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### ***Collection Summary***

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

**Creator:** Water Works Department. City of Manchester, NH.

**Title:** Water Works Departmental Reports

**Collection Number:** 0414.001

**Accession Number:** 2010.60

**Dates:** 1869 – 2015

**Volume:** 4.5 cubic feet

**Languages:** Collection materials are in English (majority), French, and Spanish.

**Related Collections:** [Board of Water Commissioners Meeting Minutes \(0414.004\)](#); Board of Water Commissioners Supporting Documents of Meetings (0414.003).

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

**Digital Note:** Most Annual Reports are available digitally through links in the inventory of this finding aid. All Water Quality Reports are available digitally by request. Contact the archives for details/assistance on accessing digital items.

**Conservation Notes:** Not applicable.

**Finding Aid Prepared by:** Mike Intranuovo, 2015; 2016; 2017.

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## Historical Note

The Manchester Water Works protects public health by providing city residents with drinking water of the highest quality. The department is responsible for providing drinking water and fire protection to the City of Manchester and portions of Auburn, Bedford, Derry, Goffstown, Hooksett, and Londonderry.

In the mid-19<sup>th</sup> Century, Manchester was in need of a source of pure water for “domestic use and to provide means for the extinguishment of fire.”<sup>1</sup> This necessity had been discussed by the mayor, aldermen, and common council for several years, and various options were examined. Disagreements over the quantity of water needed, the proper source, distribution methods, and the amount of money needed all contributed to a lack of action being taken. It was eventually decided for the city to administer its own water needs, which led to the creation of the Board of Water Commissioners.

Before the city was able to obtain its own water source, community water was supplied by the Amoskeag Industry for housing located in the center of the city, and was supplied untreated from the Merrimack River. The city Water Works started receiving its own water from Lake Massabesic in 1874, which was distributed untreated with the exception of debris screens at the intake canal. Chlorination treatment began in 1928, and in addition to debris screens, was the only treatment for water until the early 1970s when polyphosphate application began. In 1974, the construction of a conventional water treatment plant began. The plant used alum coagulation, pH correction, and activated carbon filtration to treat water. During that time, all finished water reservoirs were covered to prevent secondary contamination. Chlorine continued to be used for primary and secondary disinfection until plant renovations were completed in 2006, where ozone and chloramine were substituted for primary and secondary disinfection methods.<sup>2</sup>

According to an 1871 ordinance of the Board of Mayor and Aldermen (and the Common Council), the management of the Manchester Water Works is vested in the Board of Water Commissioners. The governing body consists of seven members, of which the mayor is an ex-officio member.

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<sup>1</sup> Annual Report, 1872; page 3. Water Works Departmental Reports. Collection 0414.001, accession 2010.60. Box 01, Folder 01. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

<sup>2</sup> According to David Paris, Water Supply Administrator. June 21, 2011.

**Collection Description**

This collection consists of reports created by the Water Works Department. It includes three record series: Annual Reports, Miscellaneous Reports, and Water Quality Reports.

## Series Descriptions and Inventory

### Series 1: Annual Reports, 1872-2015 (non-inclusive)

Annual reports are created by the Board of Water Commissioners and the Water Works Department. Included in some annual reports are sub-reports from the Superintendent and the Assistant Superintendent of the Water Works. Annual reports contain general information (early reports document specific topics such as water main locations, installed fire services, rain/snow accumulation, location and static pressure of hydrants, etc.), administrative information such as staff rosters, financial information, water quality information, and other related content. Some reports include photographs, and some early reports include maps of Manchester, showing water supply sources. In the late 20<sup>th</sup> Century, the department began issuing two versions of its annual report; one was an abridged version intended for the public while another was intended for internal city use. While both versions are public records and contain similar information, they are not identical. The abridged reports intended for the public have more images and are professionally printed, while the internal reports are more text-based and data driven. All records in this series may contain marginalia. Both types of reports are available for many years, but some are missing from this collection.

Also included in this series are two bound books of the department's annual reports. One book contains years 1872-1886, and one book contains years 1887-1900.

Annual reports create a linear history of Manchester's water supply and the actions the city government executed in order to locate sources of water, as well as test, treat, distribute, and pay for it.

Arranged chronologically.

Folder Description	Box Number	Folder Number
<a href="#">1872</a>	01	01
1873	01	02
1874	01	03
1875	01	04
1876	01	05A
1877, 1878, 1879	01	05B
1882, 1883, 1884	01	06A
1885, 1886, 1887, 1888, 1889	01	06B
1894, 1895	01	07A
<a href="#">1896</a> , <a href="#">1897</a> , <a href="#">1898</a> , <a href="#">1899</a>	01	07B
1902	01	08
<a href="#">1905</a>	01	09
<a href="#">1906</a>	01	10
<a href="#">1907</a>	01	11
<a href="#">1908</a> , <a href="#">1909</a> , <a href="#">1911</a> , <a href="#">1912</a>	01	12A
<a href="#">1913</a> , <a href="#">1915</a>	01	12B
<a href="#">1916</a>	01	13
<a href="#">1917</a> , <a href="#">1919</a>	01	14
<a href="#">1920</a> , <a href="#">1921</a> , <a href="#">1922</a> , <a href="#">1923</a> , <a href="#">1924</a>	01	15

Folder Description	Box Number	Folder Number
<a href="#">1925, 1926, 1927, 1928, 1929</a>	01	16
<a href="#">1930, 1931, 1932, 1933</a>	01	17
<a href="#">1934, 1935, 1936</a>	01	18
<a href="#">1937, 1938, 1939</a>	01	19
<a href="#">1940, 1941, 1942</a>	02	01
<a href="#">1943, 1944, 1945</a>	02	02
<a href="#">1946, 1947, 1948</a>	02	03
<a href="#">1949, 1950, 1951</a>	02	04
<a href="#">1952, 1953, 1954</a>	02	05
<a href="#">1955, 1956, 1957, 1958</a>	02	06
<a href="#">1959, 1960, 1961, 1962</a>	02	07
<a href="#">1963, 1964, 1965, 1966</a>	02	08
<a href="#">1967, 1968, 1969</a>	02	09
<a href="#">1970, 1971, 1972</a>	02	10
<a href="#">1973, 1974, 1975, 1976</a>	02	11
<a href="#">1977</a>	02	12
<a href="#">1978, 1979</a>	02	13
<a href="#">1980</a>	03	01
<a href="#">1981</a>	03	02
<a href="#">1982</a>	03	03
<a href="#">1983</a>	03	04
<a href="#">1984</a>	03	05
<a href="#">1985</a>	03	06
<a href="#">1986</a>	03	07
<a href="#">1987</a>	03	08
<a href="#">1988</a>	03	09
<a href="#">1989</a>	03	10
<a href="#">1990</a>	03	11
<a href="#">1991</a>	03	12
<a href="#">1992</a>	03	13
<a href="#">1993</a>	03	14
<a href="#">1994</a>	03	15
<a href="#">1995</a>	03	16
<a href="#">1996</a>	03	17
<a href="#">1997</a>	03	18
<a href="#">1998</a>	03	19
<a href="#">1999</a>	04	01
<a href="#">2000</a>	04	02
<a href="#">2001</a>	04	03

Folder Description	Box Number	Folder Number
<a href="#">2002</a>	04	04
<a href="#">2003</a>	04	05
<a href="#">2004</a>	04	06
<a href="#">2005</a>	04	07
<a href="#">2006</a>	04	08
<a href="#">2007</a>	04	09
<a href="#">2008</a>	04	10
<a href="#">2009</a>	04	11
<a href="#">2010</a>	04	12
<a href="#">2011</a>	04	13
<a href="#">2013</a>	04	14
<a href="#">2014, 2015</a>	04	15
Abridged version, 1971, 1977, 1979, 1980, 1981, 1983-1989	04	16
Abridged version, 1990-1995	04	17
Abridged version, 1996-2001	04	18
Abridged version, 2002-2008, 2010-2012, 2013-14	04	19

**Series 2: Miscellaneous Reports, 1869-1943 (non-inclusive)**

This record series consists of reports created in the pre and early history of the Water Works department and Board of Water Commissioners. Titles/descriptions of reports are listed below in the series inventory, in the order they are bound in the volume. Some reports may be duplicated in the annual reports.

Folder Description	Box Number	Folder Number
Miscellaneous Reports, 1869-1873 Item Description: These reports are bound in a single volume. They appear in the book in the following order, with their respective titles: <i>Creation of Water Board Commissioners, 1871; Preliminary Report on Water Supply, 1869; City Aqueduct Company; Report on Water Supply, 1871; Report on Sources of Water Supply, 1872; Rules, Regulations, and Water Rates, 1873; Contract No. 02: Water Pipes and Appendages, 1872; Specification for Pumps, 1872; Contract No. 04: Distributing Reservoir, 1873.</i>	05	--
Preliminary Report on the Water Supply for the City of Manchester, 1869	05	01
Extracts and Memoranda relating to Water Pipes, 1873	05	01
Report of the Engineer to devise a plan for a supply of water to the higher parts of the city, 1890	05	01
Development of the Manchester, NH Water Works by JH Read, 1934	05	02
History of the Manchester Water Works by James A Sweeney, 1943	05	02

**Series 3: Water Quality Reports, 2001-2015**

The department annually issues a report documenting the quality of drinking water in Manchester. Reports include content regarding where water is sourced from, what the water contains, water testing information, water treatment information, and summarized information of related content. The Safe Drinking Water Act (SDWA) requires this report is issued annually.

Arranged chronologically.

Folder Title	Box Number	Folder Number
2001	05	03
2002	05	03
2003	05	03
2004	05	03
2005	05	03
2006	05	03
2007	05	03
2008	05	03
2009	05	03
2010	05	03
2011	05	03
2012	05	03
2013	05	03
2014	05	03
2015	05	03