parkside Property across a portion of the Tyson Property to the Manchester Parkside Property

NOW THEREFORE, in consideration of the covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Grant of Easement. Tyson does hereby grant to Manchester Parkside a temporary access easement for pedestrian and vehicular ingress to and egress from the Manchester Parkside Property.

2. Purpose of Easement. The purpose of the easement is to allow Manchester Parkside, its employees, agents, contractors, invitees and licensees the right of ingress to and egress from the Manchester Parkside Property by pedestrians, vehicles and equipment of suitable size necessary to construct, operate, maintain and develop the Manchester Parkside Property.

Z

3. Easement Area. The temporary access easement area shall be 20 feet wide and extending from a public way known as Byron Street and then continuing northerly across the paved portion of the Tyson Property to a point then heading westerly and connecting with an easement held by the City of Manchester, and then extending northerly along said City of Manchester easement to the northerly property line of the Tyson Property (the"Easement Area"). The specific location of the easement is shown on the Plan attached hereto as Exhibit A, a copy of which is attached hereto.

4. Duration of Easement. This temporary construction easement shall begin on the execution of this Easement Agreement and continue until work is completed on the Manchester Parkside Property. However, in no event shall the rights granted herein this Agreement extend beyond a period exceeding two (2) years.

5. Obligations of Manchester Parkside. In connection with the use of Easement Area, Manchester Parkside agrees as follows:

a. Coordination of Use. In exercising any of the rights granted herein, Manchester Parkside will not unreasonably interfere with the normal use of the Easement Area and will, at its sole cost and expense and with due diligence, restore the Easement Area to its condition immediately prior to the exercise of any of the rights granted herein including, but not limited to, the replacement of any grass, landscaping, paving or other improvements that existed within the Easement Area prior to Manchester Parkside's use. Manchester Parkside, agrees to use due care in any use of the Easement Area and in the construction, installation, repair, replacement and maintenance of either Manchester Parkside's improvements on the Easement Area as provided for herein so as to not unreasonably disturb Tyson's use of the Tyson Property.

b. Indemnity. Manchester Parkside shall indemnify, defend (with counsel acceptable to Tyson), protect, and hold harmless Tyson, all affiliates, officers, directors, shareholders, associates, employees, servants and agents of Tyson, from and against any and all claims, damages, expenses, including reasonable attorneys' fees and costs, losses, causes of action or suits which arise out of or relate to the use by the Manchester Parkside (or its employees, agents, contractors, invitees and licensees) of the easement granted herein. This section shall survive the termination of this Agreement.

c. Manchester Parkside shall install a gate at the point where the Easement Area crosses the existing fence line. Said gate shall be closed and locked each evening and on days when there is no construction activity on the Manchester Parkside Property.

6. Tyson's Rights and Obligations. Tyson shall have the following rights and obligations in connection with this easement:

a. Right to Relocate Easement. Tyson shall have the right in its sole option and expense to relocate said easement upon the Tyson Property so long as a commercially reasonable alternative easement is available which satisfies the original intent of this document.

2

b. Joint Use. Tyson will not unreasonably interfere with the use of the Easement Area by Manchester Parkside.

c. Right to Terminate. Notwithstanding anything to contrary contained in this Agreement, Tyson (or its successors and assigns) may terminate this Agreement (as determined is Tyson's sole discretion) and all rights granted herein upon sixty (60) days written notice to Manchester Parkside.

7. Binding Effect. This easement shall be binding on the parties hereto their heirs, successors and assigns.

8. Consent of the City of Manchester. The City of Manchester has entered into a Purchase and Sale Agreement for the purchase of Tyson Property. By signing this agreement, the City of Manchester consents to the grant of the foregoing easement by Tyson to Manchester Parkside.

IN WITNESS WHEREOF, the parties to this Agreement have signed this Agreement.

TYSON

Tyson Prepared Foods, Inc.

By: R. Read Hudson
Name: R. Read Hudson
Title: Secretary and Vice President

STATE OF ARKANSAS
COUNTY OF WASHINGTON_

The foregoing instrument was acknowledged before me this 15th day of December, 2004 by R. Read Hudson, the duly authorized Secretary and Vice President of Tyson Prepared Foods, Inc., a Delaware corporation, on behalf of the company.

Frances Ann Silva
Notary Public
Name: FRANCES ANN SILVA
My commission expires: 6/3/2013

FRANCES ANN SILVA
Com. Exp.
NOTARY
PUBLIC
6/3/2013
CARROLL COUNTY, ARKANSAS

MANCHESTER PARKSIDE

Manchester Parkside Place, LLC

By: _____, MGR
Name: Eric J. Chinburg
Title: Manager

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this ___ day of December, 2004 by Eric J. Chinburg, the duly authorized manager of Manchester Parkside Place, LLC, a New Hampshire limited liability company, on behalf of the company.

_____
Notary Public/Justice of the Peace
Name: Stephanie Camarato
My commission expires:

STEPHANIE CAMARATO, Notary Public
My Commission Expires September 8, 2009

2

CONSENT BY THE CITY OF MACHESTER

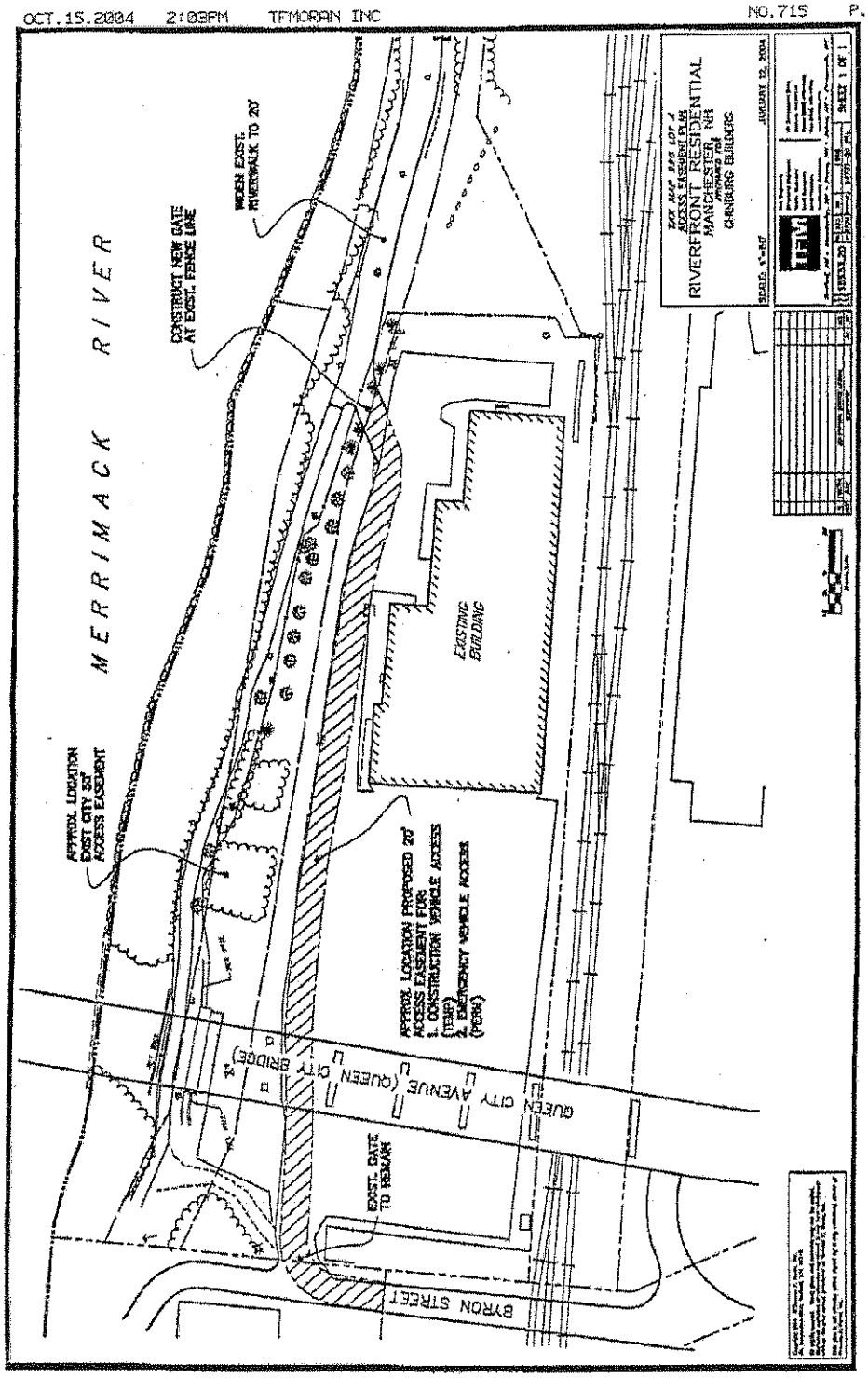
The foregoing Easement Agreement is consented to by the City of Manchester.

City of Manchester

By: _____
Name: Robert A. Baines
Title: Mayor

M:\DATA\6\69953\pbr\docs\00345573.DOC
December 15, 2004 1:26 PM

EXHIBIT "A"


MERRIMACK RIVER
CONSTRUCT NEW GATE AT EXIST. FENCE LINE
WIDEN EXIST. RIVERWALK TO 20'
APPROX. LOCATION EXIST CITY 30' ACCESS EASEMENT
EXISTING BUILDING
APPROX. LOCATION PROPOSED 20' ACCESS EASEMENT FOR:
1. CONSTRUCTION VEHICLE ACCESS (TEMP)
2. EMERGENCY VEHICLE ACCESS (PERM)
QUEEN CITY AVENUE (QUEEN CITY BRIDGE)
EXIST. GATE TO REMAIN
BYRON STREET
TAX MAP 849 LOT 4
ACCESS EASEMENT PLAN
RIVERFRONT RESIDENTIAL
MANCHESTER, NH
CHADBURN BUILDERS
JANUARY 12, 2004
SCALE: 1"=50'
SHEET 1 OF 1

2

Senior Health Primary Care

138 Webster Street
Manchester, NH 03104
Phone: 603-663-7030
Fax: 603-663-7039

Mary Anne Totten, MD
Harry A. Ward, MD
Samuel Goldman, DO
Cynthia A. Sokul, ARNP
Deborah Moore Kuzma, ARNP

December 29, 2004

Mike Coby
1 City Hall Plaza
Manchester, NH 03101

Dear Mr. Coby:

I have moved from the Manchester area, effective January 1, 2005. Therefore, I resign my position as Commissioner on the Elderly Services Commission. I appreciate having had the opportunity to serve on this Commission for the past 2 years. It has been an honor to have been involved in the development of the Senior Activity Center on the West Side.

I would recommend that Dan Waszkowski, MD, Medical Director of Ambulatory Services at Elliot Hospital, be considered for filling the rest of my term.

Thank you.

Sincerely yours,

Mary Anne Totten

Mary Anne Totten, MD

cc: Beth Hughes, COO
Elliot Health System

CITY OF MANCHESTER
Board of Aldermen

Memo To: Board of Mayor and Aldermen

From: William P. Shea, Chairman
Board of Aldermen

Date: January 18, 2005

Re: Establishment of Special Committee on Hackett Hill Development

I am asking the Board to establish a Special Committee of five members to work with Manchester Housing and Redevelopment Authority and staff regarding the development of the Hackett Hill area.

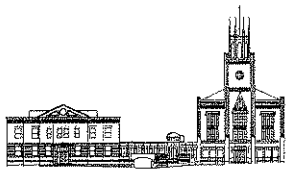
In the event the Board establishes the committee, it is my intent to appoint Paul Porter to Chair this committee. Your favorable action regarding this matter would be most appreciated.

RECEIVED
JAN 18 2005
CITY CLERK'S OFFICE

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

9

CITY OF MANCHESTER
Board of Aldermen



MEMORANDUM

To: Board of Mayor and Aldermen

From: Alderman Gatsas T. Gatsas Jr

Date: January 19, 2005

Subject: Riverfront Development Project Legal Expenses

At the meeting of the Special Committee on Riverfront Activities and Baseball, we were provided a handout on legal expenses totaling $548,654.64. I am inquiring as to why the Aldermen were never apprised of said legal fees for this project.

pc: T. Clark, Solicitor
K. Clougherty, Finance Director
F. Thomas, Public Works Director

10

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

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Board authorize the Human Resources Director to contract with Boston Mutual Insurance Company for the term life and accidental death and dismemberment insurance and with CIGNA for the long term disability insurance such contracts to be effective February 1, 2005.

The Committee notes that information regarding this recommendation is enclosed herein.

Respectfully submitted,

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held Jan 4, 2005 on a motion of Ald. Shea duly seconded by Ald. Smith the report of the Committee was accepted and its recommendations (adopted) ~~(denied)~~

City Clerk

11

CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065

December 29, 2004

Alderman Bill Shea, Chairman
Human Resources and Insurance Committee
City of Manchester
City Hall
Manchester, New Hampshire 03101

Dear Alderman Shea and Committee Members:

During the last budget process, funds were appropriated for me to continue our consulting contract with Group Benefits Strategies in order to issue a Request for Proposals (RFP's) for long term disability insurance and term life and accidental death and dismemberment insurance.

This office worked with representatives of Group Benefits Strategies (GBS) for several months preparing the RFP's. On October 26, 2004, RFP's were issued for both insurance programs. We received ten responses to the request for long term disability insurance and nine responses to the term life and accidental death and dismemberment insurance.

At the conclusion of reviewing all of the proposals, it was my decision to have three companies come in for an interview for term life and accidental death and dismemberment insurance and two companies for long term disability insurance. The companies were notified of the date and time for the interviews. They were also told that they could submit a best and final offer by Friday, December 17, 2004 no later than three o'clock. All five companies submitted their best and final offers in a timely manner.

After reviewing all of the best and final offers in conjunction with our insurance needs, I have concluded that it would be in the best interest of the City financially and for the employee's insurance needs to contract with Boston Mutual Insurance Company for the term life and accidental death and dismemberment insurance and with CIGNA for the long term disability insurance.

As you will note from the attached charts, CIGNA will be charging thirteen cents per $100 of covered payroll for the base plan and twenty-eight cents per $100 for the buy up plan. Currently the City is paying eighteen cents per $100 of covered payroll for the base plan and thirty-four cents for the buy up plan. The rates are guaranteed for three years. Additionally, there are no commissions that will be paid on this contract.

For the term life and accidental death and dismemberment plan, Boston Mutual Insurance will be charging ten cents per $1,000 of insurance for the basic life insurance and two cents per $1,000

for the accidental death and dismemberment plan. Currently the City is paying thirteen cents per $1,000 of insurance for the basic life insurance and four cents for the basic accidental death and dismemberment plan. These rates are guaranteed for the first two years. For the third year, Boston Mutual will charge eleven cents per $1,000 of insurance and two cents per $1,000 for the accidental and death insurance. Boston Mutual is also willing to guarantee a fourth year of insurance for eleven and a half cents per $1,000 basic life insurance and two cent per $1,000 for accidental death and dismemberment insurance.

Today, the City's annual premium is $106,165 with Guardian/Ferdinando. Our first two years with Boston Mutual will be $74,940.

It is also important to note that Boston Mutual will allow an open enrollment for the City employees without requiring evidence of insurability. Boston Mutual will also allow employees to continue to insure their spouses, at their own cost, for $150,000. The other finalist, Anthem/Ferdinando, will not allow new insurance plans for spouses at $150,000 and when we have an open enrollment, they would require evidence of insurability. The position that Anthem/Ferdinando has taken is inconsistent with what our employees have been offered over the years. Therefore, I am recommending that the Board of Mayor and Aldermen authorize me to contract with Boston Mutual for the term life and accidental death and dismemberment insurance.

Currently the City is paying a total of $278,347 for both insurance policies. The proposed changes of insurance companies will result in a combined cost of $206,377. This is a combined savings of $71,970 for the first year. Since we have been paying considerably more for both policies, it would seem evident that the current insurance companies costs would continue to increase and as such, savings into the future will be realized as well by changing carriers.

I would be happy to discuss all of the above at your next meeting. Representatives from Group Benefit Strategies will attend your meeting as well.

Your favorable approval of my recommendations would be greatly appreciated.

Respectfully submitted,

Virginia A Lamberton

Virginia A. Lamberton
Human Resources Director

Attachments

City of Manchester
Long Term Disability

February 1, 2005

	UnumProvident Keith Fernando **Current Plan**	**Cigna Meghan Broden**	**Cigna Meghan Broden**	**Hartford Life Ins. Keith Ferdinando Ferdinando Ins.**
		Best and Final	**No Commisions**	**Best and Final**
Duplication of Current Plan		**No Commission**	**EOI Required**	
Option A Base Plan:				
$_____/$100 of covered payroll	0.18	**0.13**	**0.125**	**0.125**
Total Payroll $56,805,412	$102,249.74	**$73,847.04**	**$71,006.77**	**$71,006.77**
Annual Savings to the City		**($28,402.71)**	**($31,242.98)**	**($31,242.98)**
Option B Buy up Plan:				
$_____/$100 of covered payroll	0.34	**$0.28**	**$0.27**	**$0.30**
Total Buy-up payroll $20,567,951.98	$69,931.04	**$57,590.27**	**$55,533.47**	**$61,703.86**
Annual Savings to Employees		**($12,340.77)**	**($14,397.57)**	**($8,227.18)**
Total Cost of Base and Buy-up				
$_____/$100 of covered payroll	0.52	**$0.41**	**$0.40**	**$0.425**
Total Premium	$172,180.78	**$131,437.30**	**$126,540.24**	**$132,710.62**
Total Savings		**($40,743.48)**	**($45,640.54)**	**($39,470.16)**
Rate Guarantee		**3 year**	**2 years**	**3 Years**

Cigna hold rate quoted for 3 years. Can hold an open enrollment although EOI required. Rates assume no commissions.
Hartford will allow an open enrollment without EOI.

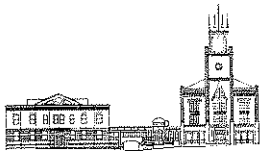
GBS Insurance Agency, Inc.
12/21/2004

City of Manchester
Best and Final Analysis
Term Life and Accidental Death and Dismemberment
February 1, 2005

Employer Paid Term Life and AD&D	Guardian Keith Ferdinando Current Carrrier	Anthem Keith Ferdinando Ferdinando Ins.	Boston Mutual Peter Cook, Jr. LifePlus Ins.	AIG Geoffrey Merrill Tobey & Merrill
2 Year Rate Guarantees (2/1/05 - 1/31/07)		Revised		
Basic Life Insurance $_____ /1,000 of insurance	0.13	0.090	0.10	0.10
Basic AD&D $_____/1,000 of insurance	0.04	0.03	0.02	0.03
Total Life and AD&D	0.17	0.120	0.12	0.13
Total Payroll $52,042,000 **Annual Premium**	$106,165.68	$74,940.48	$74,940.48	$81,185.52
Annual Savings to the City		**(31,225.20)**	**(31,225.20)**	**(24,980.16)**
Third Year Rate Guarantee (2/1/07-1/31/08)				
Basic Life Insurance $_____ /1,000 of insurance		0.100	0.11	0.105
Basic AD&D $_____/1,000 of insurance		0.03	0.02	0.03
Total Life and AD&D		0.130	0.13	0.135
Projected Annual Premium		$81,185.52	$81,185.52	$84,308.04
Fourth Year Rate Guarantee (2/1/08-1/31/09)				
Basic Life Insurance $_____ /1,000 of insurance			0.115	
Basic AD&D $_____/1,000 of insurance			0.02	
Total Life and AD&D			0.135	
Projected Annual Premium			$84,308.04	

11

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

January 6, 2005

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

Re: Request to change date of March 1st BMA meeting

Dear Honorable Board Members:

In review of scheduled meetings over the next couple of months it has come to my attention that the first regularly scheduled meeting of the Board in March would be held during February School Vacation week (February 28-March 4).

As March will have five Tuesday's, may I suggest that the regularly scheduled Board meetings be held on March 15th and the 29th to accommodate those who have made plans during school vacation. Also, per the City Charter, the Mayor shall submit his budget proposal by the end of March. If the Board chooses to meet on March 29th rather than the March 1st date then perhaps the Mayor would be prepared to present his budget that same evening thereby eliminating the need for special meeting to be called.

Your 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

12

BOARD OF WATER COMMISSIONERS

C. ARTHUR SOUCY
President

RAYMOND W. PROVENCHER
Clerk

DONALD P. COUTURIER
JAMES W. CRAIG
PATRICIA H. CORNELL
RICHARD M. BUNKER

Ex Officio
HON. ROBERT A. BAINES
Mayor

THOMAS M. BOWEN, P.E.
Director and Chief Engineer

ROBERT BEAURIVAGE, P.E.
Asst. Director

MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

January 13, 2005

Board of Mayor and Aldermen
c/o Mr. Leo Bernier
City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: WATERSHED PATROL INDEMNIFICATION

Dear Board of Mayor and Aldermen:

For nearly twenty years, the Manchester Watershed Patrol Officers have been sworn as Hillsborough County Deputy Sheriffs. In 1995, the Hillsborough County Sheriff requested an Indemnification Agreement between Hillsborough County and the City of Manchester, Manchester Water Works, which protects and indemnifies Hillsborough County from legal action associated with Manchester Water Works' watershed patrol activities. This Indemnification was approved by the Board of Mayor and Aldermen on April 4, 1985, and renewed in January of 1998. Copies of these documents are enclosed for your reference. At this time, the Sheriff's Department has provided to the Manchester Water Works an updated Indemnification Agreement for consideration, which also includes a $1,000,000 Insurance Certificate, the cost of which will be borne solely by the Manchester Water Works.

This matter has been reviewed with Harry Ntapalis, City's Risk Manager, Tom Clark, City Solicitor, and Red Robidas, and it is therefore respectfully requested that the Board approve the Indemnification subject to final review and approval of the City Solicitor's Office.

Sincerely,

Tom Bowen

Thomas M. Bowen, P.E.
Director

TMB:ds

Enclosures

cc: Thomas Clark, Esq.
Harry Ntapalis
Red Robidas

RECEIVED
JAN 13 2005
CITY CLERK'S OFFICE

13

SAMPLE SAMPLE

AGREEMENT FOR DEFENSE AND INDEMNIFICATION

In exchange for deputization of _____ employees and other consideration hereby acknowledged and received, _____ hereby agrees to protect, defend, indemnify and hold the Hillsborough County and its Sheriff, employees, agents, officers, elected officials, attorneys and servants free and harmless from any and all loses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interest, court cost, legal fees and all other expenses incurred by the said Hillsborough County and its Sheriff, arising in favor of any party, including injuries sustained by employees of the Hillsborough County Sheriff, death, damages to property without limitation by enumeration, all other claims or demands of every character occurring in any way incident to, in connection with or arising directly or indirectly out of the deputization of _____ employees. The _____ agrees to investigate, handle, respond to, provide defense for and defend any such claims demands or suits at_____ sole expense. The _____ also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against _____ or Hillsborough County and its Sheriff or to enlarge in any way _____ liability but is intended solely to provide for indemnification of Hillsborough County and its Sheriff from liability for damages or injuries arising from _____ the deputization of _____ employees.

As a specific condition of this agreement, the _____ shall provide Hillsborough County and its Sheriff with a certificate of insurance in the amount of One Million Dollars and No Cents ($1,000,000.00) naming Hillsborough County and its Sheriff as an additional insured. Failure to provide said certificate of insurance shall result in this agreement being null and void and the revocation of _____ employees deputization.

Dated:

_____

For and on Behalf of _____

13

Tom - From Red Robidoux

DRAFT Date

Police Agency/ Individual
Address

Re: State v. Laurie and the Deputization of _____

Dear _____

The New Hampshire Supreme Court's decision in State v. Laurie, 139 NH 325 (1995) requires the disclosure of certain personnel information in some criminal cases. The decision pertains to the disclosure of information bearing on a law enforcement officer's credibility as a witness and the defense's ability to potentially impeach that officer's testimony. The NH Attorney General's Office has suggested that law enforcement agencies identify and provide notification of potential Laurie issues to prosecutor's. To that end, I am attempting to comply with the Attorney General's request.

DRAFT

Kindly advise whether you (or your employee) have:

a) any substantiates instances of deliberately lying during a court case, proceeding, internal investigation or in a police report;

b) any substantiates instances of falsifying evidence or records;

c) any substantiates instances of engaging in egregious dereliction of duty;

DRAFT

d) any founded complaint of excessive use of force;

e) any instance of mental instability that caused the agency to suspend you (or your employee) for evaluation or treatment.

Thank you for your cooperation in this matter.

Very truly yours,

Sheriff

13

Memo

RECEIVED
MANCHESTER CITY CLERK

95 MAR 28 AM 7:36

IN BOARD OF MAYOR & ALDERMEN

DATE: April 4,1 995

ON MOTION OF ALD. Clancy

SECONDED BY ALD. Goonan

VOTED TO Approve the proposed Indemnification Agreement

CITY CLERK

March 27, 1995

TO: LEO BERNIER
CITY CLERK

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

RE: BOARD OF MAYOR & ALDERMEN AGENDA REQUEST

Attached is a proposed Indemnification Agreement between the Hillsborough County Sheriff's Department and the City of Manchester. The Agreement has been requested by the Hillsborough County Attorney's Office in return for the deputization of Manchester Water Works' watershed patrol officers. This department has found it extremely helpful for our patrol officers to be able to issue summons in the three county areas that comprise the watershed for violations of posted watershed regulations. The agreement which has been reviewed by both the City Solicitor's Office and the Risk Manager was approved by the Board of Water Commissioners at their meeting of Wednesday, March 22, 1995.

I respectfully request that this matter be placed on the agenda of the Board of Mayor and Aldermen meeting at your earliest convenience.

TMB:ds

cc: Thomas R. Clark, Esq.
City Solicitor

MANCHESTER WATER WORKS
281 LINCOLN ST., MANCHESTER, NH 03103 TEL. (603)624-6494

13

INDEMNIFICATION AGREEMENT

NOW COMES the Hillsborough County Sheriff and the City of Manchester and hereby agree and resolve as follows:

In consideration of the Hillsborough County Sheriff deputizing certain members of the City of Manchester Water Works Department and other valuable consideration, the receipt of which is hereby acknowledged, the City of Manchester agrees that all deputized Water Works personnel shall be considered City of Manchester employees or agents and that unless specifically assigned by the Sheriff the City of Manchester shall be responsible for payment of all unemployment, social security and other payroll taxes including contributions from them when required by law.

The City of Manchester hereby agrees to protect, defend, indemnify and hold Hillsborough County and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by Hillsborough County arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees by Hillsborough County, death or damage to property (including property of Hillsborough County) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out the deputation of members of Water Works personnel. The City of Manchester agrees to investigate, handle respond to, provide defense for and defend any such claims, demands or suits at the sole expense of the City of Manchester.

The City of Manchester also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

This agreement is not intended to create any cause of action in favor of any third party against the City of Manchester or Hillsborough County or to enlarge in any way the City of Manchester's liability, but is intended solely to provide for indemnification of Hillsborough County from liability for damages or injuries third persons or property arising from the operations or activities involving deputies affiliated with the Water Works personnel.

DATED: January 9, 1998

Hillsborough County

Walter A. Morse

By: Walter A. Morse, Sheriff

STATE OF NEW HAMPSHIRE)

COUNTY OF HILLSBOROUGH), SS.

Personally appeared the above-named Raymond J. Wieczorek

Mayor City of Manchester NH

and made oath that he/she was authorized to enter into and execute said agreement and subscribe that is his/her signature listed above.

Notary Public/Justice of Peace

FREDERICK E. HARRIS, SR
NOTARY PUBLIC
MY COMMISSION EXPIRES JUNE 3, 1999

City of Manchester

Mayor

By:

STATE OF NEW HAMPSHIRE)

COUNTY OF HILLSBOROUGH), SS.

Personally appeared the above-named Walter A. Morse, Sheriff

and made oath that he/she was authorized to enter into and execute said agreement and subscribe that is his/her signature listed above.

Janice E. Foye

Notary Public/~~Justice of Peace~~

JANICE E. FOYE
My Commission Expires August 20, 2002

BOARD OF WATER COMMISSIONERS

C. ARTHUR SOUCY
President

RAYMOND W. PROVENCHER
Clerk

DONALD P. COUTURIER
JAMES W. CRAIG
PATRICIA H. CORNELL
RICHARD M. BUNKER

Ex Officio
HON. ROBERT A. BAINES
Mayor

THOMAS M. BOWEN, P.E.
Director and Chief Engineer

ROBERT BEAURIVAGE, P.E.
Asst. Director

MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

RECEIVED
JAN 14 2005
CITY CLERK'S OFFICE

January 13, 2005

Board of Mayor and Aldermen
c/o Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: SALE OF NON WATERSHED SURPLUS PROPERTY

Dear Board of Mayor and Aldermen:

In 1998 the Board of Mayor and Aldermen authorized the MWW to proceed with the disposition of a 60-acre parcel of land in Auburn that was determined to be surplus to the watershed protection goals of the department, and authorized the Director to execute all legal documents associated with the public sale of the property (attached). During that time, the Water Department attempted to sell the property but because the bid was well below market value, the Board of Water Commissioners rejected the bid and the department maintained ownership of the property. In view of the current robust real estate market, the Board of Water Commissioners has renewed its interest in selling the property.

The City Solicitor's Office recently reviewed the bidding documents and performed a title search of the deeds. The title search revealed there was an additional parcel associated with the 60-acre property that corrected the total acreage to be sold to include 87± acres. At their January 5, 2005 meeting, the Board of Water Commissioners authorized the sale of the 87±- acre surplus property contingent with approval of the BMA. At this time, the department is requesting that the Board of Mayor and Aldermen concur with the Water Commissioners and authorize the sale of the 87±-acre property.

Thank you for your consideration of this matter.

Sincerely,

Tom Bowen

Thomas M. Bowen, P.E.
Director

TMB:ds

RECEIVED
JAN 14 2005
CITY CLERK'S OFFICE

14

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

Gentlemen:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Director of Manchester Water Works be authorized to proceed with disposition of a 60-acre parcel of land in Auburn, determined surplus to watershed protection goals, through public sale.

The Committee further recommends that authorization be given to the Director to execute any and all legal documents associated with the public sale of the above property.

At a meeting of the Board of Mayor and Aldermen held 3/3/1998 on a motion by Ald. Wihby duly seconded by Ald. Clancy the report of the Committee was accepted and its recommendations (adopted) ~~(denied)~~.

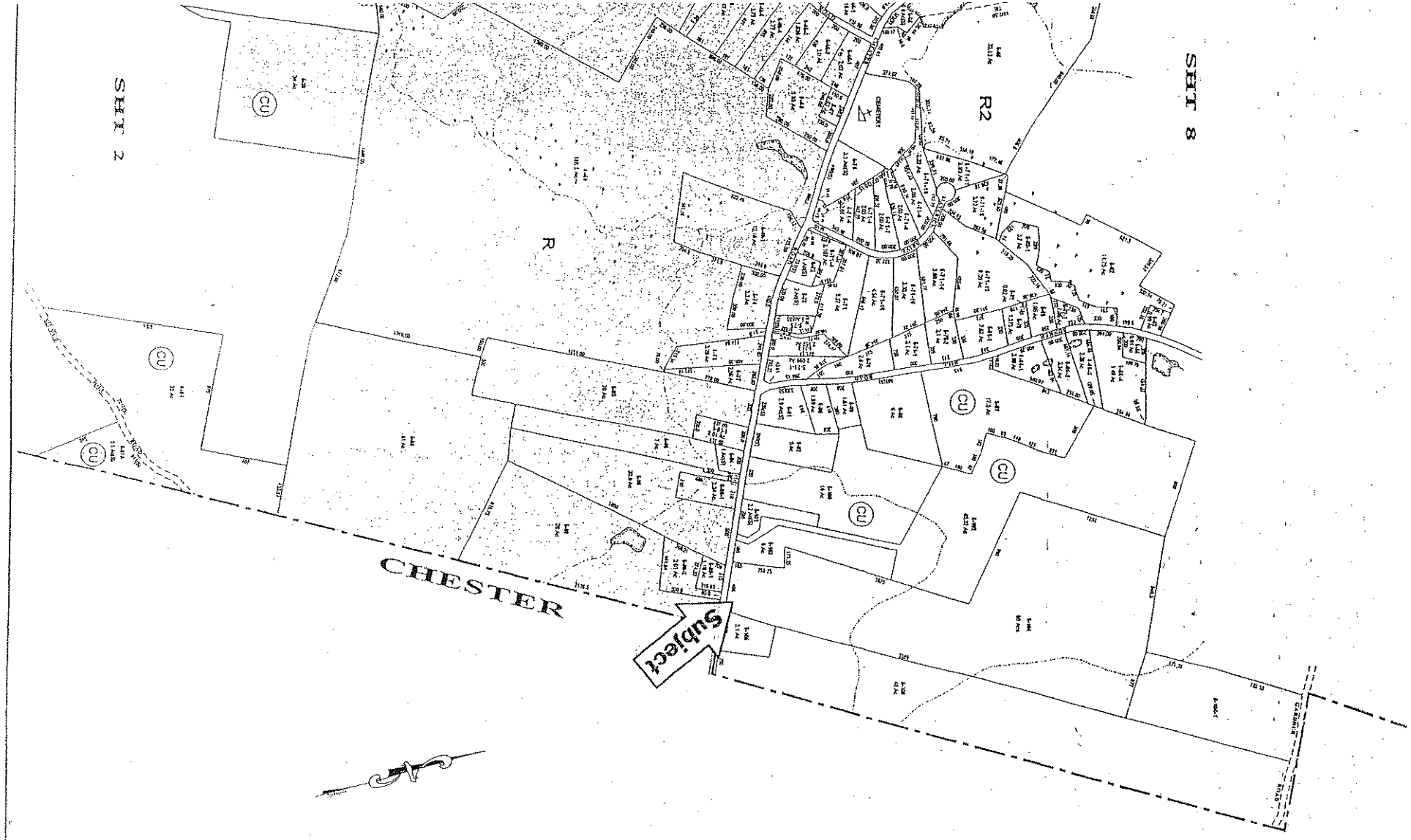
City Clerk

Respectfully submitted,

Clerk of Committee

14

14



SHEET NUMBER 5

GRAPHIC SCALE

(IN FEET)
1 inch = 500 ft.

PROPERTY MAP
AUBURN
NEW HAMPSHIRE

The data on this map has been compiled from a variety of sources granted voluntarily by private owners and official sources and is not to be considered legal location of property boundary lines. The TOWN OF AUBURN assumes no responsibility for the accuracy of individual parcels.

Prepared by
DOLLARD ASSOCIATES
13 DOLLARD ROAD
AUBURN, NH 03032-2533
(603) 483-5331

Date of original dwg:	
Date of latest rev:	August 30, 2004
File:	SHT5.dwg
Scale:	1"=500'

City Of Manchester
Department of Highways
Environmental Protection Division

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

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

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

January 18, 2005

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

RE: Warrant for Sewer Charges Levy 2004
Period #3

Dear Board Members:

Please be advised that the warrant for Sewer Charges encompassing all delinquent sewer rental charges from August 22, 2004 to November 24, 2004, in accordance with RSA:9 and 252:10, that are to be committed to the Collector of Taxes will be included on the agenda for the January 25, 2005 meeting of the Board of Mayor and Aldermen. A clerk will submit the amount of said warrant at the time of the meeting.

Sincerely,

June George

June George
Business Service Officer

/JG

RECEIVED
JAN 18 2005
CITY CLERK'S OFFICE

City of Manchester
New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Ninety Six Thousand Seven Hundred Thirty Eight Dollars and Nine Cents ($96,738.09) for FY2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance."

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

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

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

WHEREAS, the Board of Mayor and Aldermen desires to provide Affordable Housing Trust funds in the amount of $96,738.09 to Manchester Neighborhood Housing Services to supplement existing Federal American Dream Downpayment Initiative (ADDI) funds for use in their Downpayment & Closing Cost Assistance Program; and

WHEREAS, existing funds in at least that amount are available from Affordable Housing Trust funds; and

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

1) **By decreasing:**
Affordable Housing Trust Fund - $96,738.09

2) **By increasing:**
2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance - $96,738.09 Affordable Housing Trust Fund
(from $113,848 ADDI to $113,848 ADDI and $96,738.09 Affordable Housing Trust Fund)

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

16

City of Manchester
New Hampshire

In the year Two Thousand and Five

A Resolution

"Authorizing the Finance Officer to effect a transfer of Seven Thousand Three Hundred Thirteen Dollars ($7,313.00) from Contingency to City Clerk Special Projects"

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

That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Special Projects Account 0400C10898.....$7,313

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

For "digitized records keeping"

16

December 21, 2004.
In Board of Mayor and Aldermen.
On motion of Alderman Thibault, duly seconded by Alderman Porter, it was voted to table the report.

City Clerk

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

The Committee on Lands & Buildings respectfully recommends, after due and careful consideration, that in accordance with RSA 80:80 the Mayor be authorized to dispose of certain property situated at Francis Street, known as Map 0861, Lot 0025-N by executing deeds releasing all rights, title interest, or claims in said property. Said property formerly owned by Francisco R. Jardine was acquired by the City of Manchester by virtue of Tax Collector's deed dated September 2, 1943 and recorded in Hillsborough County Registry of Deeds on September 9, 1943, Volume 1051, Page 0369.

The Committee recommends that said property be disposed of through public auction with a minimum bid to be set at $14,000.

The Committee advises that it has found such property to be surplus to City needs; and that the Board of Assessors has provided an opinion of value in the range of $20,000-$40,000.

The Committee further recommends that the Tax Collector and City Solicitor be authorized to proceed with disposition and prepare such documents as may be required, and that the Finance Officer be authorized to credit tax deed accounts as deemed necessary.

Respectfully submitted,

Clerk of Committee

17

2/17/04 - Tabled

Associated Realty
816 Elm Street #186
Manchester NH 03101
(603) 668-6900

The Board of Mayor and Alderman
c/o Manchester City Clerk
1 City Hall Plaza
Manchester NH 03101

Dear Members of the Board:

This office represents Mr. Rene Soucy in his attempt to purchase the property on Frances Street in Manchester known and described as upper lot 24 and lower lot 23 map 861.

His right to purchase this property is contingent upon his purchasing lot #25 from the City of Manchester. Mr. Soucy wishes to purchase lot #25 for $10,000.00 from the city and he has notified Mr. Peter Sampo, the only other abutter of his intent.

Kindly please consider Mr. Soucy's offer and notify me of additional steps necessary to complete this purchase.

Thank you in advance for your anticipated help with this matter.

Sincerely

Kenneth A DeSchuiteneer

RECEIVED
JAN 8 2004
CITY CLERK'S OFFICE

17

9/16/2003

Buildings and Land Commity;

Gentlemen,

I am negotiating to purchase two lot's on Francis street (west) in manchester.

The lot's are #23 and 24 on city map #861.

I am interested in purchasing a lot owned by the city, lot #25 abutting lot 24, or whatever part of it I would need to consolidate with lot #24 in order to build a single family dwelling.

I would keep lot #23 as a dry lot and a buffer to be neighbor friendly.

Thank you for your consideration in this matter

PS. If not all of lot #25 100x100 would do.

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FRANCIS ST
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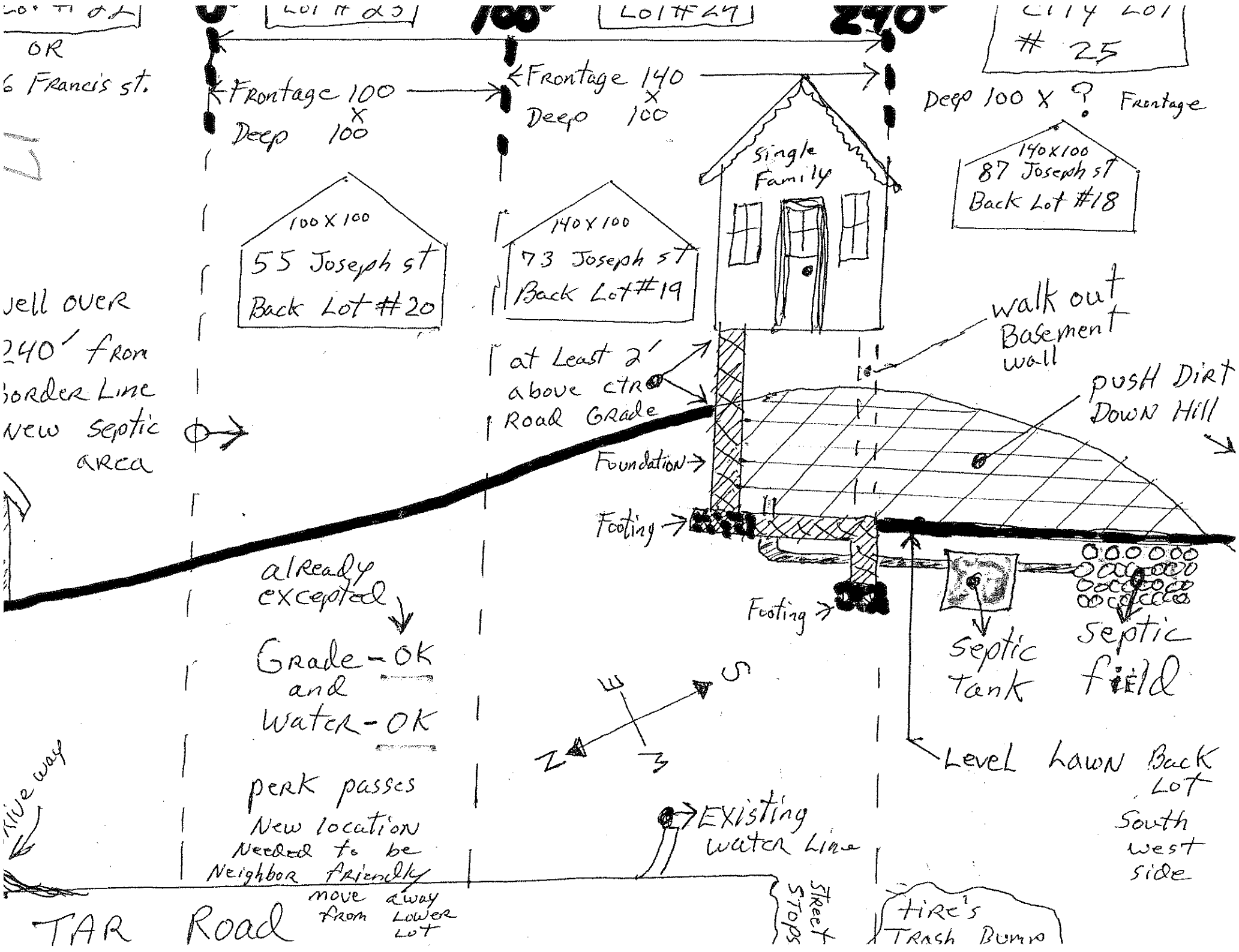
-17


OR
6 Francis st.
Lot # 23
100
Lot # 24
240
City Lot
25
Frontage 100
X
Deep 100
Frontage 140
X
Deep 100
Deep 100 X ? Frontage
Single Family
140 X 100
87 Joseph st
Back Lot #18
100 X 100
55 Joseph st
Back Lot #20
140 X 100
73 Joseph st
Back Lot #19
Well over
240' from
Border Line
New Septic
area
walk out
Basement
wall
at Least 2'
above ctr
Road Grade
push Dirt
Down Hill
Foundation
Footing
Footing
already
excepted
Grade - OK
and
Water - OK
Septic
tank
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Lot
South
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side
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New location
Needed to be
Neighbor Friendly
move away
from Lower
Lot
Existing
water Line
Street
Stops
Tire's
Trash Dump
TAR Road

perty Location: FRANCIS ST
on ID: 26874

MAP ID: 0861/ / 0025/N /
Other ID:

Bldg #: 1 *Card* 1 *of* 1 *Print Date:* 09/22/2003 09:09

CURRENT OWNER	TOPO.	UTILITIES	STRT./ROAD	LOCATION
TY OF MANCHESTER TAX COLLECT	1(Detrimental	8 None	8 None	1 Urban
	9 Unbuildable			

IE CITY HALL PLAZA
ANCHESTER, NH 03101

ditional Owners:

SUPPLEMENTAL DATA

Account #	3437548	RAD OR CAD	CAD = 642
Land Adjust	YES	Old LUC	
Voided	NO	Sketch Note	V
Total SF	18000	Land Class	R
Zone		Parcel Zip	03102
Frontage/Dep	No		

GIS ID:

CURRENT ASSESSMENT

Description	Code	Appraised Value	Assessed Value
EXM LAND	9500	8,000	8,000
	Total	8,000	8,000

2017
MANCHESTER, NH

VISION

RECORD OF OWNERSHIP

	BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.
TY OF MANCHESTER TAX COLLECT					0	

PREVIOUS ASSESSMENTS (HISTORY)

Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
2002	9500	8,000	2001	1320	8,000	1991	1300	6,400
	Total:	8,000		*Total:*	8,000		*Total:*	6,400

EXEMPTIONS

Year	Type/Description	Amount
	Total:	

OTHER ASSESSMENTS

Code	Description	Number	Amount	Comm. Int.

This signature acknowledges a visit by a Data Collector or Assessor

APPRAISED VALUE SUMMARY

Appraised Bldg. Value (Card)	0
Appraised XF (B) Value (Bldg)	0
Appraised OB (L) Value (Bldg)	0
Appraised Land Value (Bldg)	8,000
Special Land Value	
Total Appraised Card Value	8,000
Total Appraised Parcel Value	8,000
Valuation Method:	Cost/Market Valuation
Net Total Appraised Parcel Value	8,000

NOTES

1

BUILDING PERMIT RECORD

Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments

VISIT/CHANGE HISTORY

Date	ID	Cd.	Purpose/Result
8/11/2000	RG	14	Other
3/14/1991		00	Meas & Int Insp.

LAND LINE VALUATION SECTION

B#	Use Code	Description	Zone	D	Frontage	Depth	Units		Unit Price	I. Factor	S.I.	C. Factor	Nbhd.	Adj.	Notes- Adj/Special Pricing	Adj. Unit Price	Land Value
1	9500	NON TAX R					18,000.00	SF	2.22	1.00	1	1.00	520	1.00	SPCL(RES)Notes:	2.22	8,000
						Total Card Land Units	18,000.00	SF	*Parcel Total Land Area:*			18,000 SF				*Total Land Value*	8,000

1

Property Location: FRANCIS ST
Vision ID: 26874

MAP ID: 0861/ / 0025/N /
Other ID:

Bldg #: 1 **Card** 1 **of** 1 **Print Date:** 09/22/2003 09

CONSTRUCTION DETAIL

Element	Cd.	Ch.	Description
Style/ Type	99		Vacant Land
Model	00		Vacant
Grade			
Stories			
Occupancy			
Exterior Wall 1			
2			
Roof Structure			
Roof Cover			
Interior Wall 1			
2			
Interior Floor 1			
2			
Heating Fuel			
Heating Type			
AC Type			
Bedrooms			
Bathrooms			
Total Rooms			
Bath Type			
Kitchen Style			

Commercial Data Elements

Element	Cd.	Ch.	Description
Heat & AC			
Frame Type			
Baths/Plumbing			
Ceiling/Wall			
Rooms/Prtns			
% Common Wall			
Wall Height			

CONDO/MOBILE HOME DATA

Element	Code	Description	Factor
Complex			
Floor Adj			
Unit Location			
Number of Units			
Number of Levels			
% Ownership			

COST/MARKET VALUATION

Unadj. Base Rate	1.00
Size Adj. Factor	0.00000
Grade (Q) Index	0.00
Adj. Base Rate	0.00
Bldg. Value New	0
Year Built	0
Eff. Year Built	0
Nrml Physcl Dep	0
Funcnl Obslnc	0
Econ Obslnc	0
Specl. Cond. Code	
Specl Cond %	
Overall % Cond.	0
Deprec. Bldg Value	0

MIXED USE

Code	Description	Percentage
9500	NON TAX R	100

SKETCH

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)

Code	Description	L/B	Units	Unit Price	Yr.	Dp Rt	%Cnd	Apr. Value

BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
Ttl. Gross Liv/Lease Area		0	0	0	Bldg Val:	

To: Committee on Lands and Buildings
From: Board of Assessors
Date: November 6, 2003

Re: (Map 861, Lot 25-N)
Request to Purchase Property Francis Street

The following is a summary of important facts and the value estimate:

Property Location	Land Francis St. West Side
Assessors Map/Lot	Map 861 , Lot 25N
Property Owner	City of Manchester, NH
Deed Book/Page	Deeded 9/2/43 Book 1051 Page 0369 Recorded 9/9/43
Date Acquired	9/2/43
Improved/Vacant	Vacant
Total Land Area	Square Feet (Acres) 18,000 or .41 Acres
Current Zoning	R-1A
Overlay District	
Easements/Restrictions	
Utilities Available	Water
Total Current Assessment	8,000
Indicated Range of Value/Unit	
Indicated Range of Value	20,000 TO 40,000
Comments	According to the Health Dept if they have water and need septic they need 25,000-sq. ft., if they don't have either than they need 37,500 sq. ft in order to build a house.

Respectfully submitted by the Board of Assessors,

Thomas C. Nichols

Thomas C. Nichols, Acting Chairman

ArcIMS HTML Viewer Map

Legend

- City Border
- Road Names
- Area Towns
- Parcels
- Parcel IDs
- Addresses
- Roads
- Water Bodies
- DAM
- LAKE-POND
- RIVER
- SWAMP
- Aerial Photo - 2000

17

City of Manchester
Office of the Tax Collector

City Hall
One City Hall Plaza - West
Manchester, New Hampshire 03101
(603) 624-6575 (Phone)
(603) 628-6162 (Fax)

Joan A. Porter
Tax Collector

Memorandum

DATE: November 10, 2003

TO: Land & Building Committee

FROM: Joan A. Porter, Tax Collector

RE: **L Francis Street**

As requested, the following contains information regarding the Tax-Deeded property located at: **L Francis St**

Prior Owners:	Francisco R Jardine
Map/Lot:	0861/0025-N
Lien Date:	09/05/1941
Deed Date:	09/02/1943
Recorded Date:	09/09/1943
Book/Page:	1051/0369
Back Taxes	$7.06 (**not including interest and costs**)

I do not have any objections to the disposition of this property.

City of Manchester, NH - Tax Miscellaneous Information Inquiry

Functions Options Help

11/05/2003 4:25:38 PM

Special Notes

Tax account ID	203082
Account description	
Personal Property Acct	
Location address	FRANCIS ST
Owner name	CITY OF MANCHESTER TAX COLLECT

View detail

Description	Free-Form Information
IN DEED STATUS	DEEDED TO TAX 9-02-43 VOL 1051 PAGE 0369
IN DEED STATUS	DATE DEED RECORDED 09-09-43
IN DEED STATUS	OO: JARDINE, FRANCISCO R
IN DEED STATUS	ORIGINAL LIEN DATE:SEP 05, 1941 FOR 1940

OK Exit Cancel

17

Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

RECEIVED
FEB 09 2004
CITY CLERK'S OFFICE

February 4, 2003

Committee on Land and Buildings
Honorable Board of Mayor and Aldermen
City Hall - One City Hall Plaza
Manchester, N.H. 03101

RE: *Disposition of city-owned property on Francis Street (Tax Map 861, Lot 25)*

Dear Committee Members:

This is to provide a report pursuant to Section 23½ pertaining to the above-referenced parcel.

The Committee has received a letter from Mr. Rene Soucy who is currently seeking to acquire two adjoining privately owned parcels (TM 861, Lots 23 & 24) located on Francis Street, a private way off the west side of Goffstown Road. Prior to concluding his final acquisition of these two lots, Mr. Soucy has asked the Committee whether or not the City would sell him the city-owned Lot 25, a tax-deeded property which abuts the west end of Lot 24 (refer to the accompanying map). Mr. Soucy has verbally stated that his goal with respect to these purchases would be to

(a) consolidate the 10,000 s.f. Lot 24 with the 18,000 s.f. Lot 25 in order to create a new 28,000 s.f. parcel which would meet the R-1A zoning district's 1-Family detached dwelling unit 12,500 s.f. minimum lot size requirement by; and

(b) use Lot 23 as a buffer lot "to be neighbor friendly".

Surplus Determination: The Planning Department has reviewed this request and has concluded that there is no public purpose to the City's continuing ownership of Lot 25. As such we would have no objection if Lot 25 were to be declared "surplus" and disposed of in a manner consistent with Section 23 1/2 of the City Ordinances.

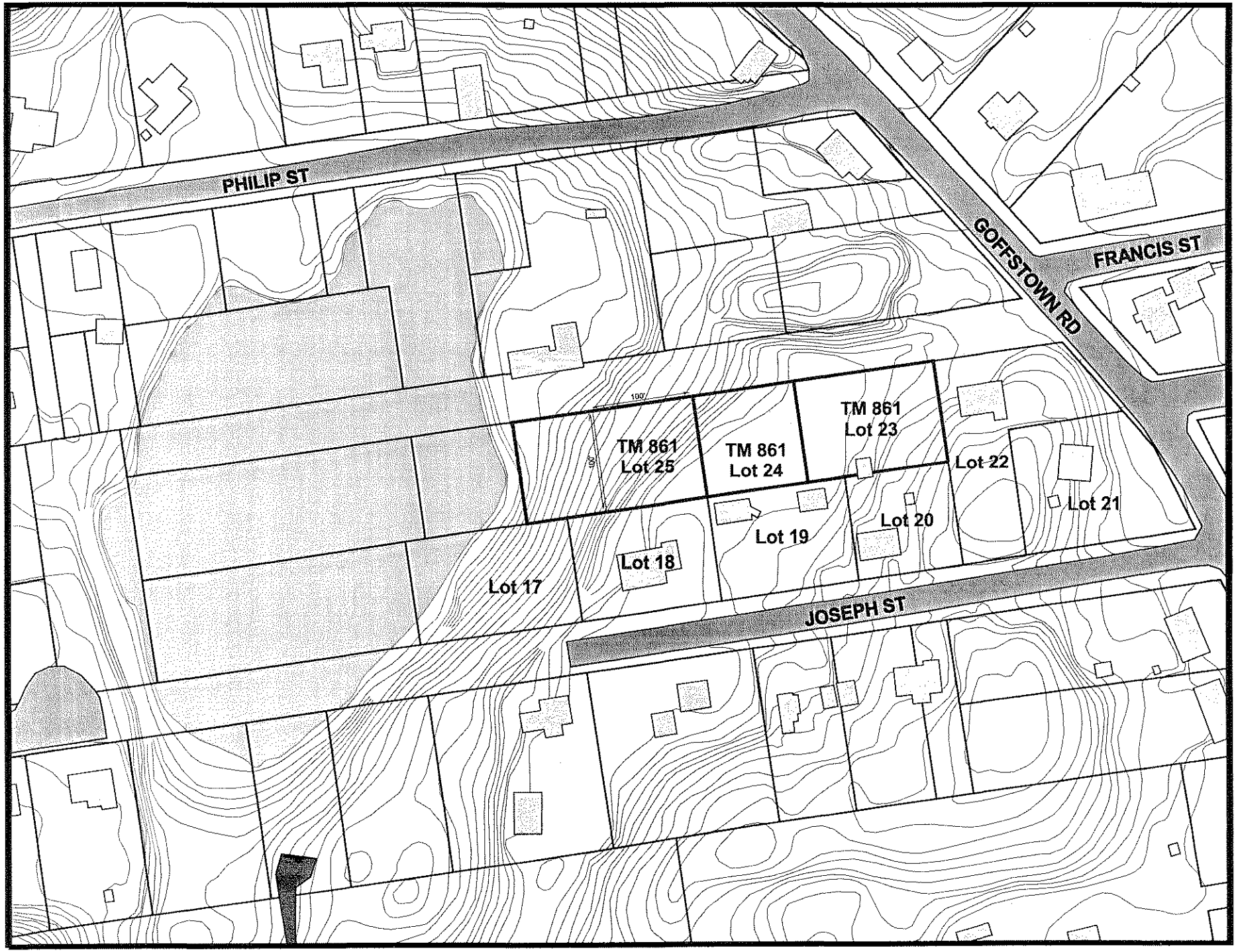
Disposition:

City-owned Lot 25 is located on a private way and is abutted by five separate privately-owned parcels, two of which have a substantial border with Lot 25 (TM 861, Lots 18 & 24). Due to the way the parcels in this area are configured, we feel that it is logical for the City to offer to sell Lot 25 to the owner of either Lot 18 or Lot 24.

Sincerely,

Robert S. MacKenzie
Director of Planning

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



Map created on 10/20/03 by the City of Manchester Planning & Community Development Department (DJB).
Map scale: One inch = 125 feet. 2' topographic contours.

Vicinity of Joseph and Francis Streets

City of Manchester
Office of the Tax Collector

City Hall
One City Hall Plaza - West
Manchester, New Hampshire 03101
(603) 624-6575 (Phone)
(603) 628-6162 (Fax)

Joan A. Porter
Tax Collector

Memorandum

DATE: January 15, 2004

TO: Land & Building Committee

FROM: Joan A. Porter, Tax Collector

RE: **L Francis St**

As requested, the following contains information regarding the Tax-Deeded property located at: **L Francis St**

Prior Owners:	Francisco R. Jardine
Map/Lot:	0861/0025
Lien Date:	09/05/41
Deed Date:	09/02/43
Recorded Date:	09/09/43
Book/Page:	051/369
Back Taxes	$7.06 (**not including interest and costs**)

I do not have any objections to the disposition of this property.

This property was tax-deeded prior to 6/25/98 and therefore there are no requirements to notify the former owner.

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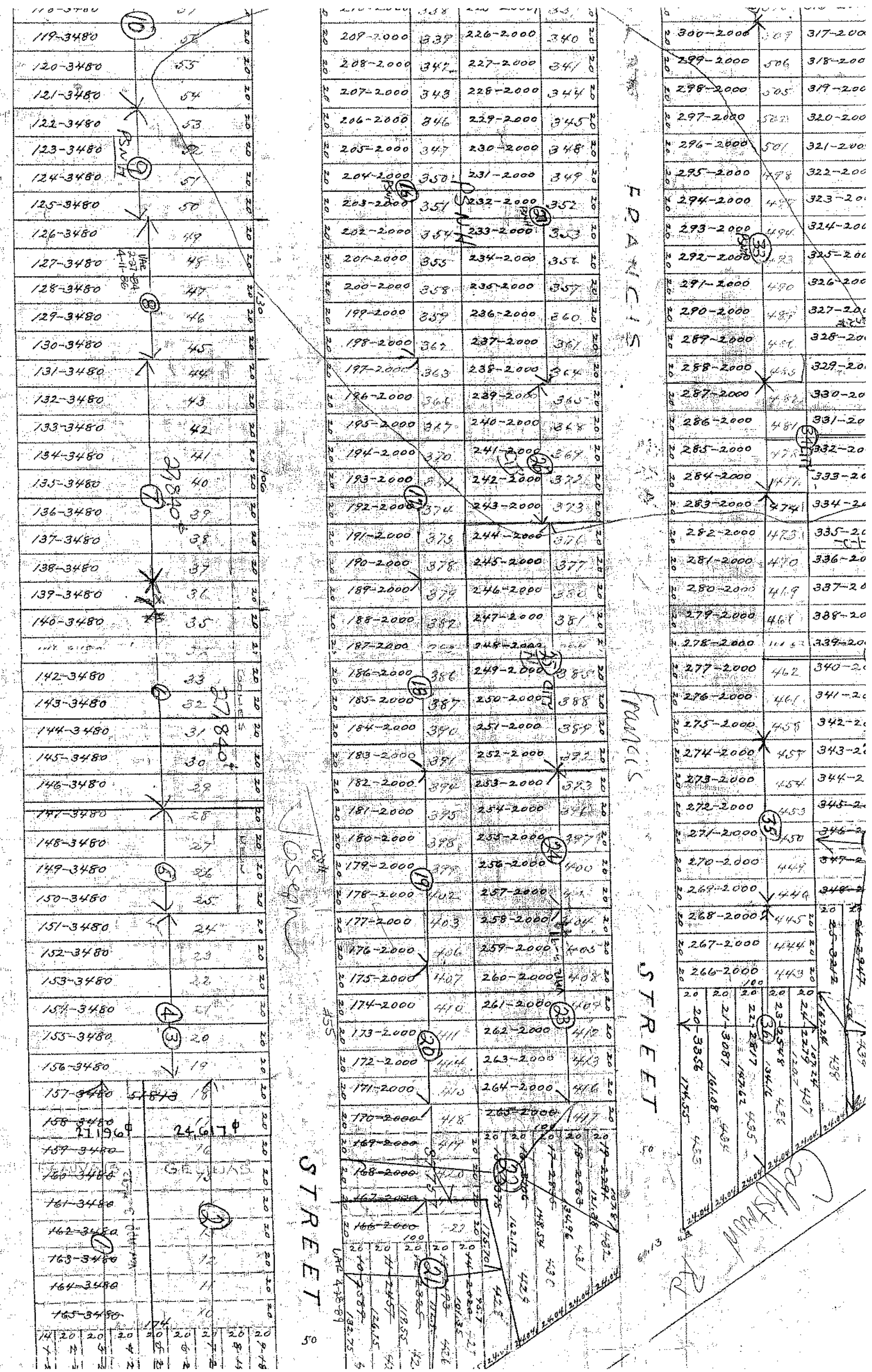
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VAC 237-84 4-11-86
VAC 4-28-89

17

July 27, 2004

City Clerk's Office
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Sir:

I live on 87 Joseph Street in Manchester. My property abuts city lot map 861 lot 25. I wish to purchase this lot should the city put it up for sale. I am willing to pay $15,000 for this lot.

Thank you for consideration.

Sincerely,

Peter V. Sampo
87 Joseph Street
Manchester, NH 03102

603-668-5944

RECEIVED
JUL 29 2004
CITY CLERK'S OFFICE

17

RECEIVED
AUG 18 2004
CITY CLERK'S OFFICE

Associated Realty and Recovery Service
Kenneth DeSchuiteneer
816 Elm St. #186
Manchester, NH 03101
Phone # (603)668-6900

Alderman Henry Thibault
Chairman Land and Building Committee
Manchester Board of Mayor and Alderman
1 City Hall Plaza
Manchester, NH 03101

Re: Purchase of lot 25 Francis St.

Dear Alderman Thibault

Reference is made to the land a building committee meeting which Mr. Rene Soucy presented plans to purchase lot #25 on Francis St. from the city of Manchester.

It was determined that the lot was surplus and a proper value would be placed on it and the land would be offered for sale to the abutters.

The only abutter to this property is Mr. Sampo and lots 23 and 24 which Mr. Soucy has equitable title in.

At the meeting a number of Francis St. residents testified as to their objections to Mr. Soucy being allowed to purchase lot 25 and being allowed to build on lots 23, 24 and 25.

Mr. Leon LaFreniere of the city of Manchester building department also testified as to lots 23, 24 and 25 combined being unbuildable as of the illegal pitch of the property. He also stated that lot 20 was non-conforming without 23 and 24 and therefor purchased illegally.

Well it seems it is more illegal then previously thought as the enclosed pictures will show.

The last building permit pulled for lot 20 was by Mr. John Freatas for electrical work over 35 years ago. The enclosed pictures show the lot 20 property, when it was sold to Mr. Lawrence and Mr. Lawrence's property now.

The building is twice as big now, and the garage is triple in size and if lot 20 was non-conforming when Mr. Lawrence purchased it, it is definitely non-conforming now. Mr. LaFreniere is aware of the exterior change in the Lawrence property, and in order to rectify this situation, Mr. Lawrence needs room for his septic.

Mr. Soucy will give Lawrence an easement on lot 23 for the septic thus making lot 20

17

conforming. The city must then set the guidelines to allow Mr. Soucy to build on 23, 24 and 25 combined to rectify the whole situation.

Or as an alternative have Mr. Lawrence restore his property to its original state when he purchased it.

Surely no permits would be approved on a non-conforming lot.

In summary I suggest that Mr. Soucy be allowed to purchase lot 25 and combine lot 23, 24 and 25 to make them buildable and grant the building permit to do so.

Then Mr. Soucy would give Mr. Lawrence an easement for his septic to make his lot conforming.

Then the building department can also issue permits to Mr. Lawrence for the work he has already done illegally and reassess his property.

Two wrongs don't make a right. This mess must be resolved.

Sincerely,

Kenneth DeSchuiteneer

CC. Board of Mayor and Alderman
City of Manchester Building Department
JDF Trust
c/o John D Freatas Jr.
File for future reference

CITY OF MANCHESTER

Chief Negotiator / Labor Contract Administrator

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6532 • Fax: (603) 624-6528

MEMORANDUM

To: Leo Bernier, City Clerk
From: David Hodgen DAH
Date: January 18, 2005
Re: **Session with Board of Mayor and Aldermen, January 25, 2005**

Please schedule a strategy session with the Board of Mayor and Aldermen after the regular session on January 25, 2005 to discuss Union negotiations.

Information regarding this matter will be transmitted to the Board under separate cover.

DAH:jac
Cc: Mayor Baines

RECEIVED
JAN 18 2005
CITY CLERK'S OFFICE

19