



City of Manchester Archives
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Collection Summary

Repository: Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Creator: Board of Mayor and Aldermen; Committees on: Accounts, Enrollment, and Revenue Administration; Administration/Information Systems; Bills on Second Reading; Community Improvement; Finance; Human Resources and Insurance; Joint School Buildings; Lands and Buildings; Public Safety, Health. And Traffic. City of Manchester, NH.

Title: Board of Mayor and Aldermen Committees' Reports

Collection Number: 0100.005

Accession Number: 2007.35

Dates: 1887 – current (inclusive). No volume for 1901-1905. The latest two years of records are on file in the main office of the City Clerk.

Volume: 13 bound volumes, 9 cubic feet. Additional records will be transferred to the City Archives indefinitely.

Languages: Collection materials are in English.

Related Collections: BMA Supporting Documents of Meetings (0100.001); BMA Committees' Supporting Documents of Meetings (0100.006); BMA Committees' Meeting Minutes (0100.007).

Access: Access to collection is open to the public. Please contact the archives for an appointment to view materials. Cite the collection number, volume and/or box numbers when making an appointment.

Digital Note: Materials are not accessible online at this time.

Conservation Notes: Not applicable.

Finding Aid Prepared by: Mike Intranuovo, 2016.

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Historical Note

The mayor of the City of Manchester, NH has the power at the commencement of each municipal year to appoint the following standing committees of the Board of Mayor and Aldermen: Accounts, Enrollment, and Revenue Administration; Administration/Information Systems; Bills on Second Reading; Community Improvement; Finance; Human Resources and Insurance; Joint School Buildings; Lands and Buildings; Public Safety, Health, and Traffic.

Each committee consists of five members, except for the Finance Committee, which consists of fifteen members and is chaired by the mayor. It is the duty of every BMA Committee to whom any subject shall be especially referred, to report thereon at the earliest convenience.

The *Committee on Accounts, Enrollment, and Revenue Administration* examines Ordinances for consistency with the rules of the BMA and required laws, and reports to the BMA as to whether said Ordinances are properly enrolled. It has jurisdiction over policy regarding city expenditures, revenue performance and forecasts, financial statements, audit reports, city bonding and other matters that may be referred by the BMA.

The *Committee on Administration/Information Systems* has jurisdiction over policy regarding licensing, information systems, and the general administrative affairs of the City and other matters that may be referred by the BMA.

The *Committee on Bills on Second Reading* has jurisdiction over policy regarding planning and zoning issues, and is responsible for the review and development of Ordinances and to insure that proposed Ordinances are consistent with all federal, state, and local laws, and other matters that may be referred by the BMA.

The *Committee on Community Improvement* has jurisdiction over policy regarding vehicle maintenance and purchases, public works functions and services and programs funded by the federal and state governments and other matters as may be referred by the BMA.

The *Committee on Finance* consists of the Mayor and Aldermen, and is responsible for preparing and laying before the BMA the annual budget relating to the raising of money and making appropriations for the ensuing fiscal year, and all resolutions relating to the raising of money by taxation, loan, or otherwise, stating the amount necessary to be raised and the objects and purposes for which it shall be expended.

The *Committee on Human Resources and Insurance* has jurisdiction over policy regarding the City's personnel system, the classification of personnel positions, the creation of new positions, and all policy pertaining to City risk management, self-insurance, insurance coverage and other matters as may be referred by the BMA.

The *Committee on Joint School Buildings* is responsible for overseeing and deciding all matters relating to construction of schoolhouse buildings, and preparing and submitting monthly status reports/financial reports relating to construction progress to the BMA and the School Board.

The *Committee on Lands and Buildings* has jurisdiction over policy regarding City lands and all City buildings, with the exception of lands and school-houses under the jurisdiction of the Board of School Committee, and other matters as may be referred by the BMA.

The *Committee on Public Safety, Health, and Traffic* has jurisdiction over all matters committed to the Committee by Ordinance and by an Act Authorizing the BMA to Delegate Its Authority Pertaining to Regulation of Highways, as well as over parking facilities, the health and safety of Manchester's citizens, and other matters as may be referred by the BMA.

Collection Description

The collection contains the official reports of the Committees that are submitted to the Board of Mayor and Aldermen for consideration. Reports cover a wide variety of topics that fall within the scope of each Committee's jurisdiction. More contemporary reports (starting in approximately 1990) also include supplemental attachments that were referred to by the Committee in order to develop its official report for the BMA.

Early reports exist in large bound volumes while later reports (starting in November 1990) are in folders and boxes. Reports are arranged chronologically by the date they were considered by the Board of Mayor and Aldermen, and are not separated by Committee.

Inventory

Dates	Volume/Box Number
1887-1901	Volume 01
1906-1913	Volume 03
1913-1925	Volume 04
1926-1937	Volume 05
1938-1947	Volume 06
1947-1954	Volume 07
1954-1959	Volume 08
1959-1964	Volume 09
1964-1970	Volume 10
1970-1975	Volume 11
1975-1981	Volume 12
1982-1987	Volume 13
1987-1990	Volume 14
November 1990 – December 1996	Box 01
January 1997 – March 2000	Box 02
March 2000 – October 2002	Box 03
November 2002 – November 2005	Box 04
December 2005 – March 2008	Box 05
March 2008 – July 2010	Box 06
July 2010 – February 2012	Box 07
March 2012 – May 2014	Box 08
May 2014 – December 2014	Box 09